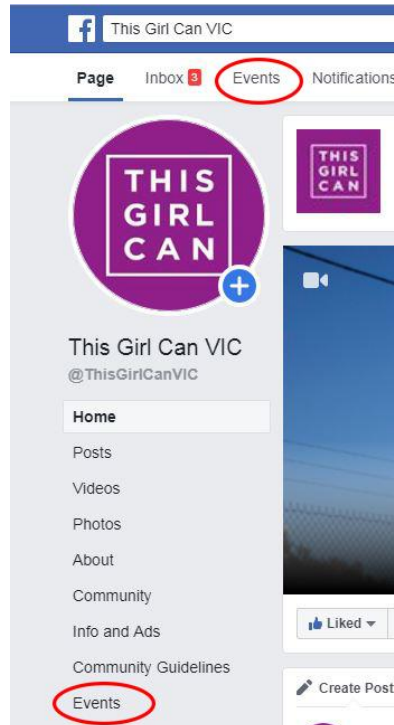


Creating a Facebook Event for This Girl Can Week

Six steps to creating a Facebook event

1. Log into your organisation's Facebook page.
2. Click the Event tab on the top or on the side of your Page's timeline.



3. Fill out all of the details for your event:

- event photo
- event name
- location (include full address)
- frequency (if any)

New Event by This Girl Can VIC

Required Info
This info is required to create your event and may appear in News Feed and any ads you create for this event.

Event Photo or Video

Event Name 0 / 64

Location

Description

Category

Frequency

Starts

Ends

When you create an event on Facebook the Pages, Groups and Events Policies apply.

- **include This Girl Can – Victoria as a co-host.** We will copy all co-hosted events onto the [This Girl Can – Victoria events website](#).

- ticket URL for any off-Facebook ticketing.

New Event by This Girl Can VIC

Co-hosts
You can add multiple friends or Pages, like artists and sponsors, to help spread the word. They'll have editing privileges and can add it to their calendars.

Add Pages and friends

Details
Let people know what to expect at your event.

Schedule **Add Schedule**

Keywords

Kid Friendly

Messaging OFF
Let people ask you questions about this event over Messenger

Tickets
Let people know where they can get tickets for your event

Ticket URL On Sale Now ▾

Options
When you create an event on Facebook the Pages, Groups and Events Policies apply.

Save Draft **Publish** ▾

Note - Once you have published your page, you **cannot change the privacy settings** so ensure you select the correct option for you before you publish.

Don't forget to request our official This Girl Can – Victoria page as a co-host so we can promote your event!

- 4. Allow conversations** - Under 'options', you can select to allow conversations to occur on your event page. We strongly encourage you do this and regularly monitor and moderate this event.

Options
Choose who can edit and post in your event

Posting Anyone can post (reported posts and story items must be approved)
 Anyone can post (all posts and story items must be approved)
 Only hosts can post

Guest List Display guest list

- 5. Click Publish or Save Draft.** You can also hit the dropdown icon to schedule your event to go live at a future date.
- 6. You can edit your page post-publication** – simply go back into the Events tab, click on the event you want to edit, and then hit 'edit' in the top right. Once you've made your changes, click 'save' to publish.