

Registration Roadmap



Here's a little detail on the process to help you submit your event/s.

How to register an event

1. Go to **My contact details** - update your details and confirm the organiser agreement for this year.
2. Go to **My Events**
 - **TAKEN PART BEFORE?** Click the '**Archive**' tab, scroll down and you should find event/s from previous years with a 'Register/amend' link in the table's 'Action' column, click this (Nb. It won't show until you've confirmed the organiser agreement).
 - **NEW?** Click the '**Create new entry**' button.
3. **Registration form** - fill it in and **SUBMIT** to take part this year!
 - **Save as you go** - It shouldn't take long but after 10 minutes of not clicking the session will time out, use the save button to avoid losing work!
 - **Save & Preview** - for an idea of what the entry will look like on the website. This is a chance for you to spot typing or formatting issues before submitting it. Make sure you're happy - we may not see it before it's published.
 - **Go back to edit** - You can go back to tweak the form until you're happy. You can then preview again or just submit it.
 - **Submit!** - clicking the pink button (which only unlocks when you preview an entry) takes you back to the My Events page, where your entry will now appear under the 'Submitted this year' tab. There should be a green notice at the top of the page explaining all is well. If you stay on the form and see a red notice, something is amiss - it should highlight what needs changing.

Nb. '**Save as draft**' – gives you the option to save the form for later if you're not ready to submit the details to us. You'll find these drafts under the '**Works in progress**' tab on the My events page.

After submitting your event

All online events & in-person events requiring HODs insurance have to be checked by the team before being fully registered as part of the festival. 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. Once we've checked it you'll receive an email confirmation. You can also check progress by looking at its 'status' in the table, it should update from 'Submitted for review' to 'Registered-R'.

Amendments / Cancellations

If your event requires HODs insurance or takes place online: once submitted you will no longer be able to edit the main form, but you will now see links to cancel or amend the entry in the table's 'Action' column.

If your event has your own insurance: you can update your entry using the same 'Register/amend' link; or instantly cancel it with the cancellation link in the Action column.

Images

Make sure to add an image so your event stands out. Images can be added/deleted/updated after submission using the links in the Action column of My Events table.

What do the different statuses mean?	
Not entered	From a previous year held in the archive
Work in progress	Draft being worked on this year
Submitted for review	Awaiting review by HODs team
Registered - R	Registered for 2023 - Reviewed by HODs team
Registered	Registered for 2023
Query	HODs team have a question about this entry
Duplicate	There's more than one record for this event
Cancelled - website	Event cancelled after publication on the website - added to web entry
Cancelled - hidden	Event cancelled before publication - will not appear on website
Disqualified	Event doesn't meet festival criteria

Registration : Step by step

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 contact details

Complete your details & confirm the Organiser agreement

My events

Has your site/event taken part before?

Yes - check the Archive

You can update an old record, with all of this year's information

No - Create a new entry

You can register as many events as you wish

Registration form

This becomes your directory entry so write to a visitor
1. **Save & Preview** - check how it will look & unlock the submit button
2. **Submit** - send us your finished entry

Does your event take place online or require our insurance?

Yes

No

Submitted for review

We have to check these, so it is in a queue.

You are now Registered!

Once we have checked it you will receive an email confirming it has gone through and the status will change.

Amend / cancel

Cancellations will be immediate but amendments will be checked and processed.

You are now Registered!

Your entry will be published on the directory the moment it goes live.

Amend / cancel

Cancellations will be immediate

To amend the entry you can go straight back into the full form and update it. Amendments will show on the website after the next overnight update.

Nb if you amend the entry to request insurance or go online - your event will join the processing queue

Questions

If you have any queries or are struggling to submit your event online, [drop us an email](#). We'll talk you through the process and help you get your event registered.