



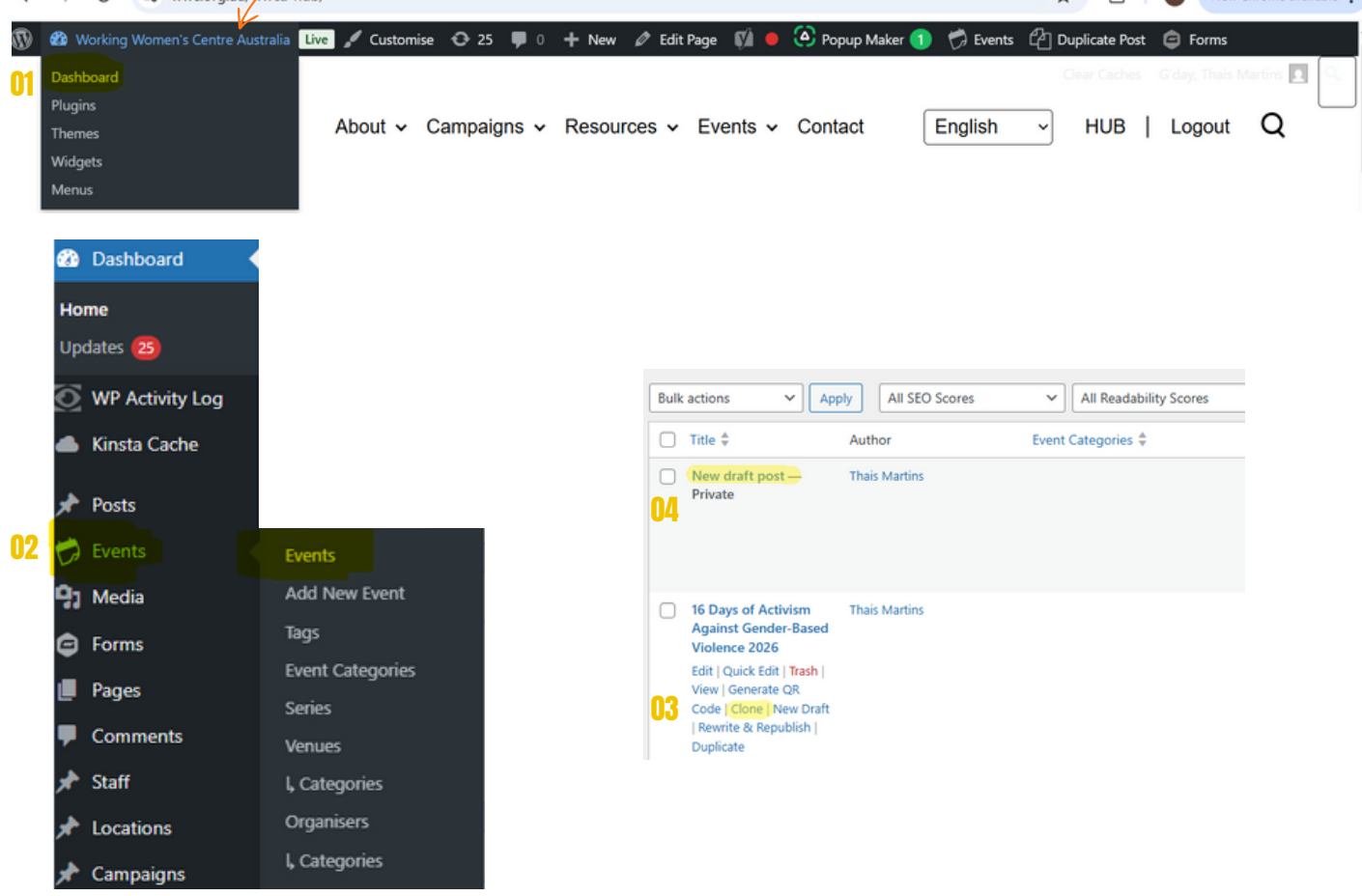
# HOW TO CREATE AN EVENT ON THE HUB

**Working Women's Centre Australia**

The Hub is your central workspace for national and local updates, shared resources, campaigns, and events across the Working Women's Centres Network. The Events area is a shared space designed to support collaboration and coordination across the network, helping Centres stay informed about nationally planned activities and events hosted by Centres that are relevant across the network, and internal meetings involving more than one Centre.

## 01 Accessing the events dashboard

- From the top-left menu, click Dashboard.
- Select Events.
- To save time and keep formatting consistent, clone an existing event.
- You will see a tile labelled "New Draft Post" — click Edit.

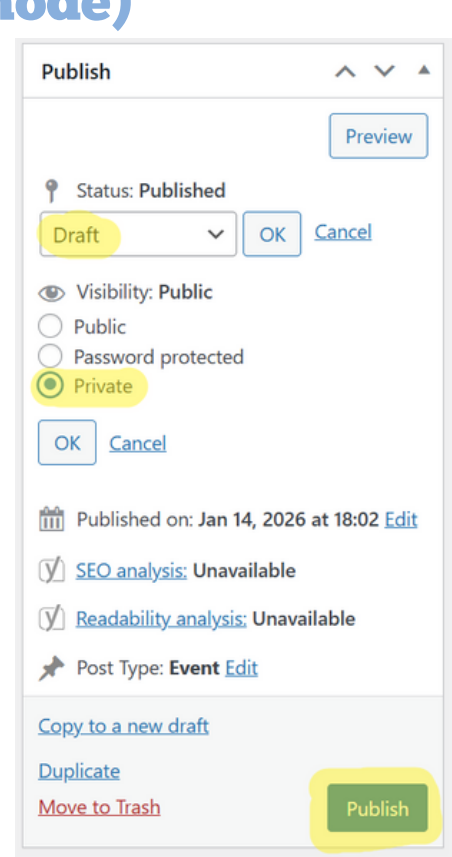


## 02 Save your work safely (draft mode)

While you are still editing:

- On the right-hand Publish panel:
  - Set Status to Draft
  - Set Visibility to Private
- Click Update regularly to save your progress.

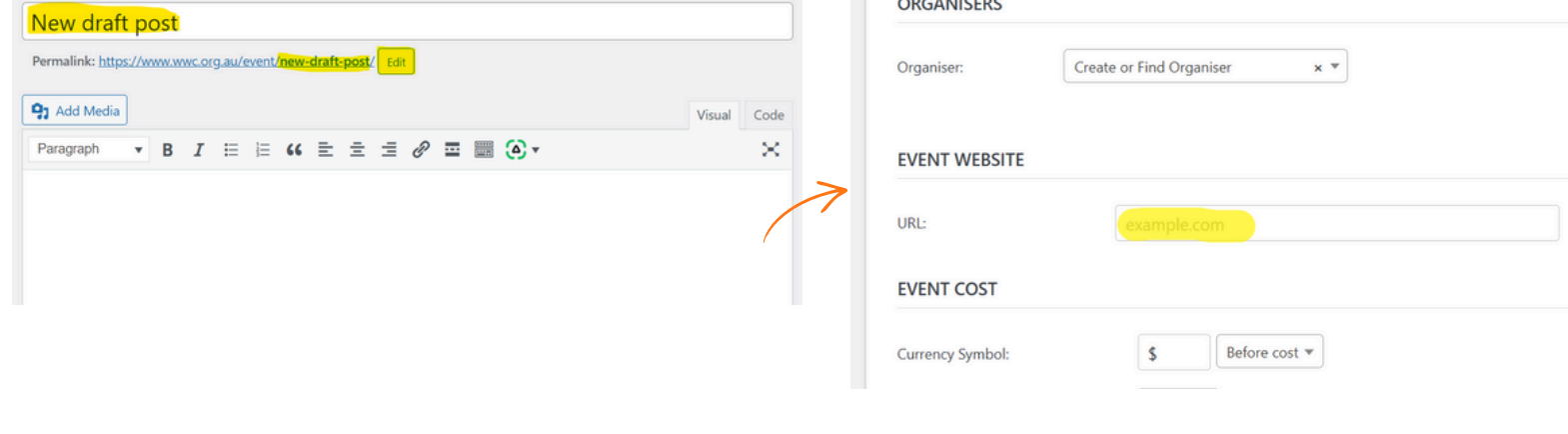
This ensures the event is not visible to the public until it is ready.



## 03 Add basic event details

- Enter the Event Title.
- Add a Permalink (this is the URL slug for the event page).
- Scroll down to the Events Calendar box and complete:
  - Date and time
  - Location (or "Online")
  - Event type
  - External link (for example, Eventbrite or another booking platform)

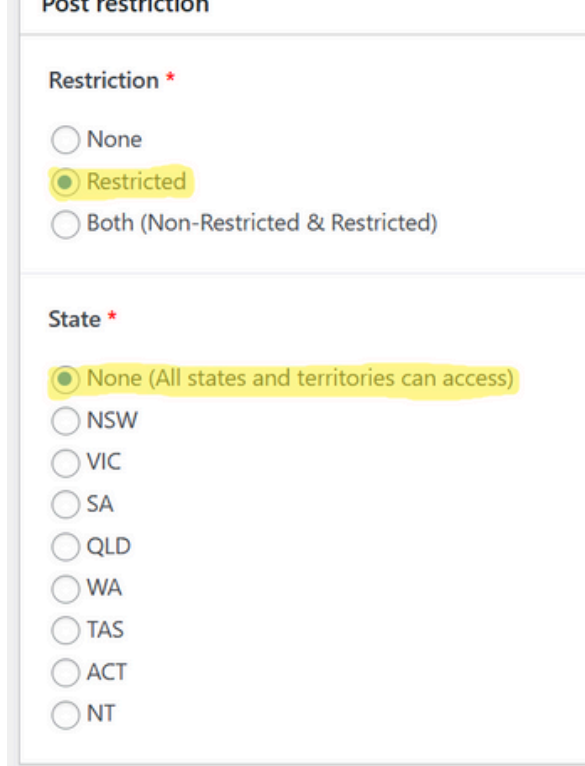
This information controls how the event appears in the calendar.



## 04 Complete Hub-specific settings

Scroll down to the Post Restriction box and check the following carefully:

- Keep Restricted ticked (mandatory for Hub content)
- State field: select None

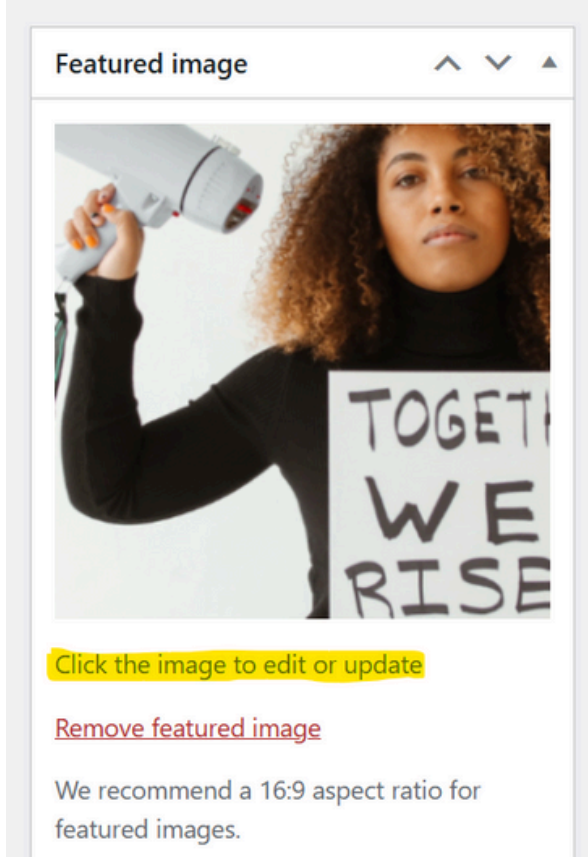


- Select the Event Type:
  - Conference
  - Workshop
  - Webinar
  - Panel discussion
  - Virtual meetup
  - Rally
- Select the Hosting Centre:
  - SA, VIC, NT, ACT, NSW, TAS, QLD, WA, or National
- If the event is face-to-face, add accessibility information (e.g. wheelchair access, Auslan, childcare, etc.)

## 05 Add the event summary and image

Scroll down to the Excerpt section and write one clear sentence summarising the event. This text appears in the Events Calendar preview.

Featured Image: Upload a relevant image or event tile using the Featured image box on the right-hand side.



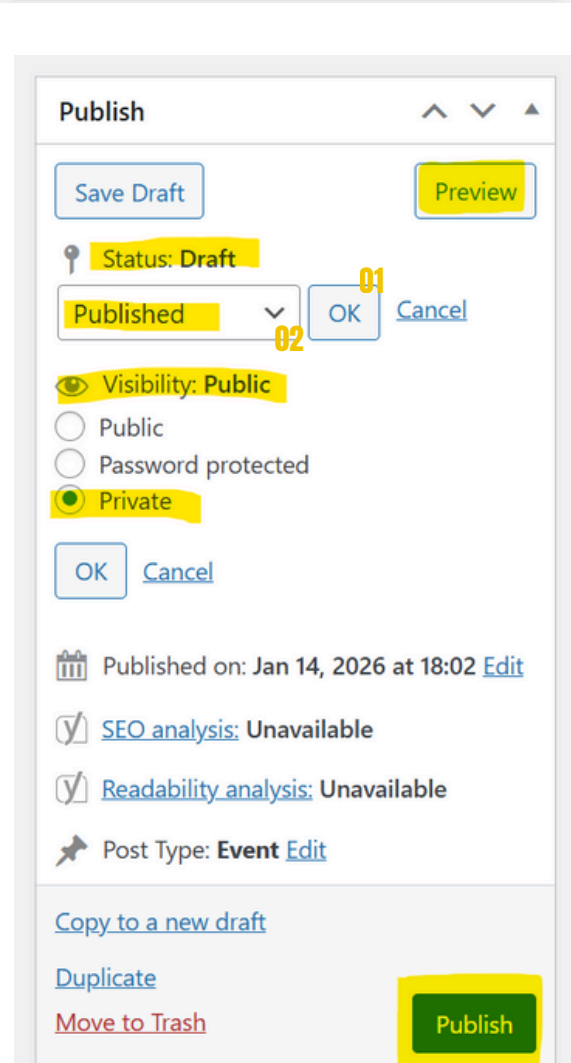
## 06 Review and publish

Click Preview to check the event page.

If everything is correct:

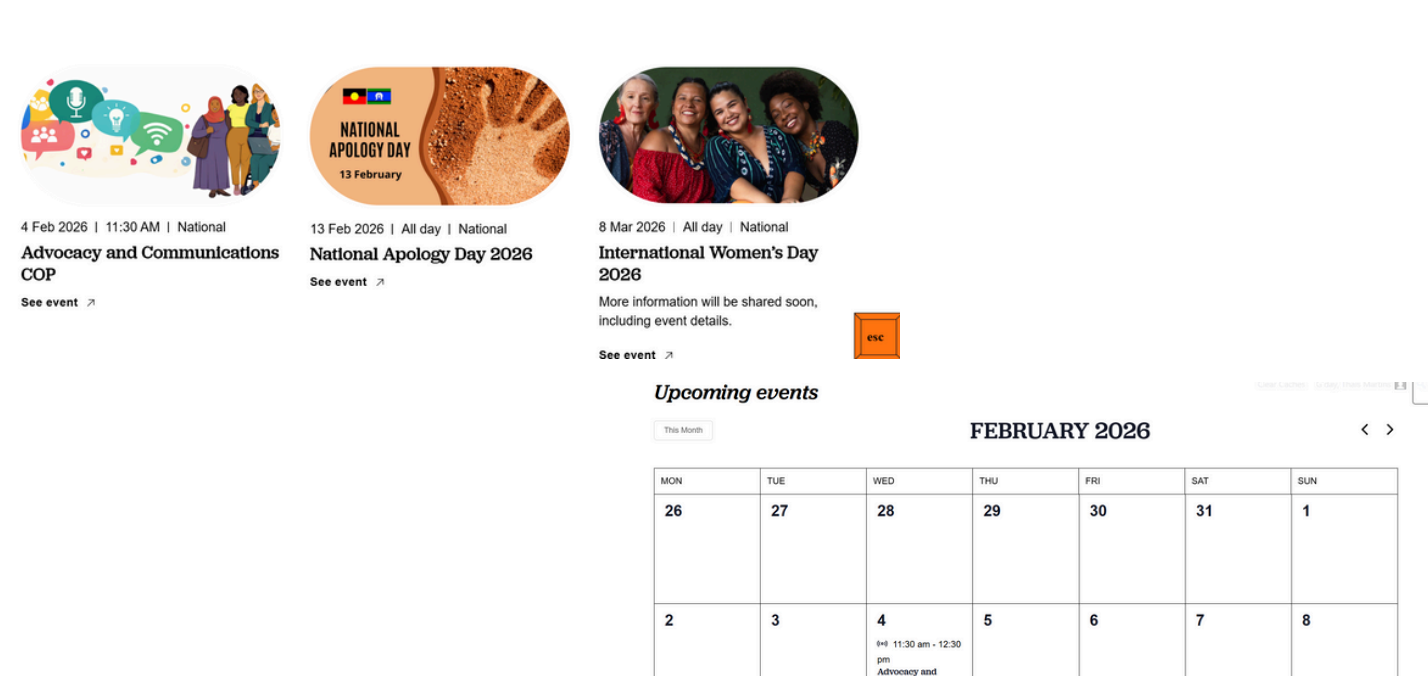
- Change Status from Draft to Published
- Change Visibility from Private to Public

Click Publish.



## 07 Final check

Go to the Hub Events Calendar and confirm that your event appears correctly.



### Need help?

If you are unsure whether an event should be listed on the Hub or need assistance with settings, please contact the national team via [campaigns@wwc.org.au](mailto:campaigns@wwc.org.au).

Have an update, success story, or useful information to share with other Centres? Publish it in the News area using the one-page guide to support effective use of the Hub across the network