DART Learning

How to create and publish your event

Welcome – Thanks for becoming a DART Learning provider, we look forward to sharing you content.

Once logged into your account

From the dropdown list

Select MANAGE EXCURSIONS

Then click on ADD NEW

Fill in – All 3 TABS

OVERVIEW	DETAILS	JOINING THE EVENT

OVERVIEW TAB

TARGET AUDIENCE: E.g. Stage 4, This will automatically be included at the end of your event title.

EVENT TITLE: Catchy and attention-grabbing title, *hook your audience from first glance.*

*There is no need to type a reference to a stage in your title (you have selected it as part of Target Audience)

TIME AND DATE: If your **live event** is repeated, you **MUST** create a separate event for each occasion.

E.g. Every day for a week or every Wednesday during the term. Ensure that your details are correct, ***COPY the event and alter the date and time*** as required. For **On Demand** and **By Request events** you must enter a start and end date. If you want your event to be available for a long time *(e.g. Unlimited)* consider entering 31 December, 9999.

*Previously created On Demand and By Request events please check the end date.

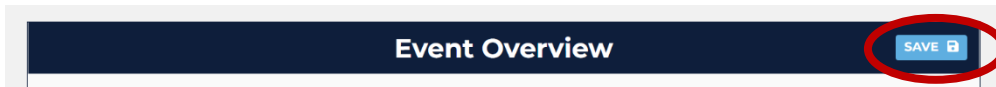**If the end date has passed it will no longer appear to teachers.*

*TIP

Click the HELP button
To view Short Videos

*TIP – Scroll to the top of your form and **SAVE** your work, as with all technology, you don't want to lose it.*

BRIEF OVERVIEW: Make it clear, concise and catchy. **Hook your _potential audience_** so they want to know more about your event.
*Limited to 200 characters including spaces.*
This overview would be used by DART Learning when / if your event is promoted.

ACTIVITY OUTLINE: Select **YES** and a field box will appear.
*TIP – **Strongly recommended** to enhance your event, unpack and enter the details about what the participants will be learning and doing during the event, student takeaways etc*
*Limited to 1,000 characters including spaces *Note character counter in corner. Can't fit all your info here, please use the "More information about this event" text box located on the "Joining the event" tab.*
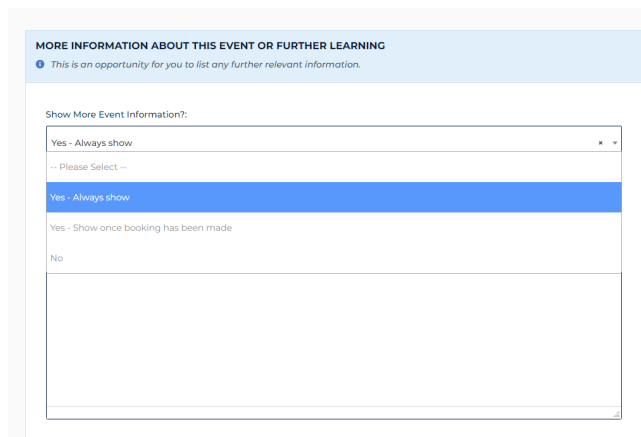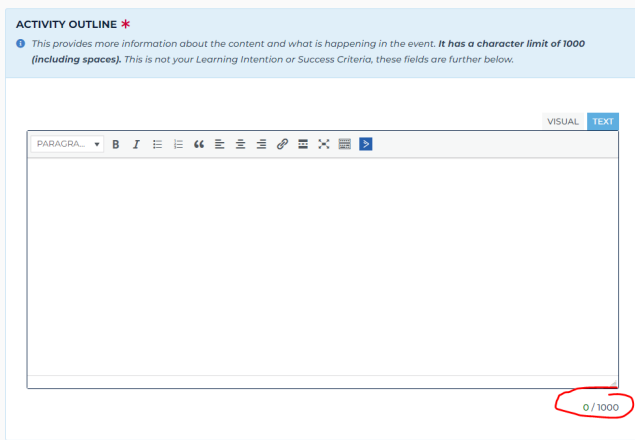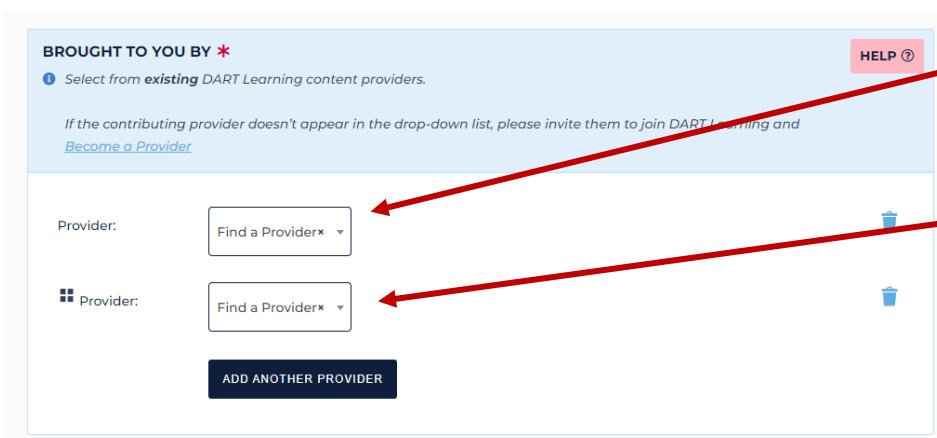

IS THIS A FREE EVENT? Yes / No / Conditions Apply

BROUGHT TO YOU BY: Select your provider's name. _You can add an additional provider name if collaborating._
*Note – You can only choose from existing content providers.
If the contributing provider doesn't appear in the drop-down list, please invite them to join DART Learning and
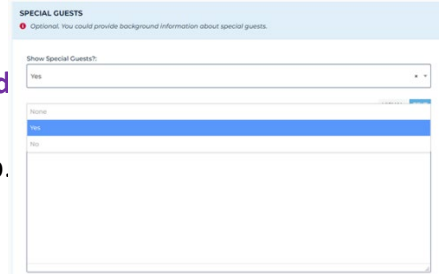*Become a Provider*

Select your provider name

If collaborating
Select from existing providers
listed

Don't forget…..
The **HELP** button
To view Short Videos

SPECIAL GUESTS: YES / NO

This is an Optional field - If you have a guest speaker, it's highly recommended
you take advantage of this option, select **YES** and add minimum information
here you can also add extended <u>PRESENTER BIO</u> on the <u>JOINING THE EVENT</u> tab.

WHICH BOOKING SYSTEM WILL THIS EVENT USE?
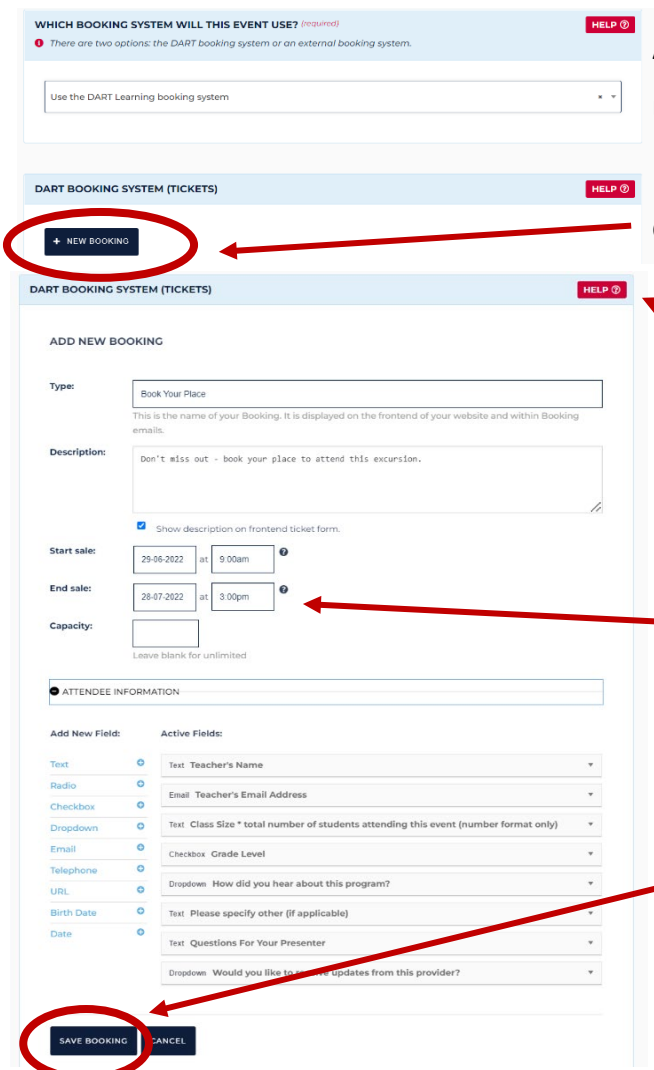
Providers have 2 options:

1. *The DART Learning booking system (you must create at least 1 x ticket against your event, see below)*
Or
2. *An external, use your own booking system*

The DART Learning booking system does not have the facility to collect money.

IF YOU USE THE DART BOOKING SYSTEM – YOU MUST CREATE AT LEAST 1 TICKET AGAINST YOUR EVENT

You will also:

- *Be able to edit the number of participants you want to attend*
- *Collect information from the teacher when they make a booking e.g. class size, questions for the presenter.*
- *Receive an email when a participant books into your event*
- *Be able to track who and how many are booked into your event*

After selecting

Use the DART Learning booking system

Click on + NEW BOOKING

You can utilize the
HELP button
For clarification

Fill in required fields

*CHECK YOUR DATE RANGE IS UP UNTIL YOU NO LONGER WISH TO RECEIVE BOOKINGS FOR YOUR EVENT

And

Don't forget to

*SAVE BOOKING

Or you will not have a booking button on your listing, nobody will be able book to attend

Upload your **EVENT IMAGE** *800x800px* + **EVENT BANNER IMAGE** *(No text, please)* *1920x300px*

EVENT IMAGE *800x800px*

EVENT BANNER IMAGE *1920x300px*

NO TEXT ON BANNER

Why do I hear you ask….
Depending on the viewer's device etc your text will be *cut off, distorted* and can look unprofessional

TIP –SAVE your work, before moving to the next TAB.

DETAILS TAB

EVENT TYPE. – Choose from 4 types of events:
- Live event – Scheduled
- Live event – By Request
- On Demand

TIP – If you only have a license etc to share an event for a specific, short period of time, specify this in your Activity Outline to let your audience know

DELIVERY PLATFORM
Choose from 5 types:
- Zoom
- Teams
- Google Meet
- YouTube Recording
- Other

DURATION: Self explanatory

PRICE: If you select **YES** a field box will appear, enter the price and s*pecify any funding information, possible discounts that may apply e.g. for small classes or regional and remote schools, parents.*

TIP - Even if your event is FREE, it's suggested you take advantage of being able to enter that again here as per screenshot

PAYMENT INSTRUCTIONS: If you select **YES,** enter instructions on how the provided will collect the money and how receipts will be provided

E.g. Once booking has been made, provider sends an invoice within 5 working days.

TIP –Avoid additional queries coming your way, make sure you include complete payment instructions.

CURRICULUM: Choose from **Primary** or **Secondary**

SYLLABUS OUTCOMES: *Insert only the codes if known*

MAIN KLAS. STRAND, SUBSTRAND: (KLA=Key Learning Area). A provider should select one main KLA that relates to the learning for the students. The Strand and Substrand should also be selected as relevant to your event.

These are incredibly important to teachers when searching for specific events to support student learning.

If you are unsure please refer to the View Reference Table for further information.

OTHER KLAS: You can add up to *2 more KLAs* that are relevant to your event.

Don't forget when filling in the form you can utilize the HELP button to view succinct explain videos For clarification

Click on View Reference Tables

LEARNING INTENTIONS AND SUCCESS CRITERIA: Please include at least 1 for each

A learning intention is a statement, that describes what the provider wants the students to know, understand, and be able to do as a result of the learning and teaching activities in the event. Good success criteria are closely linked to the learning intention.

TIP – For a table of examples and to understand fully how this affects your audience - Click the link above

SPECIAL FILTERS + SCHOOL CALENDAR EVENTS: Select **RELEVANT** filters that apply to your event.

Both filters are underlined – they directly affect your searchability, teachers use them to search for events.

TIP – If your event is FREE always select the special filter "FREE" - If you don't select this "FREE" filter and a teacher uses the filter to search – Your event will not show up in their search results.

DART Learning promotes the school calendar event themes across the Homepage Banner as well as via Social Media, if you don't tag – Your event won't be included.

SOCIAL MEDIA HASHTAGS: Self explanatory

*Note – When you request Social Media promotion these will be included in the post.

CANCELLATION POLICY TAB AND TERMS AND CONDITIONS TAB

Both these fields – Highly important, especially when there's costs involved.

E.g.1 Any cancellations or changes to booking numbers must be made in writing by email to ********

E.g .2 Please ensure you read the **Terms and Conditions** before making a booking *(add link to your T&Cs)*

PRESENTER BIO: *This is an Optional field* – **YES / NO / NONE**
If you have a guest speaker, it's highly recommended to select **YES** when field box will appears
*Enter your guest's BIO here.

JOINING THE EVENT TAB

TECHNOLOGY & MATERIAL REQUIREMENTS: Choose **Always show / Only show after booking has been made**
*TIP – It's suggested to select – <u>Always show</u> and filled in with the device/s, reliable internet connection etc that will be required to connect to your event
E.g 1 Please remind your students to turn their cameras and microphones off unless asking a question.
E.g 2 A link to the webinar will be sent to the email you have registered with login 10 mins prior to event.

PRE EVENT REQUIREMENTS:
Choose from **N/A / Always show / Only show after booking has been made**
*TIP – It's suggested to select – <u>Always show</u> especially if: pre-reading, viewing a video is required for prior knowledge to event or you could make it as a suggestion to enhance event content.

CONNECTING TO THE EVENT:
Choose from **Send once booking has been made / Show publicly on Joining the Event TAB**
E.g. 1 Selecting - **Send once booking has been made,** This is where you insert the link teachers will use to join your event and how they are will receive it *(as the option says, once booking has been made)*
E.g. 2 Selecting - **Show publicly on Joining the Event TAB,** you can add text such as**,** After confirming your school's booking you will receive an instructional email, that will contain the link to the Zoom room and the passcode required to enter the room. Click on the link to open the connection in your chosen web browser. Zoom will automatically activate your device's camera and microphone.

If you've using the DART Learning booking system
It's advised you select **"Send once booking has been made"** and insert your event link into the text field. This way you won't have to wait until the system sends you an email informing you that you have a booking and then email attendee the link, the system will action this for you.
*TIP – If using the DART Learning booking system you can download an attendee list, instructions are at the end of this document.
If you choose **Show publicly on Joining the Event TAB** – You will need to inform your potential participates how they will receive the link?
*TIP - If you choose to show this information publicly and insert the event link here, participants are less likely to utilise the booking facility. They will simply view your excursion via the publicly displayed link without booking and you will not have their contact details.

If you are using the DART Learning booking system

*TIP
Select "Send once booking has been made"
The system will send an automated email to the registered person containing the link and information in the large text field

THE SYSTEM WILL ACTION FOR YOU

POST EVENT REQUIREMENTS:
Choose from **N/A / Always show / Only show after booking has been made**
Self-explanatory

MORE INFORMATION ABOUT THIS EVENT OR FURTHER LEARNING: Choose from **YES-Always show / YES-Show once booking has been made / No**
This is where you can add extra information about your event or our organization for further learnings.
E.g 1 If you would like to view more of our events CLICK HERE to visit our website (Add your hyperlink)
E.g 2 CLICK HERE to view downloadable teacher resources *(you get the idea)*

OPTIONAL FURTHER LEARNING: Additional learning activities and applicable resources that the teacher could implement before and or after your event in the classroom.
E.g. Downloadable resources, templates, links to resource libraries etc, *These are strong draw card for teachers.*

WILL THIS EVENT BE RECORDED? Choose from **YES / NO**
If **YES** , it's strongly suggested you opt for **Always show**
This way you can maximize your audience by letting people know if they're unable to attend a live scheduled event they need not miss out. *Following your live event simply convert, edit it to become an On Demand event.*
E.g. These events will be recorded and available for viewing at a later date. On Demand links will be made available via DART Learning.
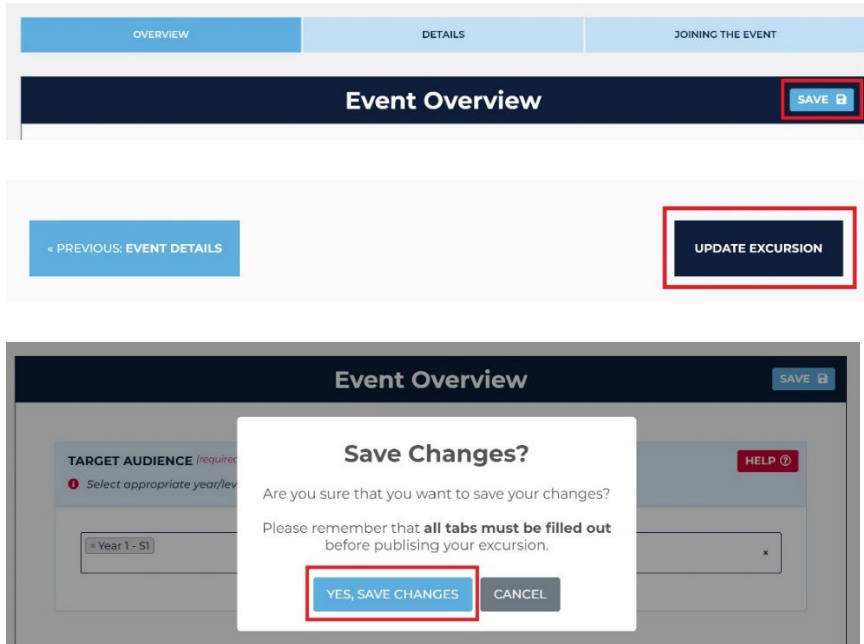

NOW YOU'VE BOOKED FOR THE EVENT. ANY QUERIES PLEASE CONTACT THE PROVIDER
Please ensure there's a contactable person listed here.

YOUR NEARLY THERE

Don't forget to SAVE your work and PUBLISH your event.

*TIP – Always double check your event details, especially the links this will minimize queries coming your way especially at the last moment.

You MUST PUBLISH your event, *or it will not display on the DART Learning site.*
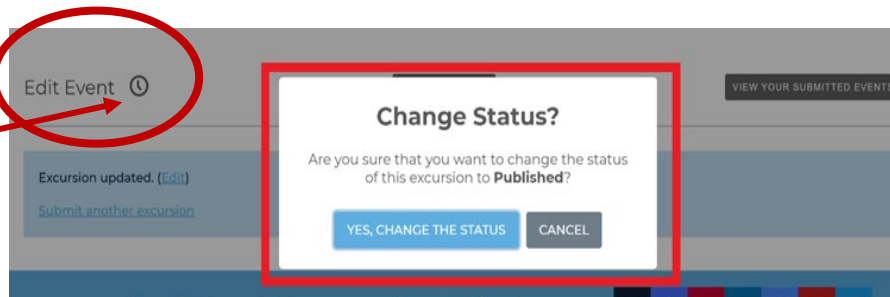After editing and saving your event, at the top left-hand side of the screen, you will see a clock, hover over it to see 'pending'.
Click on the clock to publish.
You'll be asked "Are you sure that you want to change the status of this excursion to **Publish**?"
Select **YES CHANGE STATUS** - Your event will now be seen by others.

**Click on the clock
To PUBLISH
Your event**

Congratulations!

Your event is now listed.
FYI - This is a sample of how your event will appear

Waste Watchers at Kamay – virtual lesson on Zoom (Stage 2, Stage 3)

📅 11-Nov-2022 🕐 11:30AM

OVERVIEW | DETAILS | JOINING THE EVENT

National Recycle Week

Diving into waste to consider how to reduce our waste and improve the environment.

ACTIVITY OUTLINE:

During the lesson Stage 2 & 3 students will:

learn about aspects of environmental sustainability, with a focus on waste prevention methods based on activities associated with decomposition and biodegradable materials
explore waste management issues through discussions and activities that will link in with their local community and school
perform a simple class waste audit and discuss the results
timeline activity: Hands on activity exploring the breakdown of rubbish in the environment and recycling methods
Waste Warriors Art Session: Students brainstorm actions that can be taken in your school to be more sustainable and create signage to be mounted around the school or classroom

This lesson explores concepts and practices through a variety of educational, fun, and hands-on activities, using an interactive platform with NSW Department of Education Environmental Education teachers.

IS THIS A FREE EVENT? No

BROUGHT TO YOU BY: Kamay Botany Bay Environmental Education Centre

Book Your Place
Don't miss out - book your place to attend this excursion.
5 remaining   Book Now

TIP –View your event as if you are a teacher, potential participates

It's surprising from this viewpoint:
You'll notice things you need to include.
Making little amendments can make a big difference and improve your overall attendance and professionalism of your event.

Especially if you are going to copy, duplicate the event several times, amend once before duplicating or duplicate and amend several times

It's best to use a different browser to do this > Go to DART Learning and search for the event using the **BROWSE EXCURSION** OR **BROWSE PROVIDERS** search options, special filters, *what ideas can you borrow from another provider….*

How to download attendees list for your event

View | Edit | Delete |
Copy
Reports: Attendees |

Select **MANAGE EXCURSIONS** from the drop-down list, next to your name
From the list find your event and click on blue **ATTENDEES**
The below view will open click on **EXPORT** to simply download your attendees list in excel

Excursion Details

Event Start Date: 27-Jun-2022 09:30AM
Event End Date: 27-Jun-2022 10:30AM
Edit Excursion | View Excursion

Overview

Book to Attend [#47790]: 1 Booking'd going (Unlimited available)

Checked in: 0

Total Tickets: 0
Complete: 0
Cancelled: 0

Total Bookings: 1
Going: 1
Not Going: 0

Search by Purchaser Name   SEARCH ATTENDEES

Bulk actions   APPLY   EXPORT   1 item

☐	Ticket	Primary Information	Details	Status
☐	AILTACALAVLOZ1S-1-8B6DLP [#55072] – Book to Attend Check In | Delete	👤 Paris Hilton ✉ Paris.Hilton@lavish.com.au 🏠 0404040448	View details ▼	Going
☐	Ticket	Primary Information	Details	Status

Bulk actions   APPLY   EXPORT   1 item

# Looking For More?

Visit the [HELP page](#)
Utilize a treasure trove of instructions for providers
This is where you can access the latest, updated version of this document

Promote your provider page or an event via the [Request Social Media Promotion form](#), you can also submit a short up to 60 second video as part of your promotional request.
And OR you can request promotion across the DART Learning Homepage Banner.
Instructions are included in the form.
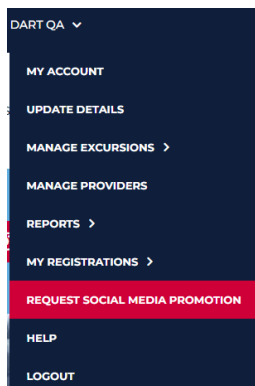
These we offer as a *FREE* service the limit is *2 per calendar year.*
Once your initial 2 promotions have been submitted and completed, you will still be able to request other promotions *however they are not guaranteed to be fulfilled*.

If you are requesting the promotion of a **LIVE event**, please ensure you select a date which is minimum *3 weeks before the event's start date* otherwise your request may be **declined**.
Be sure to **include the image** you would like used *(if different to the one on the event)* and any related **hashtags**.

Sharing is caring!
Once we've posted your requested promotion on social media, we then **share it into various related Facebook groups** to maximize its reach. Why not do the same!?
Start by sharing it on your wall and then into communities you think will be interested in booking your event. This will help more people see it and increase your bookings.

Make sure your relevant team members are added as [additional contacts](#), so someone in your organization is always contactable. *(In case of absences, staff movements etc.)*

[FAQ's](#), **mostly used by teachers and site attendees**

[Join DART Learning – Provider Support Group,](#) **on FB**
➢ **Tips and advice**
➢ **System Upgrade Notices**
➢ **Collaborate and connect with other providers**
➢ **See what others are saying**

DART Learning - Provider Support Group

[Request to become a DART Provider](#), **share with your relevant colleagues**

[Newsletter](#), **don't miss out on anything, have you and your colleagues subscribed yet?**

If there are key words that are currently not included as a TAG Special filter *and you think should be or you have a suggestion, please contact [DART Learning](#).