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.