



Social Media In Agriculture



FACT SHEET

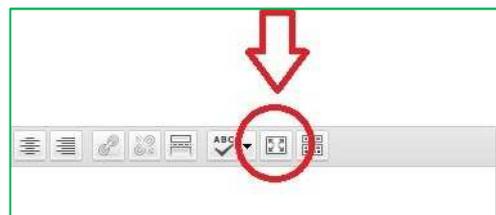
Submitting Content to the Ag Ex Web site

Changes to the Ag Excellence Alliance Inc website mean that all users can now submit a news article or event, and share a video from YouTube or Vimeo.

The website can be found at www.agex.org.au

Submitting a news article:

1. From the Ag Ex home page, hover over "News", then select the "Submit News" box which appears beneath it.
2. In the "News Headline" box, type a headline for your news article. This should be brief, but still provide some information about the content.
3. In the "News Article" box, enter the text of the article. This can be done by typing in the content, or copying and pasting from Word.
4. **Hint:** If you're finding it difficult to navigate or read your content using the small box, you can click on the "Toggle fullscreen mode" button (shown here), and your content will appear on a full-sized screen.
5. If you wish, you can add a picture to be used as a feature image. This is a small photo which will appear next to the story on the "News" page. It is important to note that the picture must be no larger than 2Mb, and must be a jpg, gif, or png file.
6. Enter your contact details, and then type the words seen in the anti-spam box, then click "Send for Review". The details will be sent to the Ag Ex website Administrator, who will contact you if there are any queries. If not, your article should appear on the website within a few days.



Sharing a video:

1. From the Ag Ex home page, hover over "Media Library", then select the "Submit Video" box which appears beneath it.
2. Enter the video title in the "Video Title" box.
3. In the "Video Description" box, type (or copy and paste) a description of the video. This should contain a summary of the video's content, and might also include who is featured, who is submitting the video, and details of a group or Government agency who funded or sponsored the video.
4. Under "Video Source", select either YouTube or Vimeo, to indicate where the video is coming from.
5. Copy & paste the full link into the "Video URL" box.
6. Enter your contact details, and then type the words seen in the anti-spam box, then click "Submit". The details will be sent to the Ag Ex website Administrator, who will contact you if there are any queries. If not, your video should appear on the website within a few days.



For further information about Ag Ex and to get involved
go to the Ag Excellence Alliance website www.agex.org.au



CARING
FOR
OUR
COUNTRY

Submitting an event:

1. From the Ag Ex home page, hover over “events”, then select the “Submit Event” box which appears beneath it.
2. Enter the name of the event in the “Event Title” box.
3. In the “Event Description” box, type (or copy and paste) a description of the event. This might include details of the program for the event, guest speaker/s, or details of a group or Government agency funding or sponsoring the event.
4. Under “Categories”, select one (or more) category which you feel best fits your event.
5. If you would like to include an image, under “Image”, select “Browse” then choose the image. It is important to note that the picture must be no larger than 2Mb, and must be a jpg, gif, or png file
6. Under “Time & Date”, enter the Start Date and End Date, and use the drop-down boxes to select the Start Time and End Time, or select “All Day Event”.
7. Under “Location Details”, click on the drop-down box next to “Use Saved Venue”, and you will see a list of previously used venues. If you see the venue you want, click on it, then go on to step 9.
8. If you don't see the venue you're looking for, select “Use New Venue” (at the top of the list), then enter the venue details.
9. Under “Organizer Details”, click on the drop-down box next to “Use Saved Organizer”, and you will see a list of previously used organizers. If you see the organizer you want, click on it, then go on to step 11.
10. If you don't see the organizer you're looking for, select “Use New Organizer” (at the top of the list), then enter the group's details.
11. Under “Cost”, you can either leave it blank (no cost will be shown), enter a zero (cost will show as Free), or enter a dollar amount.
12. Select the tick box, which shows you're not a scammer
13. Click “Submit”. The details will be sent to the Ag Ex website Administrator, who will contact you if there are any queries. If not, your event should appear on the website within a few day