# Form:Event

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Use this form to record information about a coming event.

Timezone information must be provided because we display events here from all over the world and need to know what time to show them as.

If you have any questions, please ask on the Billabong.

{{{info}}} event

Timezones in the two date fields are most likely one of these:

UTC	Coordinated Universal Time	0
AWST	Australian Western Standard Time	8
ACST	Australian Central Standard Time	9.5
AEST	Australian Eastern Standard Time	10
ACDT	Australian Central Daylight Savings Time (first Sunday in October – first Sunday in April)	10.5
AEDT	Australian Eastern Daylight Savings Time (first Sunday in October - first Sunday in April)	11
NZST	New Zealand Standard Time	12
NZDT	New Zealand Daylight Time (last Sunday in September - first Sunday in April)	13

### Start date

start date

#### **End date**

end\_date

### **Timezone (for display)**

timezone

Enter the timezone that this event's times will be displayed in. You must set this even if it's the same as the timezone used in the date fields above (because it isn't always the same).

## Region

region

#### Location

location

Any text describing where the event is to be held.

## **Coordinates**

coordinates

Put a pin on the map where the event is to be held. Optional.

#### Link

link

URL of the event's main page; will default to the page on this wiki if not supplied.

### **Short description**

short\_description

## Long description

description

#### **Keywords**

### keywords

General keywords or tags for this event. Optional. Keywords will also be used to categorise the event (i.e. each keyword has its own page as well as a matching category page).

### **Image**

image

An image filename without the "File:" prefix. Usually this is a Commons file, but you can also use the link above to upload a file to this wiki.

## Report (to be completed after the event)

## **General report**

report

Including key outcomes. Note that a value is required in this field is required, in order for any of the following fields to be displayed.

#### **Number of attendees**

attendee\_count Optional.

#### **Cost to WMAU**

wmau cost

### **Event metrics report**

event metrics

Create your event on Event Metrics, calculate totals, and paste the 'Event Summary' wikitext report here.

{{{end template}}}

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This page was last edited on June 16, 2022, at 16:25.

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