Registering an event

1. **Edit profile** – Make sure your contact details are correct.
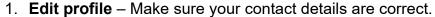2. **My events**
   - TAKEN PART BEFORE? Click View my events, use the filters & scroll down to find the past event you want to update. Click on the event title to open the record, scroll to the bottom and click the 'Clone' button. When prompted, select '2024 Festival'.
   - NEW? Click 'Register an event' to start with a blank form.
3. **Organiser Agreement** (pops up with your 1st event submission each year) – You must read and confirm this to register an event.
4. **Registration form** – Submit by 8th August to take part this year.
   - Preview & Submit – Click this button at the bottom of the page once you've completed all the required sections.
   - Event Preview – This shows what the entry will look like on the directory. Check carefully to make sure you're happy, we may not see it before it's published.
   - Continue editing – Click this button to return to the form to edit further.
   - Save draft – Not ready to submit? Click this to save the form for later. You'll find all your 'draft' events in your 'My events' table. Click on the event title to open the record again and the 'Edit' button to continue filling it in.
   - Submit – All done? Click this button on the 'Event Preview' page; a message will pop up to confirm it has gone through.

After submitting your event

All online events + events requiring HODs insurance have to be checked by the team. Once you've submitted your entry it will be in a queue awaiting our attention. Being a small team this may take a few weeks, particularly if you submit in July. When we've checked it you'll receive an email confirmation. You can also check progress by looking at its 'status' in the 'My events' table.

Amendments

1. Click the event title in 'Manage my events' to open the record.
2. Click the 'Edit' button at the bottom of the page. Amend the entry as needed and Re-submit. Note the basic change you made (e.g. new tour time) in the 'Changes to submission entry' box at the bottom of the page so the national team can quickly identify what's new and why – this will speed up your amendment approval and helps with insurance, visitor and press queries.

What do the different statuses mean? Nb. These are internal tags only.	
Draft	Event registration in progress
Pending Review	Event awaiting review by national team
Approved	Event fully registered
Queried	National team have a question
Pending (Re-submitted)	Amendment awaiting approval
Rejected	Event does not meet festival criteria OR is a duplicate entry
IMPORTANT: Past events also have status tags in your 'My events' table so it's important to filter entries by festival year.	

Images – You can amend / add / delete images in the form at any time.

Cancellations – Update the 'status' box next to the dates in your event record to cancel all or part of an event. Once you re-submit the form a cancellation banner will appear over your event image – but the overall event status may not change (there is no 'cancelled' status in the new system).

Nb. – Changes will show as soon as the website refreshes (usually overnight). If your event requires HODs insurance or takes place online they have to be checked first so there might be a longer delay.

Registration Roadmap

Initial interest

Login request
Pick a password for your Organiser area + join the community

Welcome to your Organiser area
Look out for an email confirming we have connected you

Registering an event

My profile
Complete your contact details

My events

Has your site/event taken part before?

YES

NO

Manage my events
Clone and update an old record

Create new event
Start with a blank form

Organiser agreement
The first time each year you will see this. You must confirm it in order to proceed.

Registration form
This becomes your directory entry so write to a visitor.
1. Preview & submit – check how it will look + unlock the submit button
2. Submit – send in the finished entry

Does your event need our insurance OR take place online?

YES

NO

Pending review
We have to check these so it is in a queue – this can take a few weeks.

'Approved'
You are now Registered!
Your entry will be published on the directory when it goes live (unless you requested a delayed publication date).

Approved
You are now Registered!
An email will confirm your event's been checked and its status will change.

Amend / Cancel
Find the entry in 'My events', click 'Edit' to update it. All changes will be checked before going live, once approved they will show on the website the next time the site refreshes.

Amend / Cancel
Find the entry in 'My events', click 'Edit' to update it. Changes will show on the website the next time the site refreshes (possibly overnight).

Nb. If you amend the entry to request insurance your event will join the processing queue.

Nb. **Cancellations** are a form of amendment - update the status next to the times on the form.