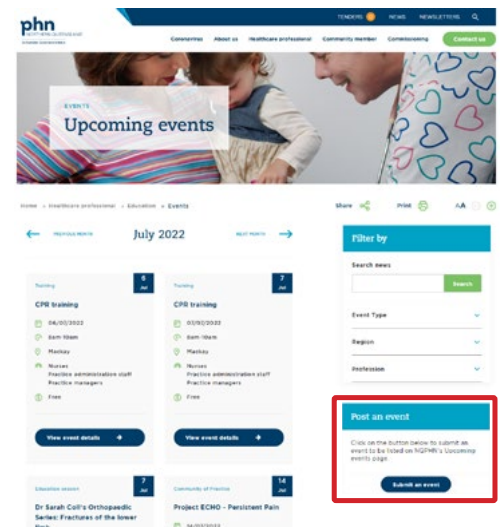


Guide to listing events and job vacancies on NQPHN's website

Promote your next North Queensland health care event or job vacancy for free on Northern Queensland Primary Health Network's (NQPHN's) website in a few steps — it's quick and easy!

Post an event

- » Visit our online Events page: www.nqphn.com.au/events
- » Navigate to the right side of the page to the 'Post an event' section and click on the 'Submit an event' button.
- » A pop up window will appear.
 - o If this is your first time listing an event or job, create a new account. Once that has been done, you will return to NQPHN's home page, navigate back to the [Events page](#) and click on the 'Submit an event' button again.
 - o If you already have an account, log in. If you're not redirected to the event form, click on the 'Submit an event' button again.
- » You will be redirected to a form to fill out all the event details.
- » Once you've completed the form, you can either preview or submit your event.
 - o To preview your event, click on the 'Preview' button at the bottom of the page. The window will refresh with a preview of your event ad. To exit the preview, click on the 'Back to content editing' blue text in the top left corner.
 - o To submit your event, press the 'Submit event' button at the bottom of the page.
- » Your event details will be sent to the Communications Team for review and approval. You'll receive a confirmation email once your event has been published.



Please see next page for instructions on posting a job vacancy →

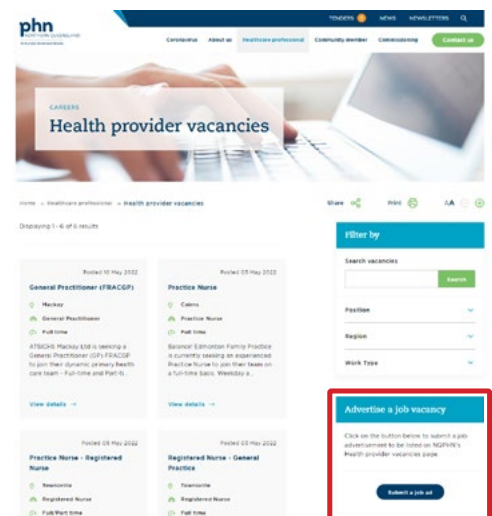


NQPHN acknowledges the Aboriginal and Torres Strait Islander peoples as Australia's First Nation Peoples and the Traditional Custodians of this land. We respect their continued connection to land and sea, country, kin, and community. We also pay our respect to their Elders past, present, and emerging as the custodians of knowledge and lore.



Advertise a job vacancy

- » Visit our online Health provider vacancies page: www.nqphn.com.au/healthcare-professional/health-provider-vacancies
- » Navigate to the right side of the page to the 'Advertise a job vacancy' section and click on the 'Submit a job ad' button.
- » A pop up window will appear.
 - If this is your first time listing an event or job, create a new account. Once that has been done, you will return to NQPHN's home page, navigate back to the [Health provider vacancies page](#) and click on the 'Submit a job ad' button again.
 - If you already have an account, log in. If you're not redirected to the job ad form, click on the 'Submit a job ad' button again.
- » You will be redirected to a form to fill out all the job details.
- » Once you've completed the form, you can either preview or submit your job.
 - To preview your job, click on the 'Preview' button at the bottom of the page. The window will refresh with a preview of your job ad. To exit the preview, click on the 'Back to content editing' blue text in the top left corner.
 - To submit your job, press the 'Submit job ad' button at the bottom of the page.
- » Your job ad details will be sent to the Communications Team for review and approval. You'll receive a confirmation email once your job has been published.



Any questions or issues

If you encounter any issues, please send an email to the Communications Team at communications@nqphn.com.au

Alternatively, there is a comment box at the bottom of the form where you can flag any issues or additional details.

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