



Show Organising Committee Volunteer Guide

WEBSITE ~ How This Role Fits

This role helps keep our website friendly, current and useful for everyone: exhibitors, sponsors and visitors.

You'll update info as things change, share news as Show Day gets closer, and help make sure the website is a reliable go-to place for our community.

A tidy, up-to-date website makes the whole Show run smoother, and this role is a big part of that.

What to expect timewise

This role averages around 1 hour per week, being busiest from August to October.

Committee meetings are held on the second Monday of each month (March–December) and usually run for up to 2.5 hours. Doing a little reading beforehand helps the meetings run smoothly.

The week before the Show all hands on deck, with Committee members and volunteers working together to ensure everything is ready for a successful Show Day.

What this role involves

- Keep the Society website, <https://toodyayagshow.com.au>, up to date.
- Follow the event timeline and share brief monthly updates with the Committee.
- Ensure expenses stay within the allocated budget and are properly recorded with the Treasurer.

This role would suit someone who...

- Is comfortable using tools like Word, Excel, email, Canva and WordPress
- Feels confident updating and maintaining website content
- Enjoys making information clear, accurate and easy to use
- Has some knowledge of SEO or analytics (helpful, but not essential)
- Is keen to support the community and be part of something local

Key Updates

- February (post-meeting) – update new Committee details.
- Monthly – upload monthly Toodyay Herald **Show Notes** document.
- June – update Sponsors.
- July – add new form PDFs ready for when entries open.
- August – upload Schedule/s and activate relevant forms / links.
- September – upload Entertainment Program / Map (share link with Committee).
- October (post-meeting) – update dates, deactivate forms / links, add results (About-Annual Winners).
- December – remove old documents from Monthly Write-ups, consider updating photos.

(very basic) How To!

Website Contacts

- Phil La Rosa phil.larosa@creativecanary.com.au
- Anthony Boschman anthony.boschman@creativecanary.com.au

Website Login *Username and Password to be issued*

- Link: <https://toodyayagshow.com.au/wp-login.php>

Dashboard – top menu

Toodyay Agricultural Show

- Link to website.

Comment Icon

- We don't use this.

+ New

- Post – not active.
- Media – upload documents / images, ready for editing a page (can also be done whilst editing).
- Page – contact Creative Canary for new pages.
- Landing Page – not active.
- Floating Element – not active.
- Template – not active.
- Committee Member – don't use this shortcut, edit via Pages in left-hand menu.
- Download – use this for Monthly Write-Ups which appear on the About page.
Add document title, see previous for ideas
Acknowledge author in "Written By"
Click [Add File] - Check [Monthly Write Ups] - Click [Publish]
- Sponsor – use this to update the Sponsors page and the Gallery at the bottom of the Home page.
Add title – the organisation name
Check Sponsorship level and add details as requested:
Soil Builder, website link
Seed Sower, image, website link + short description (15 words)
Cultivator, image, website link + short description (30 words)
Harvester, image, website link + short description (60 words)
Suggest if levels change to request Creative Canary to update!
- Form – not active.

Yeost SEO Premium Icon

- Don't use this.

WP Rocket

- Don't use this.

Forms

- Contact Creative Canary to edit existing, or create new, forms. Current forms are:
Art Entry – request update / activation when Schedule released.
Contact – always active, copies sent to TAS & Treasurer emails.
General – request update / activation when Schedule released.
Membership – always active, copies sent to TAS & Treasurer emails.

Dashboard – left-hand menu

Activity Log

- Handy for providing a monthly summary of updates for the Committee (if required).

Media

- View / search all documents and images, also option to [Add New Media File].

Forms

- Select [Entries], all online entries can be viewed and searched.

Sponsors

- View / search all current sponsors, also option to [Add New Sponsor].

Committee

- Do not use, edit via Pages in left-hand menu.

Downloads

- View / search all current downloads, also option to [Add New Download].
- To 'remove' but retain a download document hover over title, select [Quick Edit], check [Private] and [Update]. *It will be marked Private, and show as 'Last Modified' rather than 'Published' in the date column.*

Pages

- Hover over page name, select [Edit with Elementor].
- Click on the 'capsules' pink edit icon.

Templates

- Not active.

Appearance

- Suggest leaving this to Creative Canary... unless you're a Wordpress whiz!

Profile

- User name / email / password can be updated here.

Settings

- Suggest leaving this to Creative Canary.

How to Show/Hide Website Buttons (Map, Programs, Schedule, Printable Entry Forms)

How to quickly toggle key Show Day links on the website with no developer needed!

- Backend → Site Settings → Global Links (page contains simple on/off options for each element.)
 - Showday Map (button/link)
 - Program (general program button)
 - Equestrian Program (button)
 - Schedule (Download) (button)
 - Printable Entry Forms (auto-shows **only if a file is attached**)
- Before you start
 - Have final PDFs ready (Program, Equestrian Program, Schedule, Entry Forms).
 - Confirm each file is uploaded and linked correctly on the Global Links page.
- Steps
 - Log in to the backend.
 - Go to Site Settings → Global Links.
 - For each element, choose Show or Hide.
 - If applicable, attach / confirm the file URL for the item (ie Program PDF).
 - Click Save/Update.
 - Front-end check (in public site) to confirm the buttons appear/disappear as expected.
- Troubleshooting
 - Button not showing:
 - Check the toggle is set to Show.
 - Confirm a file/link is attached (especially for Printable Entry Forms).
 - Clear site/page cache or view in a private window.
 - Wrong file opening:
 - Update the file URL on the Global Links page and Save.
 - Multiple buttons missing:
 - Re-save the page; verify you have permission to edit Site Settings.

Other Notes Gathered Over The Years!

- Swapping out PDFs - <https://guides.creativecanary.com.au/guides/pUhlDcecYEiealmqpgLH>



chrome_pvlfcovRm5.
mp4

Countdown Update



chrome_zILIRtvpO7.m
p4

Re-ordering Winners Docs



TAS-Form-Entries.mp
4

TAS Forms



TAS-Updating-Spons
or.mp4

Updating Sponsors