

Promoting a coffee morning



All Points coffee mornings are promoted on Facebook and listed on the All Points app.

- The regional rep or member who organises the coffee morning is encouraged to promote it on Facebook. Alternatively, you can ask another Club member to do this for you.
- To get your coffee morning listed on the All Points app send the details to events@apcnz.org.

Coffee mornings can also be promoted through:

- an email out to local members. Regional reps and committee members can send emails out to Club members
- the monthly Club newsletter. Send information for the newsletter to newsletter@apcnz.org.

Promotion on Facebook

Use a coffee morning photo specific to your region

It is suggested that each region use a different photo when creating their coffee morning events and posts on Facebook. This will help avoid confusion with coffee mornings in other regions. Before creating events and posts, copy your regional coffee morning photo into an easy-to-find place in your computer or phone documents.

The process for promoting a coffee morning is slightly different for Club's two Facebook groups.

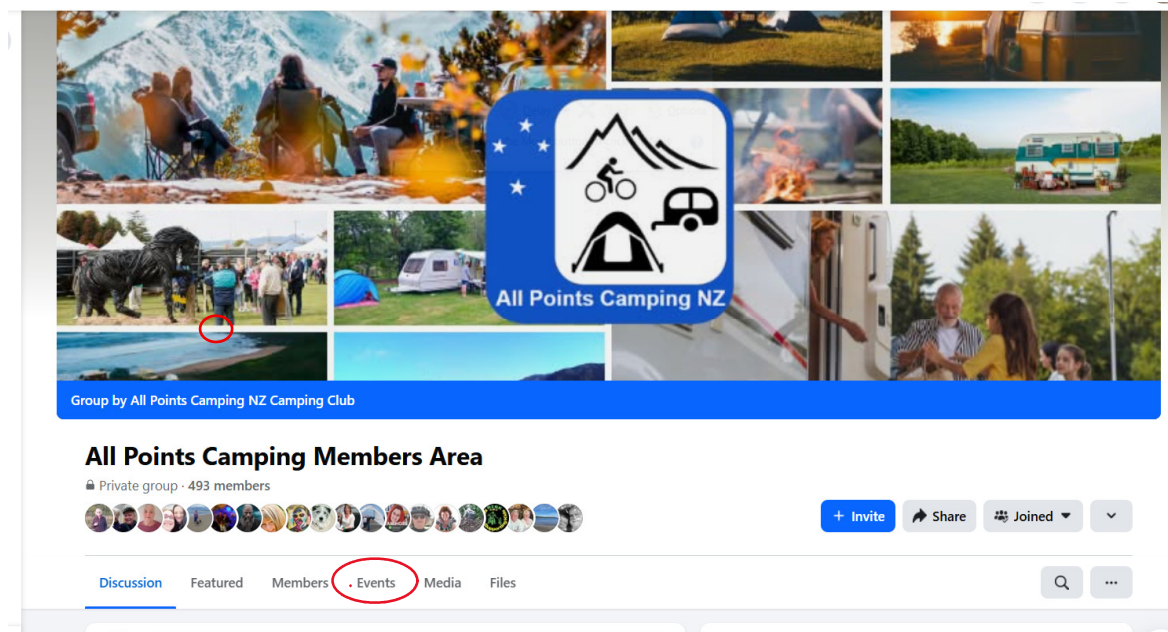
A: Create a post for the All Points Camping - chat share Facebook group

You won't be able to create an event on the chat share Facebook group, so instead put up a post which has your region's coffee morning photo and details of when and where the coffee morning is being held.

B: Create an event for the All Points Camping Members area Facebook group

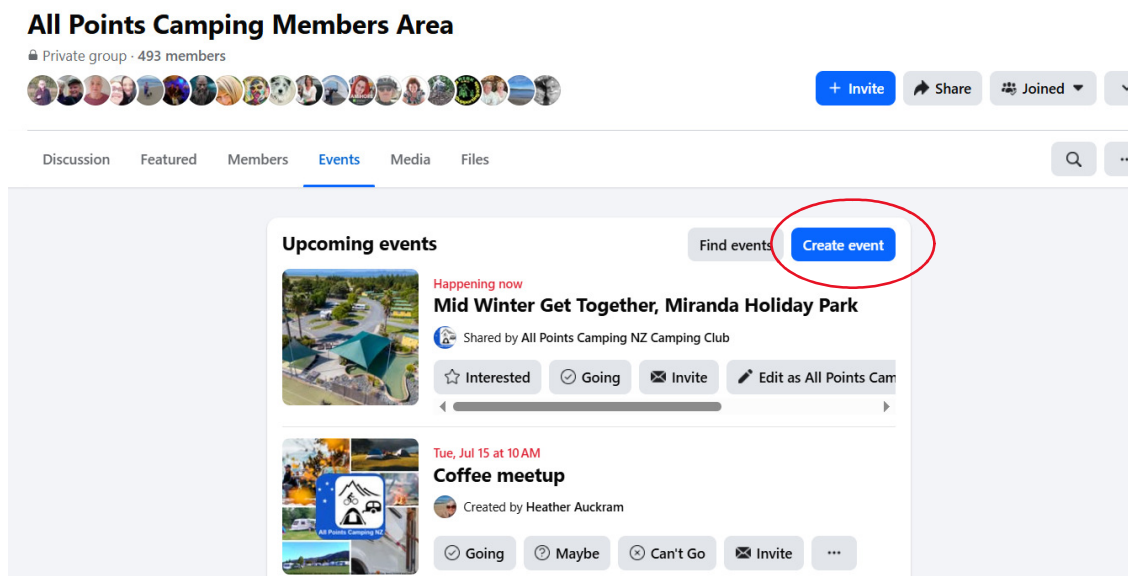
The instructions below show you how to create an event on the Members area Facebook group.

When you open the All Points Camping Members area group you will notice that there are 6 options below the small round photos of page members. Click on the fourth one along - **Events**



This will bring up a list of upcoming events and two buttons: 'Find events' and 'Create event'.

Click on **Create event**.

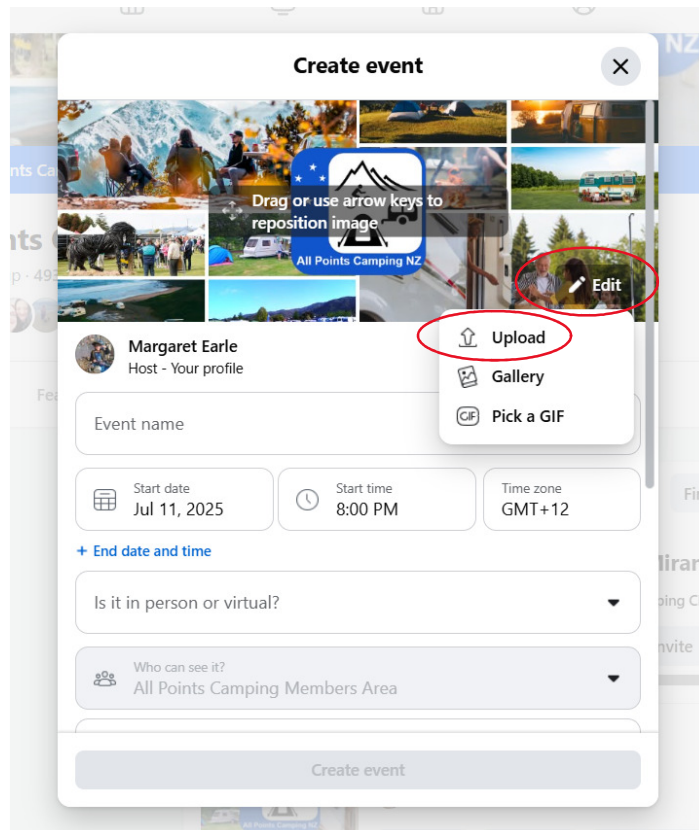


This will bring up a dialogue box where you can add your region's coffee morning photo and fill in the details of the coffee morning.

Add your region's coffee morning photo

When you click on the word 'Edit' on the generic All Points photo, this will give you options for adding a different photo. Click on 'Upload' and this will take you into the pictures folder in your own files. From here you can choose the coffee morning photo for your region.

When the photo has been uploaded, you can move it around to reposition it if you want.



Fill in the details of your coffee morning

Once you have uploaded your region's coffee morning photo, fill in the details of your coffee morning in the boxes below the photo.

- Give the event a name (eg, *Coffee morning in Upper Hutt* or *July coffee morning in Taranaki*)
- Add the date and time of the coffee morning
- Choose 'in person' (rather than 'virtual')
- Add location – start typing in the name of the café and Google Maps will at some point offer you some options. Click on the correct location. This location will be shown when you create the event.
- There is also the option to add co-hosts
- There is a repeat event option which you can use if you want to select a range of future dates (and times) on the calendar provided.

Create event [X]

[Image of a cup of coffee] [Add photos/video] [Edit]

Margaret Earle
Host - Your profile

Event name 28/100
Coffee morning in Upper Hutt

Start date: Aug 13, 2025 Start time: 10:30 AM Time zone: UTC+12

+ End date and time

Is it in person or virtual?
In person

Add location
Fig Tree Cafe

Create event

When you have filled in the details relevant to your coffee morning, click **Create event**. **This will create your coffee morning event.**