



# Australian Campdraft Association Inc.

ABN: 33 767 694 241

PO Box 472  
ROMA QLD 4455  
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aca@campdraft.com.au

<b>(MONTH BEFORE EVENT) (YEAR)</b>							
<b>KEY:</b>	<b>ACA Documents and Forms</b>	<b>Committee Socials</b>	<b>ACA</b>			<b>Event Preparation</b>	
<b>Week</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
Ensure that Affiliation and/or Insurance is paid for on the 1 <sup>st</sup> April. Complete the <b>EXT016 ACA Affiliation Form</b> with committee details and payment.							
Week 1	Ensure that all committee details from Affiliation Form are still current.	Property/Land Owner OR Long Term Lessee: Complete and return to ACA Office a form	Ask for ACA to publish your event date to the calendar.	Publish your draft dates to your Committee Socials.			
	<b>EXT006 ACA Change of Committee Details Form</b>	<b>EXT 039 Equine Property Owners Application Form</b>					
Week 2	Gather sponsors, cattle donors, etc.	Create and organize program for event. Find ACA's program checklist on website.	Ensure that your Medical Service Provider has completed the appropriate Confirmation Form.		Send through program to <a href="mailto:aca@campdraft.com.au">aca@campdraft.com.au</a>	Let your followers know that the program has been submitted to ACA for approval.	
		<b>EXT022 ACA Program Checklist for Secretaries.</b>	<b>EXT014 Medical Services Provider Confirmation Form</b>				
Week 3		Possibly received your program back. It will be published to the ACA website immediately upon approval, unless requested differently.				Publish your program to your Committee Socials.	
Week 4	Countdown Post: <i>"One week until nominations open"</i> Image Ideas: Nomination platform logo, drafting image from your past event.	If your event is holding the Top 7 Shoot Out, publicise this on your committee socials. The Office will provide a list		Share ACA's Attention Members Facebook post regarding adding membership numbers to nomination platforms (especially the one you are using).	Countdown Post: <i>"Three days until nominations open!"</i> Image Ideas: Nomination platform logo, committee logo, drafting image from your grounds.		Countdown Post: <i>"One more day until nominations open!"</i> Image Ideas: Committee logo, nomination platform logo, drafting photo from grounds.
		<b>INT005 ACA Expense Claim Form</b>					

Gold Sponsors:





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## (MONTH OF EVENT) (YEAR)

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Week 1	Countdown Post: <i>"(HOURS) until nominations open!"</i>  Nominations Open (typically) 2 weeks before hand.	Send through the full nominations list to <a href="mailto:aca@campdraft.com.au">aca@campdraft.com.au</a> ACA will separate the financial and unfinancial competitors and you are required to only select from the financial competitors.	"Sponsor Shout Out" on socials. (Depending on the number of sponsors, one a day is recommended).	Let your followers know that the nominations have closed, and that the committee are deciding the competitors list.	ACA has separated the financial and unfinancial competitors and this has been emailed back in an Excel document. Your committee is required to only select from the financial competitors to complete your competitors list.			
Week 2 <i>One Week Before Event!</i>	"Sponsor Shout Out" on socials.		REMINDER for COVID-19 paperwork to be completed and handed in at gate.					
Week 3 <i>Event Week!</i>	Send through competitors list to <a href="mailto:aca@campdraft.com.au">aca@campdraft.com.au</a> (THIS IS THE LATEST THAT IT SHOULD BE SENT). Also, send through the committee's Judges listing for the event.		The committee receives an email with draft fees invoice, confirmation on Judges and forms/results for post event.	Countdown Post: <i>"One more day until we are drafting!"</i> Image Ideas: With a picture of the grounds looking tidy and ready.	<b>Committee Event</b>			
					Post photos from the line ups during or at the end of the day.	Use your line up photos to also promote your sponsors for that particular draft.	Another on the grounds post.	
Week 4 <i>Week After Event</i>	Send through results, Committee Reconciliation Report form and any membership forms taken on the weekend to <a href="mailto:aca@campdraft.com.au">aca@campdraft.com.au</a> <div style="background-color: #ff00ff; padding: 2px; text-align: center;">EXT002 ACA Official Result Sheet</div> <div style="background-color: #ff00ff; padding: 2px; text-align: center;">EXT010 ACA Committee Reconciliation Report</div>	Ensure that draft fees are paid.	A huge thank you to all sponsors, riders, volunteers, committee workers, and members for an exceptional and successful weekend.					

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## Facebook Tips and Tricks!

### 1. How to schedule a Facebook Post?

Computer:

1. Click the link to be redirected to Facebook Creator Studio (<https://business.facebook.com/creatorstudio/>).
2. In the top left corner, click 'Create Post'.
3. Select 'Create Post'.
4. If you are admins of multiple Facebook Pages, you will have an option of which page to select. Click your Committee's Facebook Page.
5. PHOTO: If you are wishing to upload a photo to your post, click 'Share A Photo'. This will bring up a separate window up that allows you to access your computers images. From there, just select the image you wish to upload.
6. VIDEO: If you are wishing to upload a video to your post, click 'Video. This will bring up a separate window up that allows you to access your computers videos. From there, just select the video you wish to upload.
7. Once your post is completed and you are ready to schedule it. In the bottom right corner, select 'Share Now'. This will give you the option to: Schedule, Backdate and Save Draft.
8. Click 'Schedule'.
9. This brings a little window up on your screen with a date option and time. Select the appropriate date and time for your post.
10. Press 'Schedule'.

Phone:

1. ACA highly recommend downloading the 'Facebook Business Suite' app from your Appstore or Playstore. This is the only way that will allow to scheduled posts on your phone.
2. Connect your Facebook account to your Committee's Facebook account.
3. On the bottom of your screen, in the middle there is a blue button with a pen – please see below:

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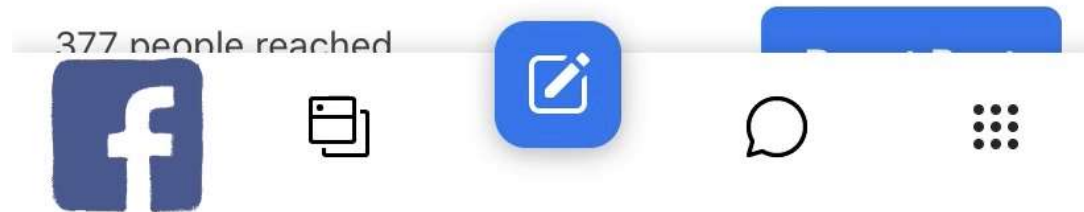




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4. Select the middle button.
5. PHOTO: If you are wishing to upload a photo to your post, click 'Photo/Video'. This will bring up your photo library that allows you to access your phones images. From there, just select the image you wish to upload. This works the same for videos.
6. Once your post is completed and you are ready to schedule it. In the top right corner, select 'Next'. This will give you the option to: Publish (top right again), and Publishing Options.
8. Click 'Publishing Options'.
9. Click 'Schedule for Later'.
10. On your screen you now have the day and the time option. Select the appropriate date and time for your post.
11. This brings a little window up on your screen with a date option and time.
12. Press 'Done', in the top right corner.
13. Select 'Schedule', in the top right corner.

### Gold Sponsors:

