



**Western Cape  
Government**

Department of the Premier

**ECONOMIC**



**SOCIAL**



**GREENING**



**GOVERNANCE**

**A GUIDE TO ONLINE EVENT IMPACT ASSESSMENT REPORTING**

We have developed a standardised approach to event reporting to assist Event Organisers in demonstrating the successes and growth potential of their events. This guide will demonstrate how to upload your event to the Events Portal and how to create a basic online Event Impact Assessment Report for your event.

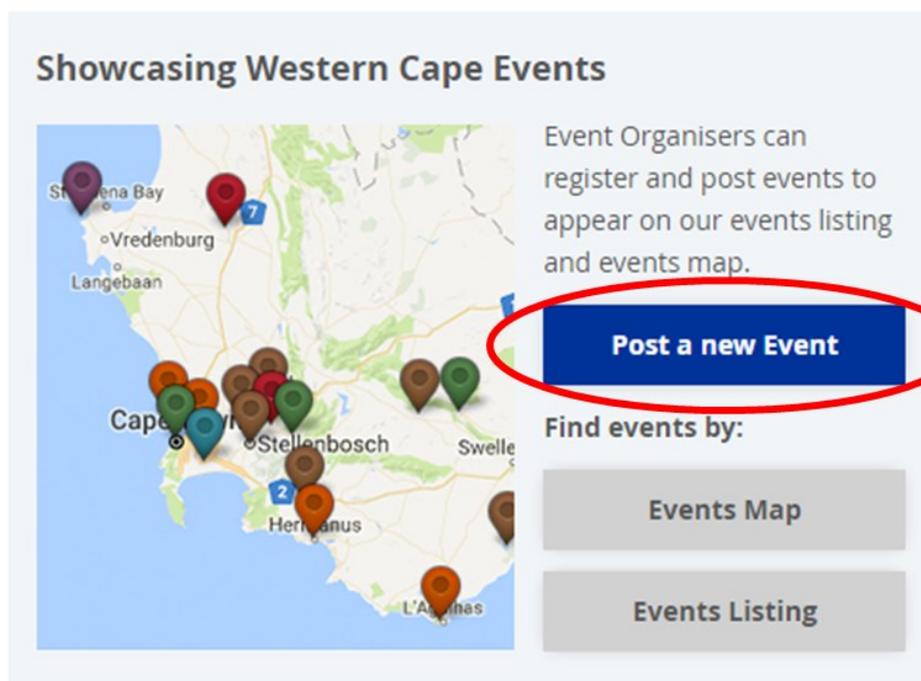
## Step One: Creating an Account

If you have not created an account, the first step would be to do so. Simply follow the link: [www.westerncape.gov.za/events/organiser/register](http://www.westerncape.gov.za/events/organiser/register) and register yourself as an Event Organiser.

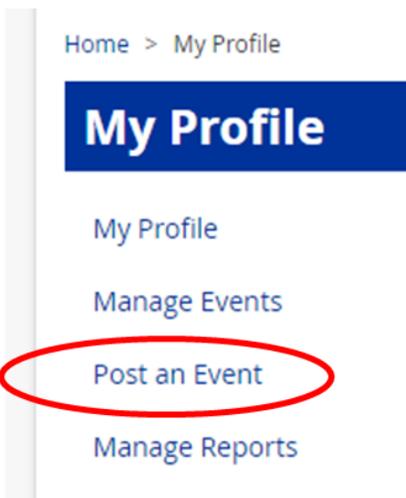
## Step Two: Posting an Event

The Post Event function allows you to post your upcoming event onto the Events Listing and Events Map to show event goers when and where your event is happening. You can also post events that already happened which will allow you to create a historic report for that event.

To post an event you can click on the **Post a new Event** button on the homepage:



Alternatively, you can navigate to your **My Profile** page and click on the **Post an Event** link on the left hand panel.



Once you have selected the **Post an Event** option it will direct you to the Post an Event page where you will be able to provide all the necessary event information.

*Note: if you would like to upload an event that has already taken place you will have to manually input the date into the date selector. The format to follow is **Day/Month/Year***

A screenshot of a form titled 'Date and time \*'. The form asks 'When does the event start and when does it end?'. It has two rows of input fields. The first row has a 'Date' field with '09/05/2018' and a 'Time' field with '10:18'. The second row has a 'Date' field with '09/05/2018', a 'Time' field with '10:18', and a 'Date To \*' field. The 'Date' fields in both rows are circled in red. Below each 'Date' field is an example: 'E.g., 09/06/2018'. Below each 'Time' field is an example: 'E.g., 10:18'.

Once you have posted your event it will be screened and approved by our back-end support. As soon as it is approved we will notify you. *(Note: your event does not need to be approved for you to complete an **Event Report**)*

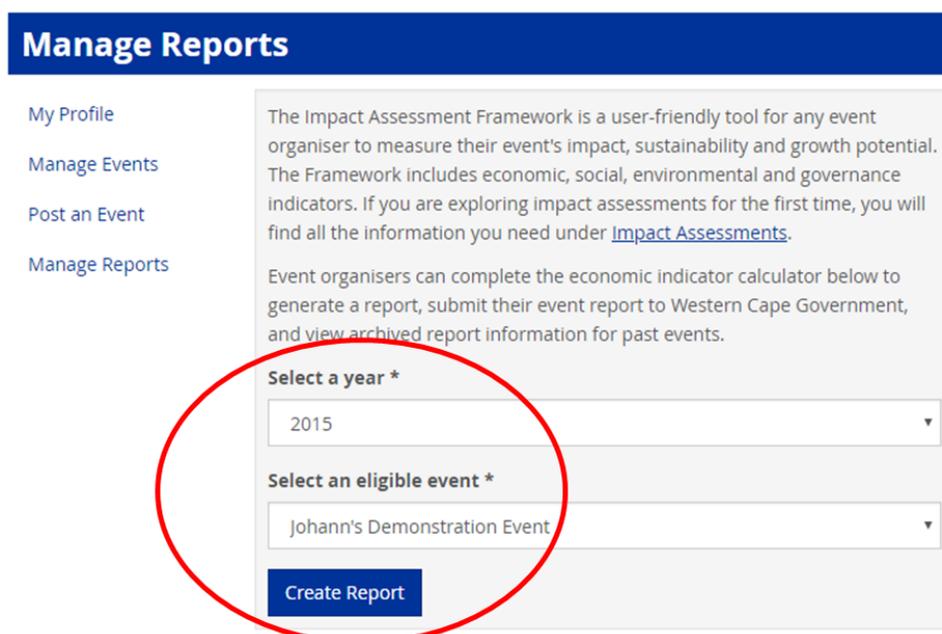


## Step Three: Reporting your Event

Once your event has occurred you can proceed to create an Event Report for your event. The process can be accessed via the **My Profile** page on the left hand side. Select the **Manage Reports** page.



On the **Manage Reports** page you can create a report for your event. Simply select the year in which the event took place and then select the event from the list of eligible events. Once you have selected you can proceed to click the **Create Report** button which will redirect you to the **Create Event Impact Assessment Report** page.

A screenshot of the 'Manage Reports' page. The page has a blue header with the text 'Manage Reports'. On the left side, there is a navigation menu with links for 'My Profile', 'Manage Events', 'Post an Event', and 'Manage Reports'. The main content area contains a text block explaining the Impact Assessment Framework, followed by instructions for event organizers. Below the text are two dropdown menus: 'Select a year \*' with '2015' selected, and 'Select an eligible event \*' with 'Johann's Demonstration Event' selected. A blue 'Create Report' button is located at the bottom of the form. The entire form area is circled in red.

The online tool requires you to input Economic, People, Environmental and Governance aspects of your event and from this data will generate an Event Report. Once all your event's data has been inputted, you will be redirected to **the Economic Data Analysis** page which will provided you with some basic economic analytics about your event.

You can view and download all your **Event Reports** in pdf format from your **Manage Reports** page.

Submission date ▲	Date and time	Event name	Report Type	
09 May 2018	Oct 09 2015, 12:30pm	Johann's Demonstration Event	Impact Assessment : Economic Indicators	



## Thank you for completing your Online Event Impact Assessment Report.

*Note that we will not share your details or data with anyone. For our privacy statement please click the following link:*

[www.westerncape.gov.za/events/privacy-policy](http://www.westerncape.gov.za/events/privacy-policy).

If there is anything we can assist you with or if you have any questions, please feel free to contact us on [Events@westerncape.gov.za](mailto:Events@westerncape.gov.za) or on **+27 (0)21 483 5503**