

[Getting Started](#)

- ♦ Creating an account
- ♦ Logging in
- ♦ Request access to an events programme

[Proposing an event](#)

- ♦ Description
- ♦ Time and date
- ♦ Venue
- ♦ Enquiries and booking
- ♦ Organiser details
- ♦ Images

[My Account](#)

- ♦ Account details
- ♦ Contact details
- ♦ Preferences
- ♦ Access to events programmes

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

Cambridge University Users

Other Users

Create an Account

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.

password: You will choose a password later.

Title (Mr/Ms/Dr etc):

First name:

Last name:

Email address:

Your contact details

Job title:

Department or organisation:

Telephone number:

Address:

City/town:

County/state:

Post code:

Country:

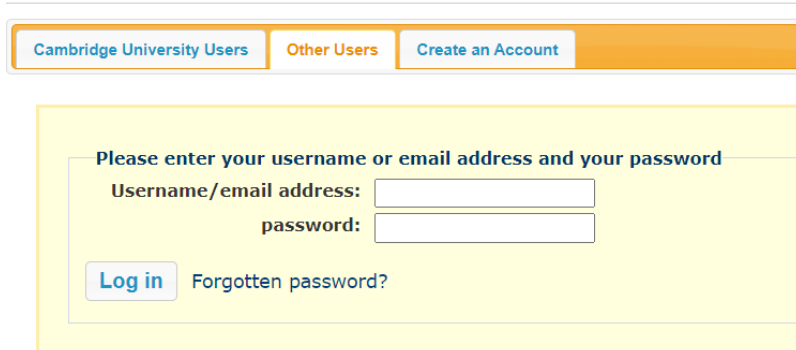
Confirm

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.

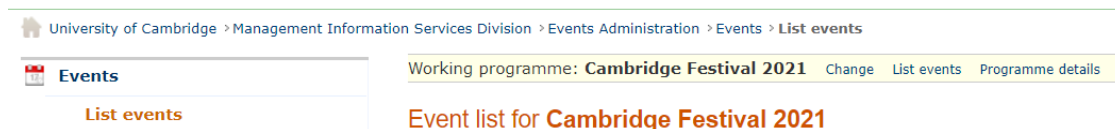
Login to the Events Management System



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.

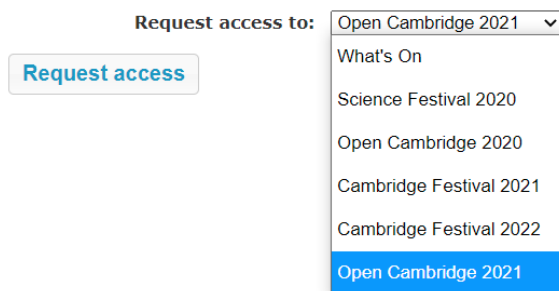
We aim to grant access requests as soon as possible. If you have problems, or if your account has not been given access **within 2 working days**, please [contact us](#).



Request access to an events programme

Choose the programme of events you need to use. We'll notify the right person, and they'll arrange for you to have the access you need.


Note: If a **year** is shown as part of the programme name, be sure to choose the correct (current or coming) year!



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**.


Events

[List events](#)

[Find events](#)

[Create a draft event](#)

[Propose an event](#)

Working programme: **Open Cambridge 2021**
[Change](#)
[List events](#)
[Programme details](#)

Event list for Open Cambridge 2021

[Find events](#)
[Create draft](#)
[Create proposal](#)

Nothing found to display.

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 asterisk are required*

Description
Time and date
Venue
Enquiries and Booking
Organiser
Other details
Action history

Event details

* Title:

Publication status: ☐ Unpublished

Programme for this event: Open Cambridge 2021 (Unpublished)

Accessibility: ☐ Full access ☐ Partial access - please call for details ☐ Accessible toilet ☐ Closed Captions ☐ Transcript ☐ BSL interpretation

* Event format: ☐ Talk ☐ Exhibition ☐ Tour ☐ Film ☐ Workshop ☐ Sport ☐ Music ☐ Performance ☐ Downloadable content (e.g PDF activity sheet)

* Format: ☐ Online ☐ In person

* Recommended Age: ☐ All Ages ☐ Children under 12 ☐ Young Adults 12 – 18 ☐ Adults

* Short description:

Event has been cancelled: ☐

* Description:

Cost of the event:

Capacity of the event:

Confirm Cancel

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.

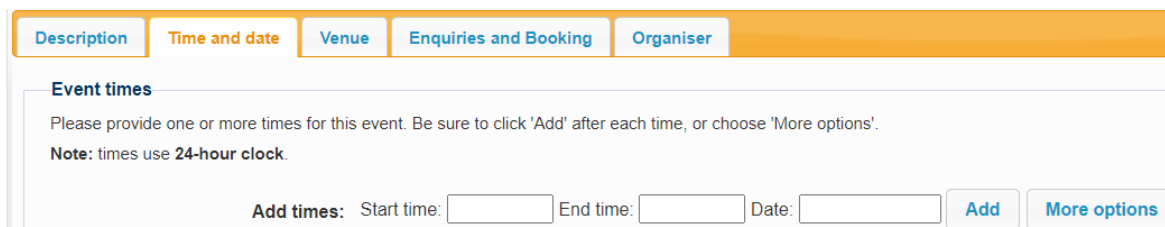
Time and Date Tab

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.

Venue details
Enter the venue details below. You can save time if the venue is already in the venue bank - click 'Browse existing venues', or just start typing in the 'name' field for suggestions. Do check, though, that the details are correct for this particular event.

[Browse existing venues](#) You can set a usual venue in My Account -> Preferences

Venue TBC: ☐

Name: Start typing for suggestions

(Optional) Room/building details:

Address:

City/town:

County/state:

Post code:

Country:

Telephone number:

Fax number:

Website URL:

Email address:

Map URL:

Other details:

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.

[Description](#)
[Time and date](#)
[Venue](#)
[Enquiries and Booking](#)
[Organiser](#)

Enquiries and Booking details
Please provide contact information allowing visitors to enquire or book for this event.
If booking is not appropriate, select 'Booking: Unavailable', otherwise choose 'Possible', 'Recommended' or 'Required' according to needs.

Booking:

Booking status:

Name of office or contact person:

Telephone number:

Email address:

Website URL:

Booking reference in programme:

Other details:

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

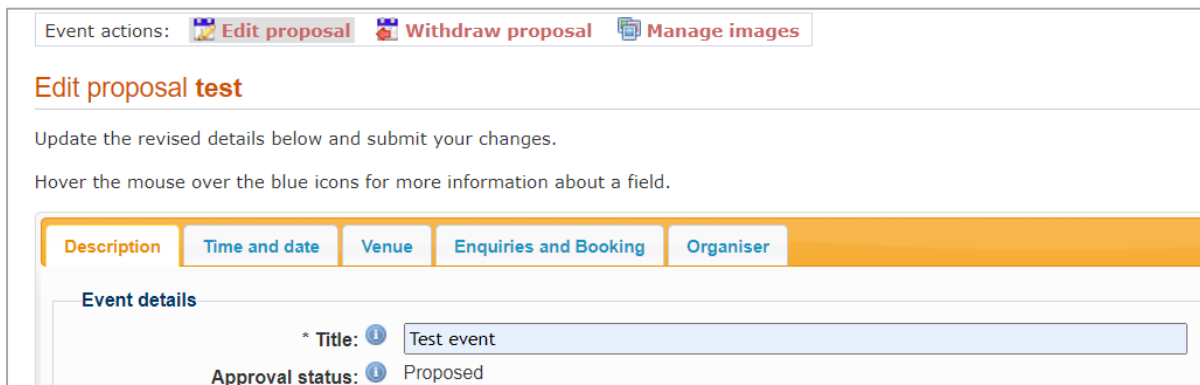
Image size for web landscape format, size - 590x290px

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.

 Find events	 Create proposal	Showing single event				
 19/03/2021	 Last start date	 Event title	 Has images	 Approval status	 Publication status	 Last modified
19/03/2021		Test event	No	Proposed	Unpublished	23/07/2020 15:08:25

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.

Upload an image for this event

For **Test event** choose an image on your computer for inclusion in this event's publicity. Including a brief description or explanation will help those publicising the event make good use of the image.

Images will appear on websites and possibly on other electronic and printed publicity.

You must assert that you have permission from the copyright owner to make the file available for use in this way. Agencies and photographers usually retain copyright in their works. **You must not upload any files whose appearance on public websites may infringe copyright!**

Image: No file chosen

Description:

By checking the following box, I confirm that I am not breaching any copyright restrictions by making this image available.

Copyright authority: ☐

If the copyright owner requires credit, please enter the required attribution below.

Credit:

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/photos/cambridge-university/)

[Sir Cam on Flickr.com](https://www.flickr.com/photos/cambridge-university/) (get in touch with us for full size images)











[Unsplash.com](https://unsplash.com/) [Pixabay.com](https://pixabay.com/) [Pexels.com](https://pexels.com/) [Pxhere.com](https://pxhere.com/) [Imagesource.com](https://imagesource.com/) [CCSearch](https://ccsearch.org/) [Wikimedia Commons](https://commons.wikimedia.org/) [Nappy.co](https://nappy.co/) [Smithsonian Open Access](https://smithsonianopenaccess.org/)

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.

	Events
	Programmes
	Categories
	Category groups
	Calendar
	Venues
	User management
	User roles
	System
	My account
	Home
	Account details
	Contact details
	Preferences
	Request access to a programme

Update account details

Username/email address:

CRSID (Raven ID):

Title (Mr/Ms/Dr etc):

First name:

Last name:

Email address:

Change Events password

An Events password has been set. You can log in without Raven by using your Events username and password.

Existing password:

New password:

Confirm password:

Contact Details

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

University of Cambridge > Management Information Services Division > Events Administration > My account > Contact details

Events

Calendar

My account

Home

Account details

Contact details

Preferences

Request access to a programme

My contact details

Job title:

Department or organisation:

Telephone number:

Address:

City/town:

County/state:

Post code:

Country:

Update details

Preferences

In preferences you can:

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

Update preferences

General preferences

Default programme:

Usual venue:

Confirm working programme upon login: ☐ Ask me each time I log in ☒ No prompt

Hide intro text on home page: ☒ Hide ☐ Show

Notifications

Approval notifications: ☐ Email me when my events are approved or unapproved ☒ No notification

New event notifications: ☒ Email me when new events are created for programmes I manage ☐ No notification

Update preferences

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](#)

Request access to an events programme

Choose the programme of events you need to use. We'll notify the right person, and they'll arrange for you to have the access you need.

Note: If a **year** is shown as part of the programme name, be sure to choose the correct (current or coming) year!

Request access to:

What's On
Open Cambridge 2020

Request access

If you have any questions or experience any technical issues while submitting your events please [contact us](#).