

Registration tips

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. Save the page, it should take you straight on to the My events section.
2. Go to **My events**
 - **TAKEN PART BEFORE?** Click the '**Archive**' tab, scroll down and you should find your event/s from previous years with a 'Register/amend' link in the 'Action' column of the table, 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, so do 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. We may not see it before it's published, so make sure you're happy and it meets our criteria.
 - Go back to edit – having seen the preview 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.

Events needing our insurance

These 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

- **Images** can be added/deleted/updated after submission using the links in the Action column of your My events table.
- **If you need our insurance:** 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 Action column of the table.
- **If you have 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.

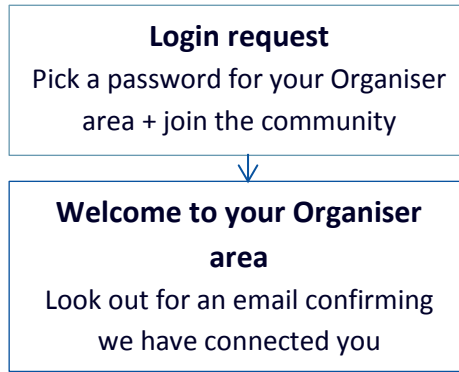
What do the different statuses mean?

Not entered	From a previous year held in the archive
Work in progress	Draft being worked on this year
Submitted for review	Needs our insurance so awaiting review by HODs team
Registered – R	Registered for 2018 – Reviewed by team, needs HODs insurance
Registered	Registered for 2018 - Doesn't require our insurance
Query	HODs team have a question about this entry
Duplicate	There's more than one record of this event
Cancelled – website	Event cancelled after publication on the website – note added to web entry
Cancelled – hidden	Event cancelled before publication – will not appear on website
Disqualified	Event doesn't meet festival criteria

If in doubt... get in touch! <http://www.heritageopendays.org.uk/contact>

Road map to registration....

Initial interest



Registering an event

