



How To List Your Event

In this guide, we'll take you through the steps involved in setting up your event with the Localise Community Calendar.

www.localise.co.za





Dihlabeng Mall Community

List and discover events and venues in and around Bethlehem. With this free local event listing and event promotion community calendar you can unleash your event's potential and reach the right audience.

From corporate and school events to sport, live music, theatre, workshops, charity and local markets.

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THE STEPS

1
REGISTER EVENT

2
ENTER EVENT DETAILS

3
SUBMIT EVENT DETAILS

4
GET APPROVED

5
GET DISCOVERED

STEP 1

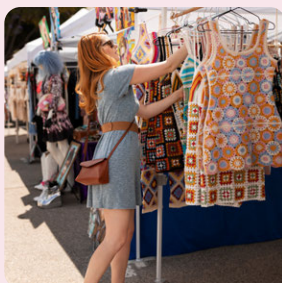
➤ REGISTER YOUR EVENT



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"Attendees value event listings that clearly communicate all relevant information prior to the event, to help set clear expectations and guidelines"



STEP 2

➤ ENTER EVENT DETAILS

For starters, every event listing must have the following required content:

- Title
 - Date
 - Location (or a valid link if the event is hosted online)
 - Organizer
 - Ticket info
 - Event Description
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- Catchy and informative event description. All descriptions must be about the event posted and must clearly communicate the details of the event.



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STEP 3

➤ SUBMIT EVENT DETAILS

Once you have filled in all relevant and required information, you can submit your listing for a listing approval.

Be sure to provide detailed information about your event as this will help potential attendees understand what it's all about. You can also add images or videos to make your listing more appealing.

STEP 4

➤ GET YOUR LISTING APPROVED

Once you have submitted your event successfully, it will go through a moderation process by platform management. Your event listing will go live once approved. Please ensure that you adhere to all terms & conditions.



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STEP 5

Get Discovered

Once you've created your event, it's time to start promoting and get discovered.

As your event approaches, you'll need to manage it effectively to ensure everything runs smoothly. If anything about your event changes, like needing to cancel or reschedule, make sure you communicate this to your attendees clearly, and in a timely manner.



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**We've got
your event
calendar
covered!**



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Terms of Service Violations

- 📍 Misleading, repeated, or multiple events and emails that spam customers.
- 📍 Deceptive, impersonating, intentionally or potentially harmful, misleading and misrepresentative information or content.
- 📍 Unclear or misleading information about additional costs associated with the ticket purchase
- 📍 Other content that violates our Community Guidelines
- 📍 We want to help you create visibility for your events that bring a wide ranging audience together. Whether you're organising a music festival, marathon, conference, fundraiser, or coding competition,

FIND THE FUN



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