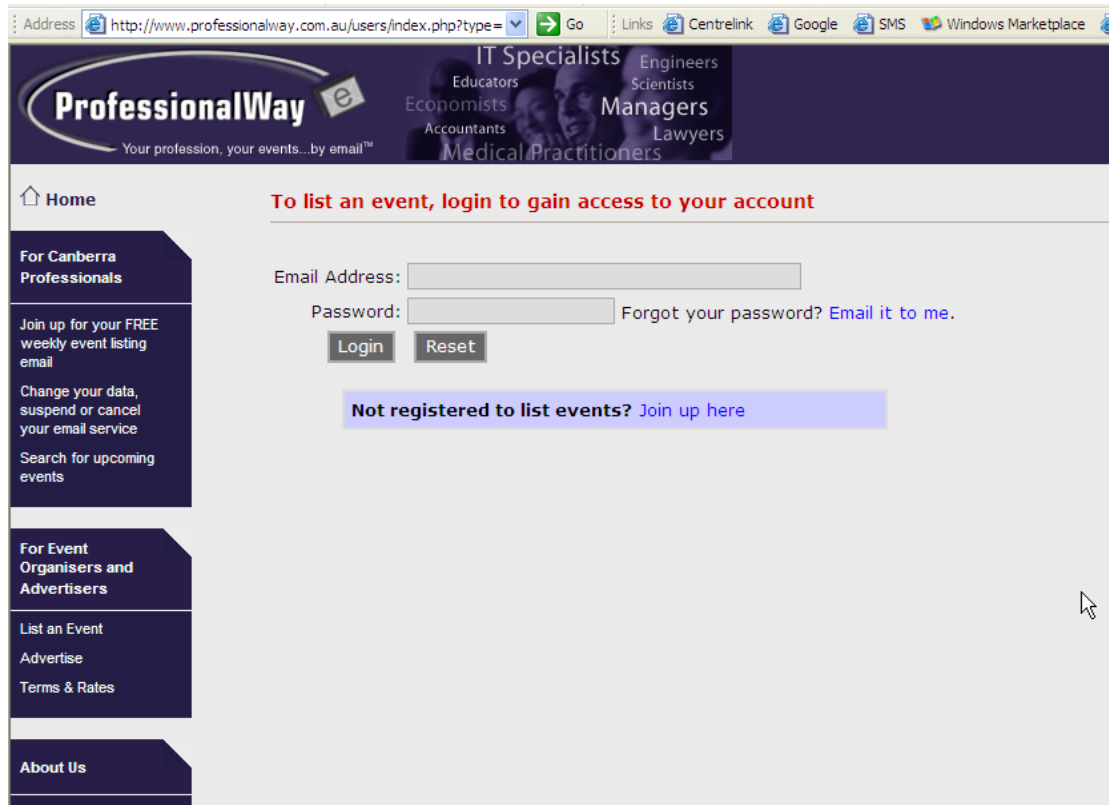


How to Enter Event Information Directly Online

It's Easy to Enter Your Event Online!

To ensure all event information is entered accurately, organisers can enter their events directly at <http://www.professionalway.com.au/users/index.php?type=event> .



The screenshot shows the ProfessionalWay website's login interface. At the top, there's a navigation bar with the ProfessionalWay logo and a list of professions: IT Specialists, Engineers, Educators, Scientists, Economists, Managers, Accountants, Lawyers, and Medical Practitioners. Below the navigation bar, there's a main content area with a heading "To list an event, login to gain access to your account". The login form includes fields for "Email Address:" and "Password:", a "Forgot your password? Email it to me." link, and "Login" and "Reset" buttons. A blue button below the form says "Not registered to list events? Join up here". On the left side, there's a sidebar with navigation links: "Home", "For Canberra Professionals", "Join up for your FREE weekly event listing email", "Change your data, suspend or cancel your email service", "Search for upcoming events", "For Event Organisers and Advertisers", "List an Event", "Advertise", "Terms & Rates", and "About Us".

Two Easy Steps

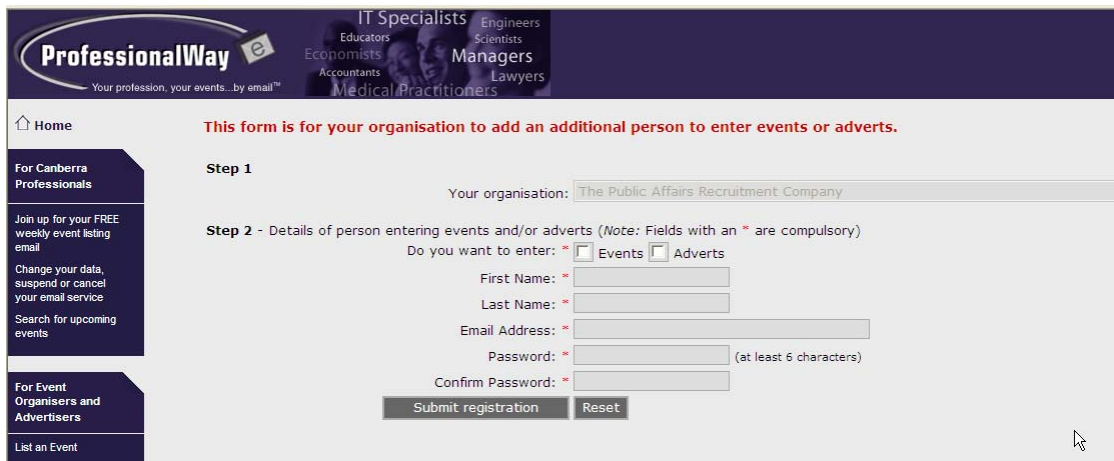
- **Step 1** You need to register your organisation online first if you haven't completed this step - go to:
- <http://www.professionalway.com.au/users/index.php?type=event> – this process takes about 30 seconds.



The screenshot shows the ProfessionalWay website's registration page. At the top, there's a navigation bar with the ProfessionalWay logo and a list of professions: IT Specialists, Engineers, Educators, Scientists, Economists, Managers, Accountants, Lawyers, and Medical Practitioners. Below the navigation bar, there's a main content area with a heading "Register to be able to list events or advertise, and then enter them immediately". The registration form includes a "Step 1" section with a checkbox "Check to see if your organisation is registered. If not, selected 'New Organisation'." and a dropdown menu with the text "-- Please choose an option --". On the left side, there's a sidebar with navigation links: "Home", "For Canberra Professionals", "Join up for your FREE weekly event listing", and "About Us".

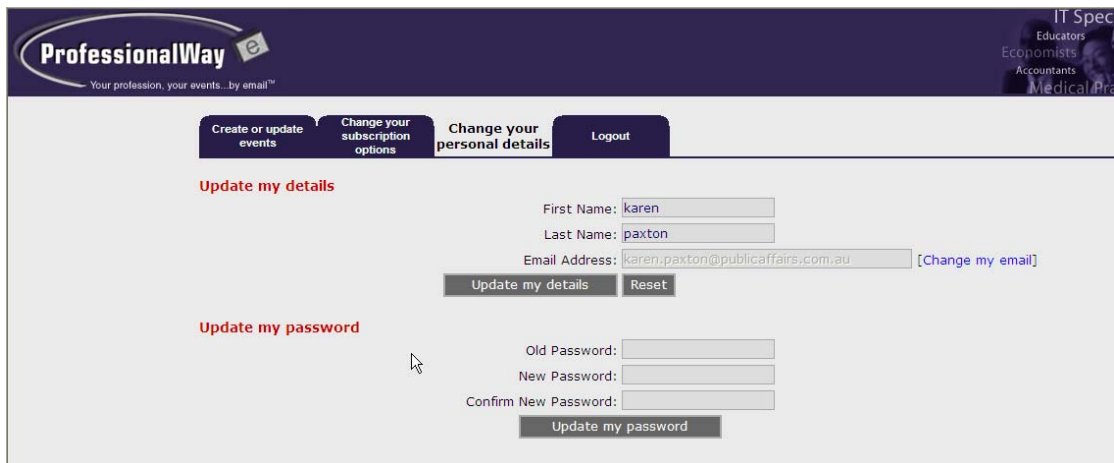


If you are registered, you will get this screen – Add another person if necessary.



- **Step 2** If you have all of your event information ready to process, it should take you less than 5 minutes to complete your event entry. (First time users may take a little longer.)

Once you log in, you will see the following screen:



You can choose to create or update events or change your details.

Create or Update Events (first tab)

This is the screen you will see.

Create or update events | Change your subscription options | Change your personal details | Logout

Create, edit, delete or duplicate an event

Your choices	Event title	Approved by administrator	First date of event	Start of listing period
Create a new event				
Edit Delete Duplicate	Media and the Olympics Seminar	approved	06/10/2004	24/09/2004

Legend

Draft	You have yet to enter all the details required or have not confirmed the information to be included in the email. You need to edit the event and go through each step.
Pending	Your event has been submitted for approval to the Professional Way administrator. We will email you confirmation of event approval or otherwise within 24 hours.
Approved	The Professional Way administrator has approved your event and it is/will be included in the email newsletters.
Not approved	The Professional Way administrator does not consider this event as being appropriate for the email newsletters and the event will not be included.

Now you can enter your event information.

Event Details

Event title: (Max 9 words)

Event type: [dropdown]

Event Summary: (This summary appears on newsletters, with a link to the full text below. Max 500 characters)

Event text: (Max 75 words)

Start-finish time:
Event location:
Cost:
Organised by: The Public Affairs Recruitment Company
More information: karen paxton, (02) 6295 7022,

Event Web Address: (make blank if none) http://

Date of the event: 26 Feb 2005
add more dates

Period/s in which event will be emailed out: (Emails go out 11am every Wednesday. Select the Wednesday you want the event emailed out) ([popup calendar](#))

Start Date	Consecutive Weeks
26 Feb 2005	1

add more periods

Instructions for Professional Way:

Save & proceed --> | Reset | Cancel

Needing Assistance?

We are happy to assist you regarding any questions you have about entering information online. If you require us to enter the information for you, there is a fee associated of \$55.00 (including GST) for each event.

The Deadline

Please note the newsletter is published and distributed on Wednesdays and the deadline for entering material is noon on Tuesdays.

* Please refer details on our site –

http://www.professionalway.com.au/terms_organisations.htm

We look forward to seeing your event in the next newsletter.

Contact Details

E-mail: info@professionalway.com.au

Phone: 1300 PROWAY (1300 776 929)