

Registration tips

The HODs team won't know you wish to participate until you submit an entry.



Registering your event/s:

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!
 - Save as you go - It shouldn't take long to fill in but do note if you spend over 10 minutes not clicking the session will time out.
 - Click 'save & preview' – this should take you to a page giving you 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. **BE CAREFUL**, we may not see it before it goes live, so make sure you're happy with it and it meets our criteria.
 - Click 'back to entry form' – back on the registration form you can make any last changes you need. When you're happy click the pink 'save & submit' button that will now appear.
 - It should take 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, this means 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 are not yet ready to submit the details to us. You will find these drafts under the '**Works in progress**' tab on the My events page.

Events needing our insurance

All these events have to be checked by the team before being fully registered as part of the festival. Once you have 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 have checked the entry you will receive an email confirmation. You can also check the progress of your entry by looking at its 'status' in the table, It should update from 'Submitted for review' to 'Registered- R'.

Images

Once you have submitted an entry you will see the option to 'Add image' in the update column of the table. There is also the option to 'edit/delete image' if you make a mistake.

Amendments/ Cancellations

- **If you need our insurance:** Once submitted you will no longer be able to edit the 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 new 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 2017 – Reviewed by team, needs HODs insurance
Registered	Registered for 2017 - 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