Registering as a promoter

- Go to https://www.rotoruanui.nz/promoter-dashboard/register/
- Fill out the short registration form and submit
- You will be notified by the Nui team when your account has been activated

Logging In

- Go to https://www.rotoruanui.nz and click on MY DASHBOARD at the top right
- Login using your email address and password you created when registering

Dashboard

The dashboard presents you with your events and your account information. You can update your account information and password at any time from the My Account box on the right-hand side.

Creating/editing an event

Fill out as much information as you can, you can always save as a draft and come back later before you submit for approval. All new and edited events will go through an approval process and you will be notified once your event has been approved by the Nui team.

Field descriptions:

1. **Title** – this is the name of your event in English
2. **Reo Māori event title** – Please add in your reo Maori title if you have one. If you don't have a translation, make a note and we will create one for you.
3. **Content –** Describe your event – what will be happening? Tell people what to expect with as much information as possible.

STEP ONE - Information

4. **Status –** You have the choice of Active (once published), Postponed or Cancelled
5. **Venue –**
   a. **Physical** – you can choose between one of our pre-loaded venues which will automatically load all address details into your event or you can select "other" and manually enter an address
   b. **Virtual** – if your event is being hosted online add in URL of where event will be hosted
6. **Recommended Ages –** Choose All Ages, or select no and enter lower and/or upper limits.
7. **External Booking URL –** If you have a booking website such as Ticketmaster, enter the URL in here. This will create a booking button on your event page and link directly to it.
8. **Website URL –** This will link to your website
9. **Facebook URL –** This will link to your Facebook page
10. **Instagram URL –** This will link to your Instagram page
11. **Ticket Pricing –** Select from a pre-defined type – Free, Gold Coin Koha or Range of ticket options available or select Enter a price range to be able to enter lower and/or upper price limits (ie from $10 to $45)
12. **Contact Phone Number –** this is for us to contact you and the number will not be published

13. **Accessibility –** Let people know if the event is mobility accessible or has hearing aid loop available
14. **Include in Quarterly Events Guide –** If you would like your event to be considered for the printed quarterly events calendar, select yes. (please note not all events will be selected for the events calendar)

STEP TWO – Dates and Times

15. **Dates & Times –** You can have either a one-day event, a daily event, a multi-day event or an event series:
    a. **One-day event** – Enter the date, start and finish time
    b. **Daily event –** happens every day. Choose start date and finish date if required - You can have this ongoing indefinitely or with an end date. Write in the times it occurs daily.
    c. **Multi-day event** – Add each day by adding a new row (there is a + symbol on the right hand side). Add the date & time of each occurrence.
    d. **Part of a series** – If you have an ongoing event, then select this option. Here you can choose if the series repeats weekly or monthly. You can have this ongoing indefinitely or with an end date.

STEP THREE – Media

16. **Featured Image –** you must select an image from either your library (any images you have uploaded will be available to you) or upload a new one. It must be a minimum of 1000x570px. This should be an image, not a graphic (ie logo/poster etc) as it will crop for use in different parts of the website.
17. **Video –** If you have a short event video you want to show in the banner instead of your featured image (you still need a featured image for event tiles). Simply paste a YouTube or Vimeo URL and we will fetch the rest.
18. **Gallery –** This is similar to the Featured Image field – if you add images here the banner will become a gallery/carousel. The featured image will always show first.
19. **Logo –** If you have an event logo, you can upload it here and it will sit under your event text

STEP THREE – Categories and Tags

20. **Category –** Choose which categories you want your event to sit under, you can select a maximum of two.
21. **Tags –** These are like subcategories to help people find events. Please only select those that apply - you do not have to select any tags and the event will show just in the category you selected

Once all fields are completed you can save as a draft if you are not ready to publish, or submit for approval. Please note – there may be up to 24 hour wait for approval – especially if a te reo Māori title is required.

For help please contact the following:

Anytime: kiaora@rotoruanui.nz

Business Hours: Kathy Nicholls 07 351 8456 kathy.nicholls@rotorualc.nz

Jen Hinitt 07 351 7108 jen.hinitt@rotorualc.nz

New Event

Back to Dashboard

New events will not be visible to the public until approved by Rotorua Nui

Title * **1**

Reo Māori event title ? **2**

If you do not have a Reo Māori title please note below and we will supply one.

Content **3**

Step 1. Information ▾

Status **4**

Active ⌄

Venue ❓ **5**

Type

Virtual ⌄

Virtual Venue

https://www.google.com/

Recommended Ages ❓ **6**

All Ages

[Yes]

External Booking URL ❓ **7**

🌐

Website URL ❓ **8**

🌐

Facebook URL ❓ **9**

🌐

Instagram URL ❓ **10**

🌐

Ticket Pricing **11**

Ticket Pricing

● Free
○ Gold coin koha
○ Range of ticket options available
○ Enter a price range

Contact Phone Number ❓ **12**

Not Published

Accessibility ❓ **13**

Mobility accessible

[No]

Hearing aid loop

[No]

Include in Quarterly Events Guide ❓ **14**

[No]

Step 2. Dates & Times **15** ▼

Times ❓

Type of Event

Part of a Series ⌄

Start and End

Date	Start Time	End Time

Event Series

Recurrence Period *

Weekly ⌄

Recurrence Rule

Every *	Days *	Ends	
1	Select	Pattern *	Date *
		On ⌄	

Step 3. Media   ▾

Featured Image * ❓ **16**

Minimum 1000x570px

Your featured image must be a photo, not a graphic or logo as this may be used in our Events Calendar

No image selected | ADD IMAGE

Video ❓ **17**

Enter URL

Gallery ❓ **18**

ADD TO GALLERY   Bulk actions ▾

Logo ❓ **19**

No image selected | ADD IMAGE

Step 4. Categories & Tags ▾

Categories ❓ **20**
Maximum 2

- ☐ Sports
- ☐ Performing Arts
- ☐ Exhibitions
- ☐ Markets & Festivals
- ☐ Community
- ☐ Talks & Workshops

Tags ❓ **21**
Only tick if apply

Seasonal

- ☐ Summer
- ☐ Spring
- ☐ Winter
- ☐ Autumn

Important Dates

- ☐ Aronui
- ☐ ANZAC
- ☐ Matariki
- ☐ Christmas
- ☐ Easter
- ☐ School Holidays
- ☐ Valentines
- ☐ Bike Festival

Themes

- ☐ Learning
- ☐ Family
- ☐ Māori Culture
- ☐ Creative
- ☐ Outdoors
- ☐ Indoors
- ☐ Accessible

Arts

- ☐ Visual Arts
- ☐ Music
- ☐ Film
- ☐ Theatre
- ☐ Dance

Sports

- ☐ Water Sports
- ☐ Run/Walk
- ☐ Biking
- ☐ Multi Sports
- ☐ Community Sport
- ☐ Equestrian
- ☐ Ball Sports
- ☐ Motorsports