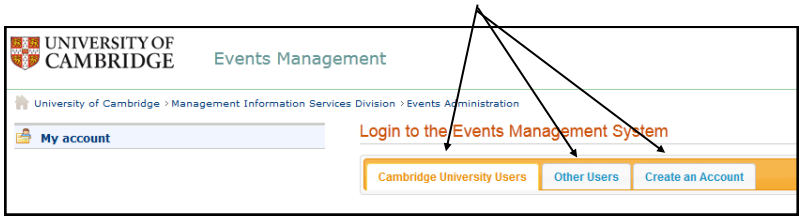
How to submit your event details to our Festival Event Management System (EMS)

Logging onto the system

Go to: https://webservices.admin.cam.ac.uk/events/admin

Choose the correct log-in option

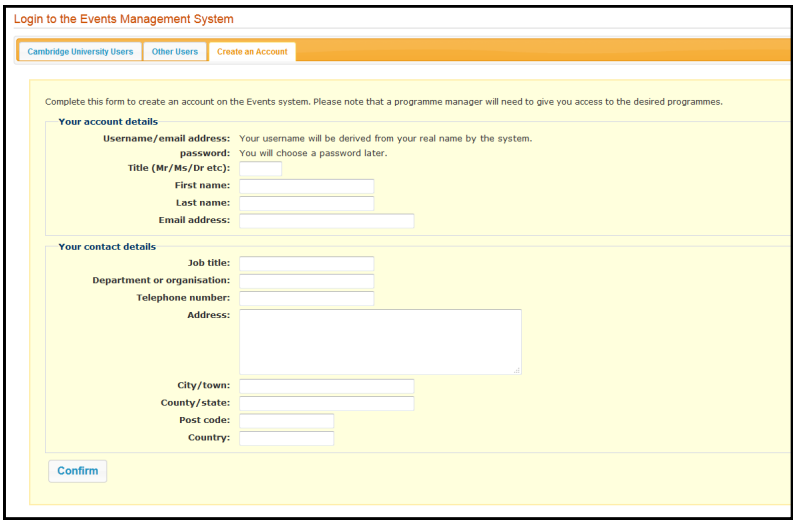


University of Cambridge contributors:

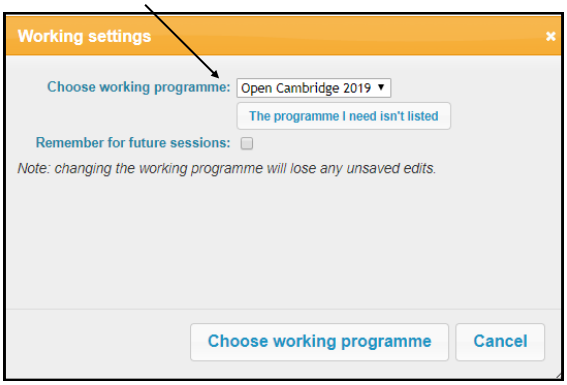
- Go directly to **Cambridge University Users** section, even if you have not used the system before
- login using your Raven details
- if you have used the system before your permissions should have transferred over from last year
- if this is the first time you have used the system, we will receive notification of your login and will grant you access

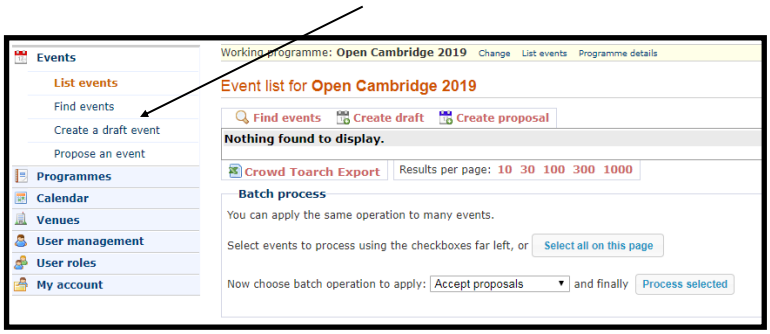
External contributors

- If you have used the system before, login in the **Other Users** section using your user name and password
- new external contributors, go to **Create an Account** and complete, we will receive notification and authorise access



Set the working programme to **Open Cambridge 2019**. If this does not appear as an option, click 'The programme I need isn't listed' and follow the instructions to request access. (Note that this has to be done manually in the office, so may take some time.)

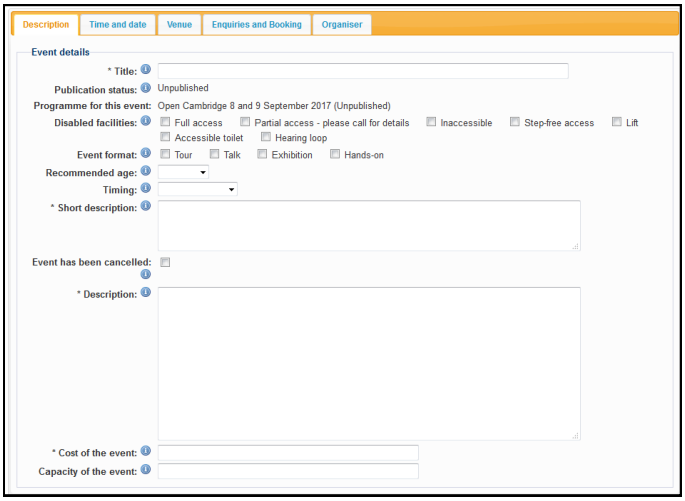




Open Cambridge

Submitting your event details

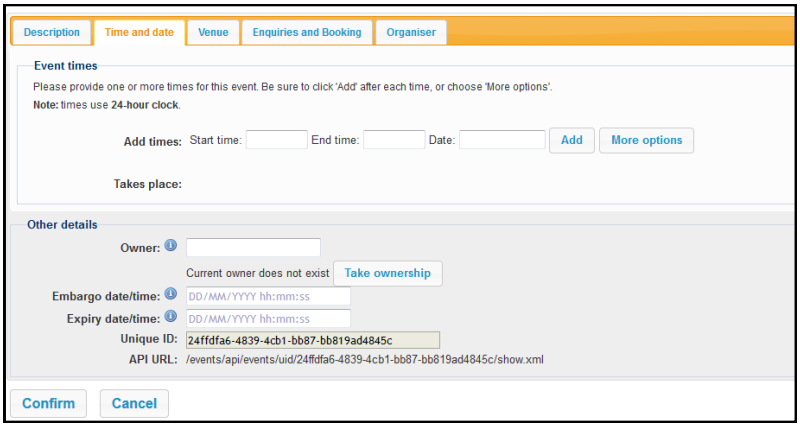
Event details—description



1. Add your event information here.
2. Disabled facilities: please complete for your venue. For University of Cambridge venues, check details on the Disability Resource Centre website http://www.disability.admin.cam.ac.uk/building-access-guide
3. **The short description is published in the printed programme**—limited to ~30 words. If you would like the name of your speaker and/or your department in the programme, please ensure you add this to the text. Occasionally we have to edit this text to fit it into the programme.
4. The long description is used for the website. You are welcome to repeat the short description text but as there is no maximum word count, you can also include additional information, links to your website etc.
5. Cost of event, please add free here or the cost. Almost all events within Open Cambridge are free to attend. If you plan on charging for your event please get in touch with us. We are unable to take paid bookings on your behalf.
6. Include the capacity of your event if relevant. This information is not visible on the website but used if we need to set up event booking for you.

Event details—time and date

1. Enter the time and date of your event and click 'Add'
2. To add additional session times and/or dates, enter the details of the next session and click 'Add' again'

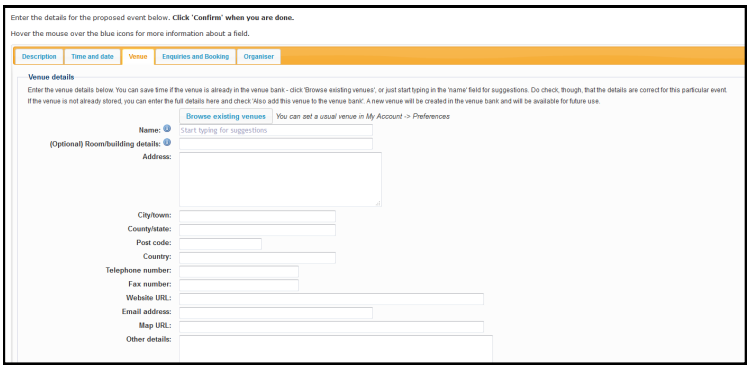


Open Cambridge

Submitting your event details

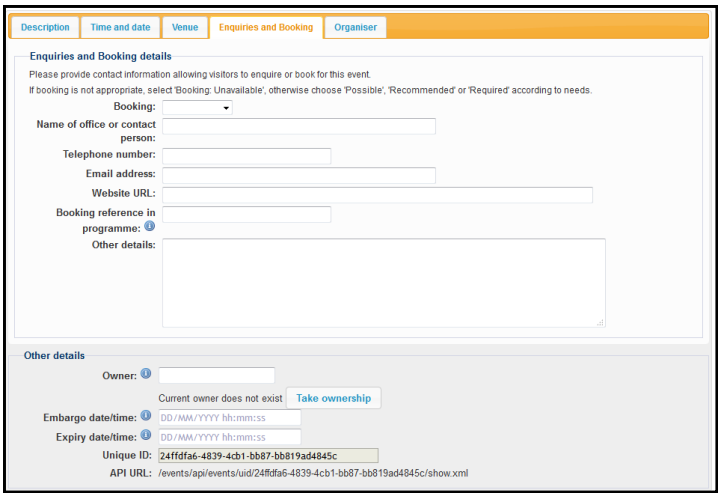
Event details—venue

1. Click on Browse existing venues to see if the venue is already on the system
2. If not, add the name and address of the venue ensuring you use the correct postcode as we use this for mapping



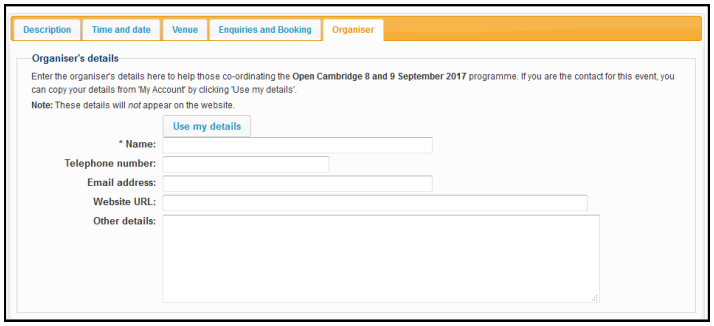
Event details—enquiries and booking

1. Booking options—unavailable and required
2. We are prepared to take bookings for you
   Fill in this page with the following details
   Name: Open Cambridge
   Telephone: 01223 766766
   Other details: "Please arrange bookings"
3. We are unable to take bookings for paid events, please make your own arrangements
4. If you would like to take your own bookings, enter your **public** contact details here
5. Leave the booking reference number clear, the Festival team will fill this in
6. **DO NOT INCLUDE PERSONAL CONTACT DETAILS HERE**



Event details—organiser's contact details

1. Include your full contact details here. These details are visible only to us.
2. Click use my details if you are the event coordinator.
3. Include your address in the 'other details' box and any other contact information that you think might be useful.



4. Click confirm when you have double checked all your event details.
5. **THESE DETAILS WILL NOT APPEAR ON THE FESTIVAL WEBSITE.**

UNIVERSITY OF CAMBRIDGE

www.opencambridge.cam.ac.uk

www.cam.ac.uk/public-engagement

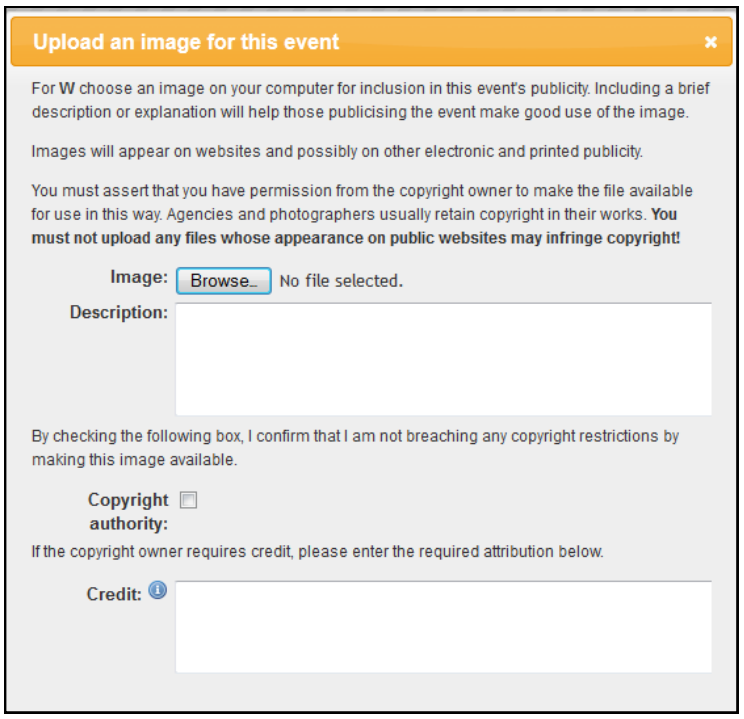
Open Cambridge

Submitting your event details

Event details—add an image

1. Once you have confirmed your event details, please add an image
2. Click on the manage images button in the actions buttons and add an image related to your event
3. Upload an image.
4. Your image will be used on your event page on the Festival website and may be included in the printed programme—so make sure it is representative and high quality
5. Add a description for screen readers e.g. 'a view inside Cambridge Fire Station'
6. **DO NOT BREACH COPYRIGHT RESTRICTIONS. USE YOUR OWN IMAGES OR THOSE THAT ARE COPYRIGHT FREE OR HAVE A CREATIVE COMMONS LICENCE.**
7. Please get in touch with us if you have any queries regarding photograph use
8. Ensure you credit the photographer
9. If we would like to use your photograph in the programme, we will contact you to request usage





After the event submission deadline

1. You may come back to edit your event details at any time before the submission deadline
2. **Do not edit your event in the EMS after the submission deadline**
3. After the deadline, all revisions must be sent by email to the Open Cambridge Festival Coordinator. Once the programme goes to print, we will only be able to amend your website entry
4. We may edit your event descriptions slightly to fit the limited space we have. If you have any queries about your event description or we have to make substantial changes, we will contact you directly
5. The website will go live mid-July. Bookings open three weeks before the start of the Festival

Contact details

Email: opencambridge@admin.cam.ac.uk
Phone: 01223 330716 (direct)
01223 766766 (public booking line)
Website: www.opencambridge.cam.ac.uk

Please contact us if you have any questions.