



## Registering and Managing Your Smallbiz Events

This document contains information to help you create an account, register your events, and manage those events and registered attendees on the Smallbiz events [www.smallbiz.nsw.gov.au/events](http://www.smallbiz.nsw.gov.au/events) and Small Business September [www.smallbusinessmonth.nsw.gov.au](http://www.smallbusinessmonth.nsw.gov.au) websites.

### Registered attendees – Upgrading your account to register events

- If you are an existing attendee and you wish to organise an event on your organisation's behalf you need to contact the events hotline on 1300 661 539 or email [smallbizevents@business.nsw.gov.au](mailto:smallbizevents@business.nsw.gov.au).
- Once you have been granted access follow the guide lines below under Registering events.

### New users – Create an account to register your event

- Access the Smallbiz events ([www.smallbiz.nsw.gov.au/events](http://www.smallbiz.nsw.gov.au/events)) or Small Business September ([www.smallbusinessmonth.nsw.gov.au](http://www.smallbusinessmonth.nsw.gov.au)) website relevant to your event  
**Important** Small Business September events also appear on the Smallbiz events website but not vice versa.
- Select *Create an account to register your event*.
- Fill out the information required to register as an Event Co-ordinator.
- Once you have read and filled out the necessary fields, click *Register*.
- You will be emailed your username and password to register and manage events. Your account can be used for both the Small Business September and Smallbiz events.

### Registering events

- Log in to the events website if you have not already done so. You should have access to the *Coordinator Area*. If this does not appear call the events hot line on 1300 661 539 or email [smallbizevents@business.nsw.gov.au](mailto:smallbizevents@business.nsw.gov.au).
- Select *My Events*.
- Select one of the two options *Create a new event...* or *Copy an existing event...* at the top of the page.
- Enter details of the event into the *Event Information* fields. For details on how to include a map see below.  
**Important** The *Short Description* has a maximum of 300 characters.  
**Important** Do not cut and paste from a Word document directly into the *Long Description* or you may introduce some undesirable formatting. Use the *Paste as Plain Text* icon instead and reformat as required.
- Click on *Next* to save and move to the next tab or *Save and exit* at any time. Until the event is submitted for approval only you can view your events and make changes.
- Complete the *Registration Information*. You may opt to accept registrations through the website. If you accept registrations through the website:
  - nominate the maximum number of attendees. Select '0' if you have no maximum.

**Important** Once the event reaches its maximum attendees further registrations go on a waiting list.

- edit default confirmation, reminder and waiting list emails.
- Select “*Next*” when finished with the page.
- Once you have completed the *Additional Information*, *Preview* your event and if you are ready to list the event, select *Submit for approval*. The event should be approved / declined and listed if approved within two business days.
- At any time you can modify the event via *My Events*, however major changes will need to be submitted for approval.

### **Managing events and attendees**

- Your events (approved, pending, saved, cancelled) will be available at “*My Events*”.
- *Edit* your events and make necessary changes as described above. Ensure you *Submit for approval* or the changes may not go ‘live’.
- *View attendees* to contact attendees via email (you will only be able to view the email addresses of those attendees who have ‘opted in’ but can still email them), delete an attendee’s registration for the event, or promote them from the waiting list.
- *Export attendees* to access a spreadsheet suitable for name tags.

### **After your event**

- You will receive an email encouraging you to add your attendee numbers, presentations and provide event feedback.
- Please add attendance and feedback information via *My Events – Attendees* and presentations via *My Events – Edit – Additional Information*. Presentations will be accessible via *Search* and *Presentations*.

### **Including a Map**

- open Google Maps (<http://maps.google.com.au>) / Whereis ([www.whereis.com.au](http://www.whereis.com.au)) and enter your event location.
- zoom the image to the optimal size
- click on *Link / Link to map*.
- copy the *Paste HTML to embed in website / To embed, copy and paste HTML code* text and paste it in the field *Map “Embed” HTML* for your event at *My Events - Edit*.

### **Need further help?**

- contact the events hotline on 1300 661 539
- email [smallbizevents@business.nsw.gov.au](mailto:smallbizevents@business.nsw.gov.au).