# New Flying Arts Member Benefit – Members News Feed

Flying Arts has set up an information service on its new website specifically for members to promote their coming events, exhibitions or workshops. To take advantage of this service please read the guidelines, take the link to the content page, complete the form and send. Your information will be transmitted to a Flying Arts moderator who will authorise publication.

This service is for current members to promote personal workshops, exhibitions or events only. It is not intended for networking or commentary or to be used for overtly commercial purposes.

## Required Information

- Contact Details
  Name, Email Address, Contact Phone, and Membership number

- Event Details
  Name of Activity or Event, Date of Activity or Event, Information about activity or event, Summary of Activity or Event, Web link for more information (if needed)

## Guidelines for Use

Uploading your information

1. Choose the category most appropriate to your listing.
2. Write an engaging excerpt to appear on the front page – this is a short summary of your event to grab people's attention
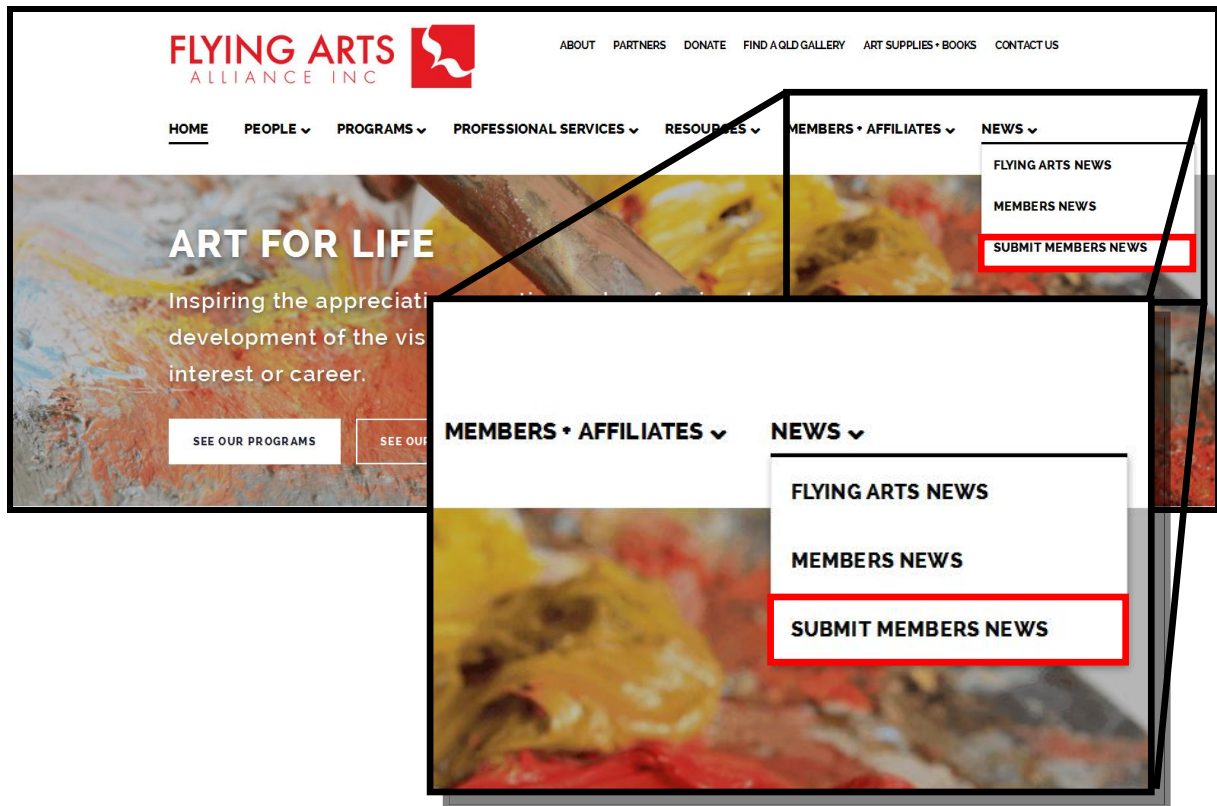3. Complete the remainder of the form
4. Press submit

We will endeavour to post your news submission within 1-2 business days.

### Activities That Are Not Permitted

- Posting information about events other than those of the submitting member
- Posting information of an overtly commercial nature
- Posting personal or confidential information that you do not have permission to use, or that would be defamatory or derogatory to another person or organisation.
- Posts containing copyrighted material that you do not have permission to use and do not have the ability to authorize us to use.
- Posting intentionally deceptive, misleading, negative or inflammatory information about an event or activity, or with the purpose of causing intentional conflict.
- Posts that contain explicit, violent, threatening or criminal material, or link to pages that do.
- Posts that contain links or directs users towards to malicious or phishing websites, scam-based content, harmful file downloads, malware, viruses, or other such material that harm an end-user or their system.

## How to Submit Your News

To submit news visit flyingarts.org.au and click **SUBMIT MEMBER NEWS** from the News drop down list as pictured below.



*When filling in the form please note the following sections and how they will be displayed.*

**Information about the Activity or Event** – This section is where you can enter detailed information about your activity and will be displayed when someone clicks to read more about your post

**Summary of the Activity or Event –** This section is for you to enter a short engaging excerpt about your activity which will be displayed on the Home page and Members News feed. This summary will be the first piece of information that viewers will see about your event.

**Articles Type –** This will allow you to select the relevant category for your news listing. Be sure you tick Members News in this field to ensure that it gets posted into the Members News feed.

If you have an inquiry about the Members News or about Flying Arts in general, please do not use our Members News Contribution Form to submit your inquiry. Instead, contact Flying Arts directly at admin@flyingarts.org.au, call on 07 3216 1322. or use our Contact Page.