

## **PCANSW State Website Calendar Policy**

1. The following events will be listed on the state website;
  - a. State organised events; (i) championships, (ii) camp, (iii) instructor schools, (iv) rider development/regional schools, (v) meetings
  - b. PCA National, Inter-state or International championships
  - c. Paid, or in-kind, sponsor/advertiser events
  - d. Major events, or courses, deemed by the Association as being of interest
  
2. Zone/Club events will appear under the Calendar/Zone Calendar tab as a single downloadable file subject to accurate submission by the Zone/Club.
3. Zone/Club events are to be emailed to the Marketing Co-ordinator on [marketing@pcansw.org.au](mailto:marketing@pcansw.org.au)
  - a. One (1) file only to be submitted per Club/Zone as an attachment.
  - b. File format must be either; pdf (preferred), Word or Excel.
  - c. The following information should be included; (i) list of event dates for the entire calendar year, (ii) contact person for further information and copy of program, (iii) Club/Zone website address if applicable (iv) details on how to submit nomination.
  
5. In the event of changes/additions to a Club/Zone calendar an updated file can be submitted.
6. Zone/Club events can be individually entered onto the Zone/Club website. When entering an event the State box must be un-ticked in the 'Display on Calendar' section.