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Getting Started

The Event Management System (EMS) is very similar to previous Festivals. However, we have adapted some fields. This document not only provides instructions for how to use the EMS, but also provides the information you will need to submit your event for the Festival.

Creating an Account

First, you will need to create an account in the system. Please fill out all fields as best you can and include up to date contact details, we will use this information to contact you about your event.

Login to the Events Management System

Complete this form to create an account on the Events system. Please note that a programme manager will need to give you access to the desired programmes.

Your account details

- Username/email address: Your username will be derived from your real name by the system.
- Title (Mr/Ms/Dr etc.): [Input field]
- First name: [Input field]
- Last name: [Input field]
- Email address: [Input field]

Your contact details

- Job title: [Input field]
- Department or organisation: [Input field]
- Telephone number: [Input field]
- Address: [Input field]
- City/town: [Input field]
- Country/state: [Input field]
- Post code: [Input field]

Confirm
**Logging in**
If you have used the system before your account should still be active. **Cambridge University users** can login with Raven accounts. If you are an external contributor, you will need to click on Other Users tab to log in with your username and password.

**Request access to an events programme**
Once you have logged in, or created your account, you will need to request access to submit your event/s, please make sure you select the correct year. If you have used the system before please click change on your working programme to request access to a new one.
We aim to grant access requests as soon as possible. If you have problems, or if your account has not been given access within 2 working days, please contact us.

**Proposing an event**
Now you have successfully created your account, logged in and been given access to the correct events programme you are ready to start drafting a proposal.
To begin click on the Events tab and then click Propose an event or Create a draft event.
After clicking a new page will appear. Be sure to complete all the information required in each tab (Description, Time and date, Venue, Booking & Organiser details)

Hover over each blue (i) symbol for key information about what to enter in each field.

**Description Tab**
This is the main body of information about your event.

*Only fields with an asterisk (*) are required*

**Event Format**
This is the format of your event; you can select more than one option if your event covers multiple formats.

**Accessibility**
Please include this information.
You may find the [University guidance on Accessible Materials](#) helpful.

**Recommended Age**
Please include the recommended age for attendees of your event.

**Format**
Please include your event format. Is your event online only or is it taking place in person?
You can select both options if this applies to your event.
Short Description  
*between 1 and 400 characters*

Published in the printed programme or used to promote your event on social media — 30 words or less.

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 must edit this text to fit it into the programme. If we make substantial changes, we will contact you to authorise these.

Description  
*5 and 2500 characters*

Full details of your event and what your audience should expect. This is used for the website listing; text can be updated by admin after the programme is published. Make sure to include keywords in the description to make your event more searchable on our website. You are welcome to repeat the short description text, you can also include additional information, links to your website and social media accounts.

Cost  
Almost all events within the festival are free to attend, **this field is not mandatory and can be left blank if your event is free.**

If you plan on charging for your event, please get in touch with us. We are unable to take paid bookings on your behalf.

Capacity  
Include the capacity of your event if relevant, **this field is not mandatory and can be left blank.** This information is not visible on the website but used if we need to set up event booking for you.

Time and Date Tab  
Enter the time and date of your event, then click **Add.**

To add additional session times and/or dates, enter the details then click on **Add.**

If your event is available throughout the festival please list this as taking place from 00:00 to 23:59 along with the festival dates.

For advanced scheduling options click **More options.**

If your event does not require a specific time and date, please input the following: **Taking place from 00:00 to 23:59 along with the festival dates.**
**Venue**

If your event is taking place online, please click **Venue TBC** and DO NOT fill out any other details.

If you have used the system before your venue information may be saved in our venue bank. **Browse existing venues** to automatically fill out your venue information. If this information is out of date or incorrect please let us know and we can make changes.

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**Enquiries and Booking Tab**

Choose whether your event **Booking** is unavailable, possible, recommended or required.

We are unable to take bookings for paid events, please make your own arrangements.

If you would like to take your own bookings, enter your **public contact details** here.

If you have any other information you wish to be publicly available such as joining information, social media handles or a link to your website please include this in **Other details**.

**DO NOT INCLUDE PERSONAL CONTACT DETAILS HERE THIS WILL DISPLAY ON THE FESTIVAL WEBSITE.**
Organiser Tab
This is where you can enter details for the organiser of the event, it gives you the option to Use my details if you are the organiser of the event.

Once you have completed the above steps, Save your proposal/draft.

Images
Image size for web landscape format, size - 590x290px

To add an image, you must save your event first. Hover your cursor over the blue calendar icon, to the left of your First start date, to go back into your event.

Select Manage images from the Event actions bar at the top, then select Add a new image.

Branding and marketing for events is crucial for good attendance numbers, so make sure you choose an engaging photo to represent it in the programme! We recommend selecting an image that is relevant to the event subject but presents an unusual perspective or angle. As always, think about interesting composition, good depth of colour, and contrast.
Please make sure you add at least one landscape format, high resolution image to your event. This will be used to promote your event on our website and social media channels. If we would like to use your photograph in the programme, we will contact you to request usage.

Be sure to add a description for accessibility screen readers e.g. ‘A family enjoying an afternoon picnic’

Ensure you credit the photographer.

**DO NOT BREACH COPYRIGHT RESTRICTIONS USE YOUR OWN IMAGES OR THOSE THAT ARE COPYRIGHT FREE OR HAVE A CREATIVE COMMONS LICENCE.**

Please get in touch with us if you have any queries regarding photograph use. If you need copyright-free photos to advertise your event, the websites below have images that are free to use, but please check each site and each image to ensure you follow the appropriate permissions:

Creative Commons area on [Flickr.com](https://www.flickr.com/

Sir Cam on [Flickr.com](https://www.flickr.com/

[Unsplash.com](https://unsplash.com)  [Pixabay.com](https://pixabay.com)  [Pexels.com](https://www.pexels.com)  [Pexels.com](https://www.pexels.com)  [Imagesource.com](https://www.imagesource.com)  [CCSearch](https://ccsearch.humboldt.edu)  [Wikimedia Commons](https://commons.wikimedia.org)  [Nappy.co](https://nappy.co)  [Smithsonian Open Access](https://openaccess.si.edu)

**My Account**

While you wait for access into the programme, take some time to check your account details are up to date, we will use this information to contact you about your event. You can also change preferences to suit your needs, making event submission easier for future festivals.

**Account Details**

This is where you can edit/update your full name, email address and password.
Contact Details

Please make sure that your contact details up to date, we will use this information to contact you about your event.

Preferences

In preferences you can:

- Set your default events programme
- Set a default venue for event submission
- Update email notifications

Request access to an events programme

This is where you can request access to events programmes. For more information about What’s On events listings please contact events

If you have any questions or experience any technical issues while submitting your events please contact us.