

- Location:
ONLINE: Choose a way for people to join your event online.
IN PERSON: Add a physical location

Event > Create event

Location

Add a physical location for people to join your event.

Location

Melbourne Time (UTC+11)

Event > Create event

Location

Choose a way for people to join your event online.

- Facebook Live
Schedule a Facebook Live for your event so that people can watch.
- External link
Add a link so people know where to go when your event starts.
- Other
Include clear instructions in your event details on how to participate.

- Add This Girl Can – Victoria as a co-host by clicking 'event settings' under 'Additional details'
- Add a cover photo

Event > Create event

Additional details

Cover photo

Upload Cover Photo

Event settings

Event > Create event

Event settings

Co-hosts

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.

Remember to request our official This Girl Can – Victoria page as a co-host so we can promote your event!

4. **Allow conversations** by deselecting 'only admins can post in event'

We strongly encourage you do this and regularly monitor and moderate this event.



Event settings

Co-hosts

- Show guest list
- Only admins can post in event
- Posts must be approved by a host or co-host.
- Let people ask you questions about this event over Messenger

5. Click 'Create Event'.

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'.