

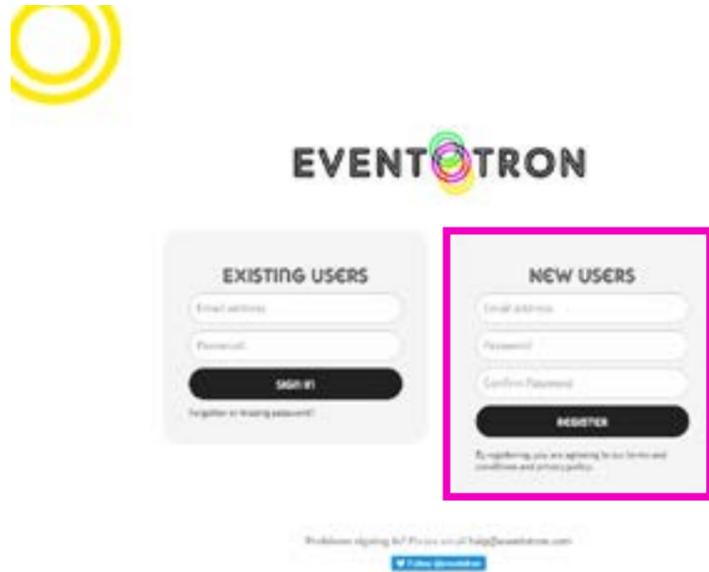
MELBOURNE FRINGE REGISTRATION PACK

HOW TO REGISTER A VENUE

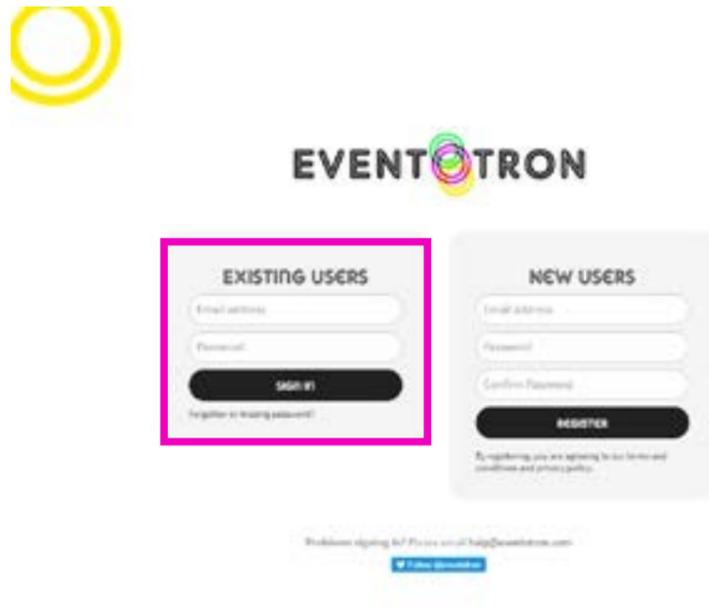
MELBOURNE
FRINGE

STEP 1: LOG IN

1. Head to our registration site www.eventotron.com
2. Enter your email address and a password in the new users section
3. Click 'Register'



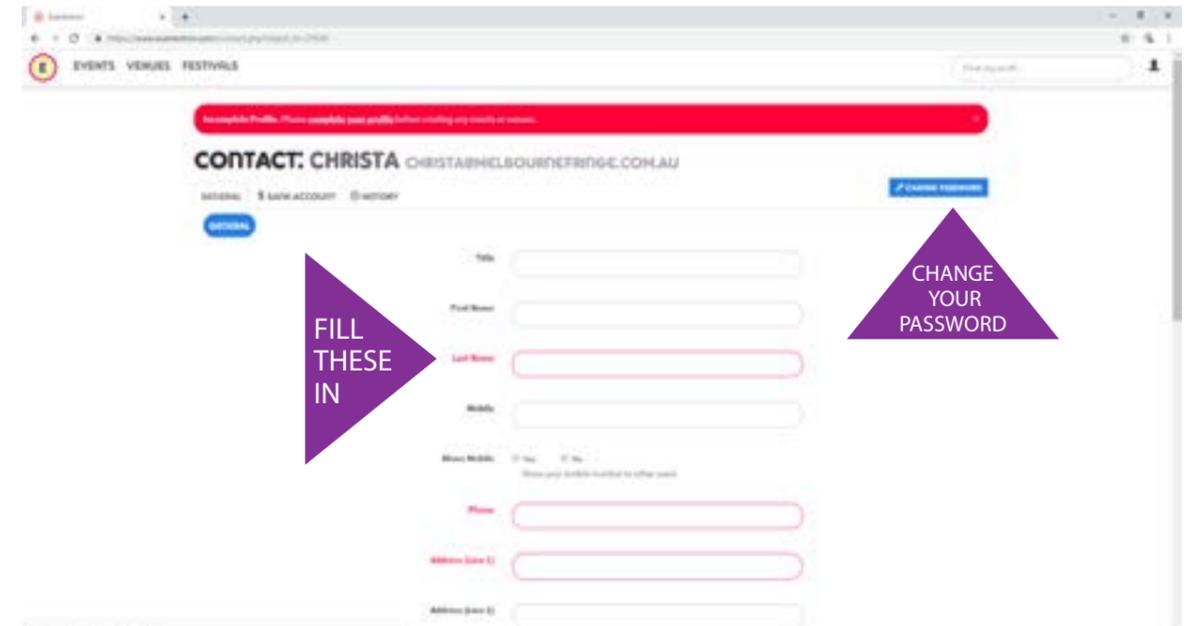
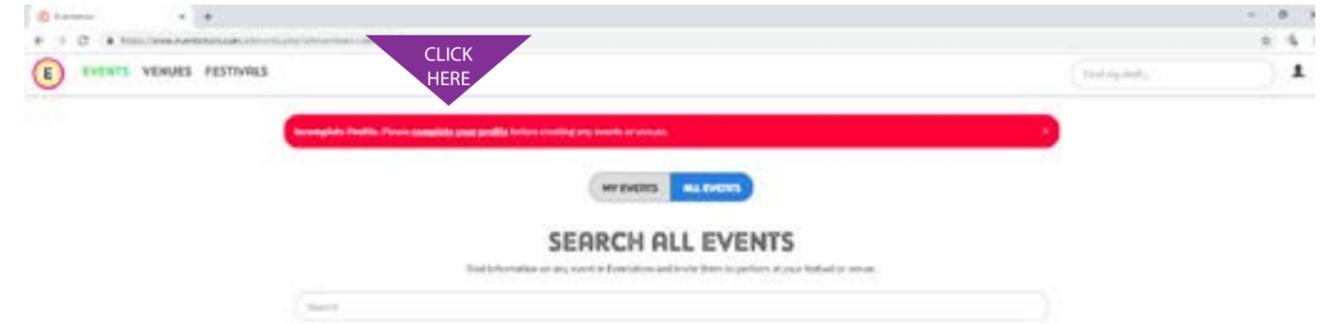
NOTE: If you receive a warning saying 'An account already exists for your email address. Please request a password reminder' it means that your venue may already be in our system, as well as the email address associated with that venue. If this is the case, simply click on 'Forgotten or missing password' and request a password, then use that new password to sign in.



STEP 2: COMPLETE YOUR PROFILE

Once you have logged in, click on 'Complete your Profile' on the red banner, and fill out the necessary information. You will need to have a complete profile to be able to create your venue.

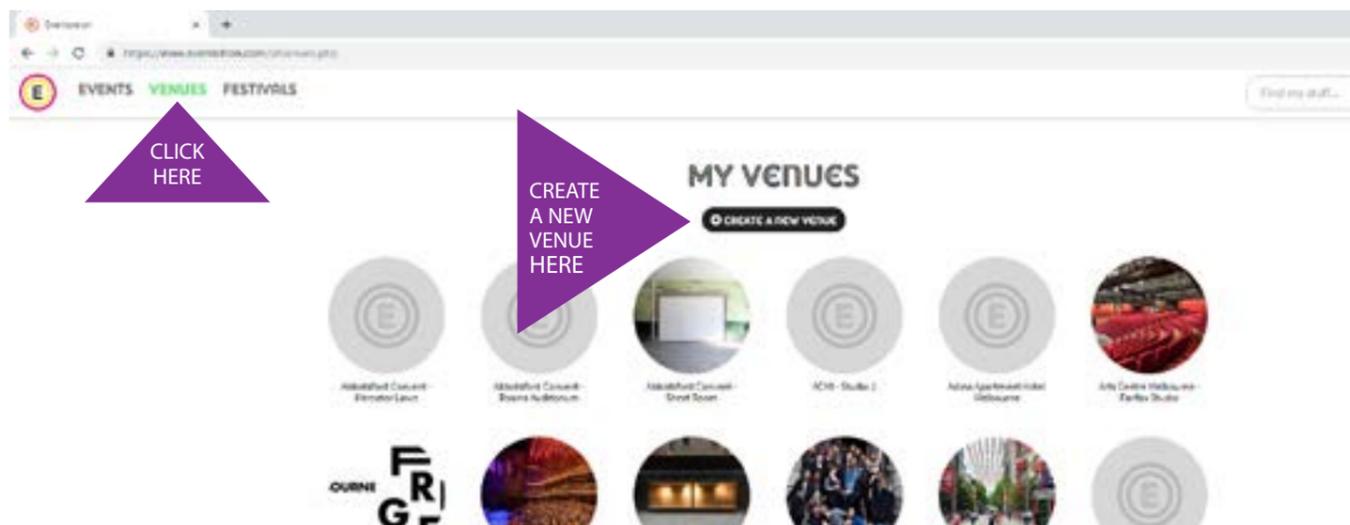
When you finish, click 'save'.



STEP 3: CREATE YOUR VENUE

Completed your profile? Look at you, you're killing it.

You can now go to the top of the page and click on the Venue option. You can create a new venue by clicking the 'Create a venue' button.



CREATE NEW VENUE

Important - are you really a venue manager?
Please only create a venue if you are responsible for it. If you are an event producer or promoter taking an event to some-one else's venue, please apply to the venue from your event page rather than creating the venue from scratch. You can find a list of existing venues and contact details in the venue browser.

Venue title

Capacity
Required: Enter the maximum audience size.

Add to festival

Assign to company

Venue manager
Optional: If you are creating a venue for some-one else to manage, please enter their email address here.

FILL OUT YOUR VENUE DETAILS

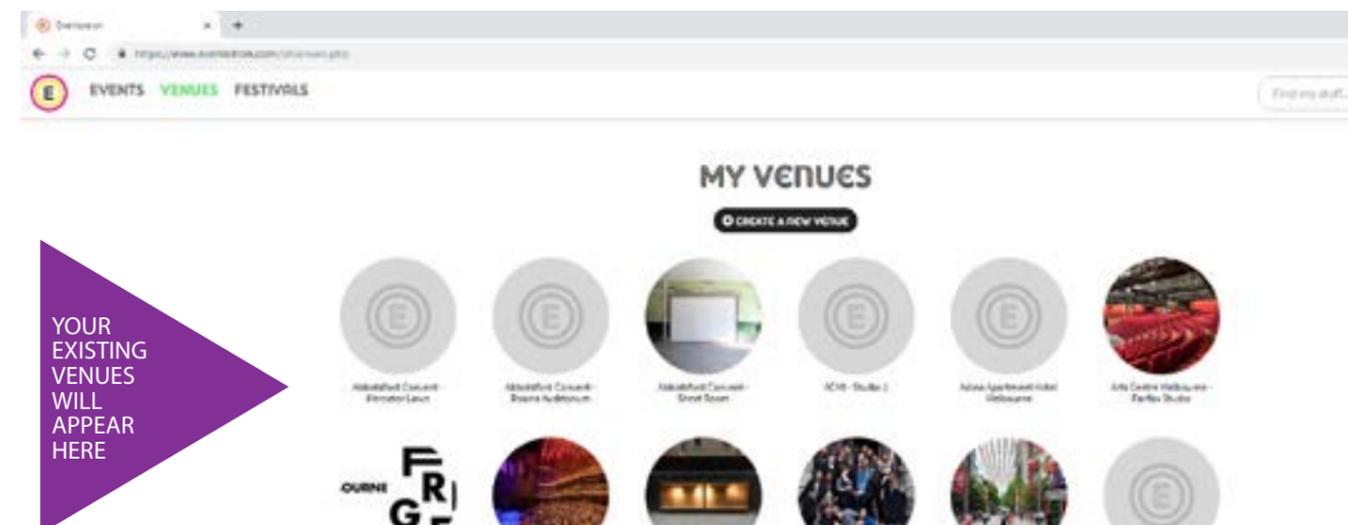
YOU CAN JOIN MELBOURNE FRINGE 2019 HERE

CLICK THIS BUTTON WHEN YOU'RE DONE

STEP 3: CREATE YOUR VENUE

HANG ON, MY VENUE IS ALREADY THERE...

If your venue has been involved with Melbourne Fringe before, you may find that your venue is already listed as an option. If so, click on the thumbnail circle to go into the venue we have already created for you. You can now edit all the information just the same as if creating a new venue. Make sure you read and agree to the 2019 Venue Agreement and Code of Conduct. You will find this under the Venue Agreement tab once you've joined Melbourne Fringe 2019 on Eventotron.



YOUR EXISTING VENUES WILL APPEAR HERE

HAVE MORE THAN ONE PERFORMANCE SPACE?

We call you guys 'Super Venues'. You'll need to fill out all the information for one performance space and then email artists@melbournefringe.com.au to let us know about the others. We will then duplicate this venue to save you filling out most of the information more than once.

Every performance space needs to have its own venue in the system, even if they're in the same building, managed by the same person. Rooms within the same venue need to be named in the following way: "Venue Name" – "Performances Space Name". This will allow them to appear correctly in searches.

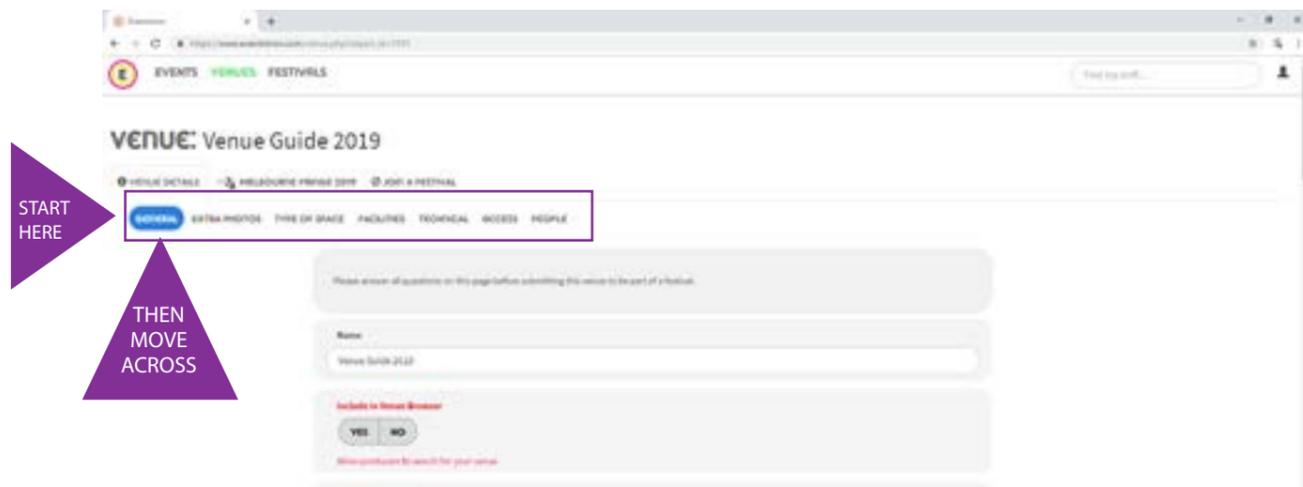
EXAMPLE

Fringe Hub – Meeting Room
Fringe Hub – Warehouse

If your venue was part of Melbourne Fringe in 2017 and/or 2018 and/or 2019 then you should already be in our database. If you think that your venue should already be here but you can't see it, please contact us on (03) 9660 9600 or artists@melbournefringe.com.au and we can help you out

STEP 4: ENTERING VENUE INFORMATION

Now that you have created your venue – or found your venue in the system – start by filling out the 'General' tab. Your information will be automatically and periodically saved as you fill out these details. Continue to move through the rest of the tabs, filling in as much information as you can. We would recommend selecting 'yes' to be included in the venue browser so that artists can find out about your venue.



ACCESS TAB

You will see questions about the accessibility of your venue for audience members and performers under the 'Access' tab.

ACCESSIBILITY DEFINITIONS

Fully accessible is a venue that can be accessed by anyone without assistance: must have an accessible entrance that can be accessed independently, an accessible toilet, and either no stairs or a consistently operating lift that can be used independently (i.e. without assistance)

Partially accessible is a non-accessible venue that may however be attended by certain audience members with access needs: for example, an accessible entrance but no accessible toilet, an accessible entrance that cannot be accessed independently (e.g. a door needs to be unlocked or a staff member needs to be called to put down a temporary ramp).

Not accessible: stairs on entrance or in venue, no accessible toilet, no lift, not enough room inside venue for a wheelchair to turn around



If you have chosen Partial Access, please provide more information here

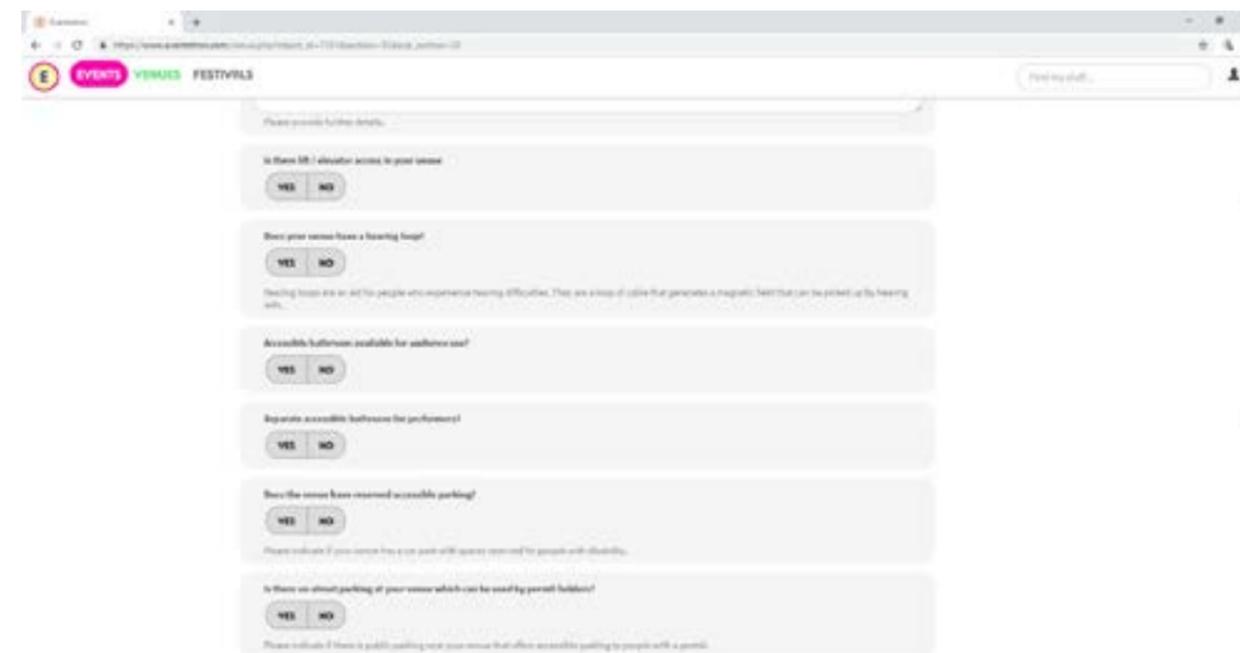
STEP 4: ENTERING VENUE INFORMATION

ALL THE QUESTIONS! (DON'T FREAK OUT)

We are asking you these questions to get you to start thinking about accessibility in your venue.

If you are unsure about anything access-related, please get in touch!

We are here for you if you need help.



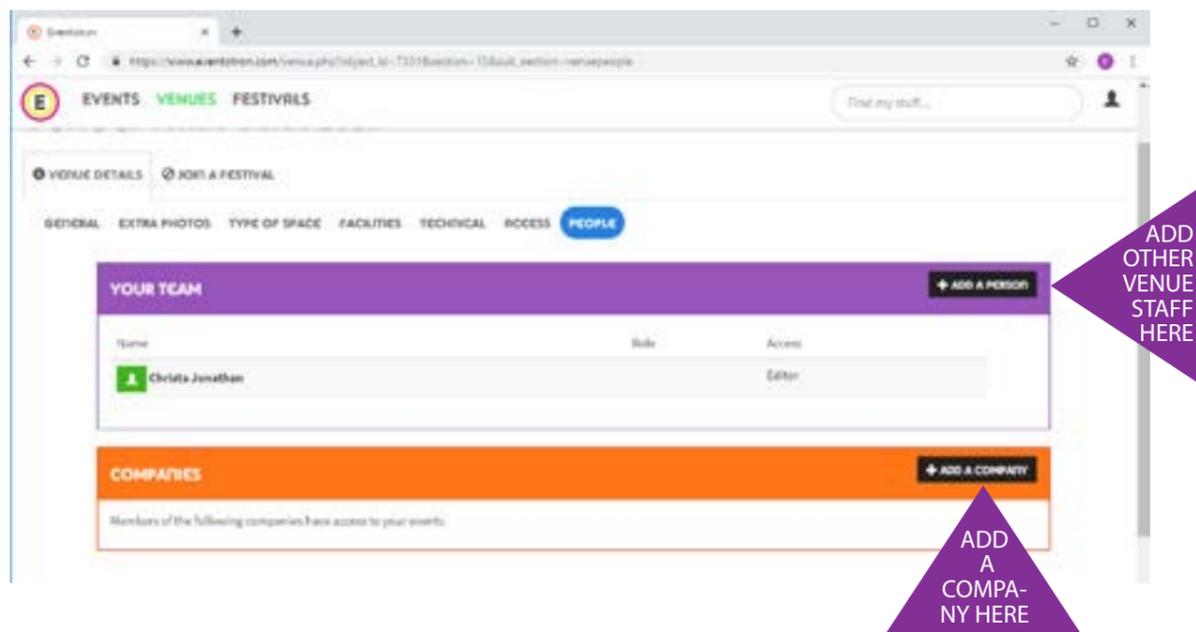
Got access questions?
Need more info?

Don't hesitate to contact
Carly Findlay, our Access and
Inclusion Coordinator on
03 9660 9600 or
carly@melbournefringe.com.au

STEP 4: ENTERING VENUE INFORMATION

PEOPLE TAB

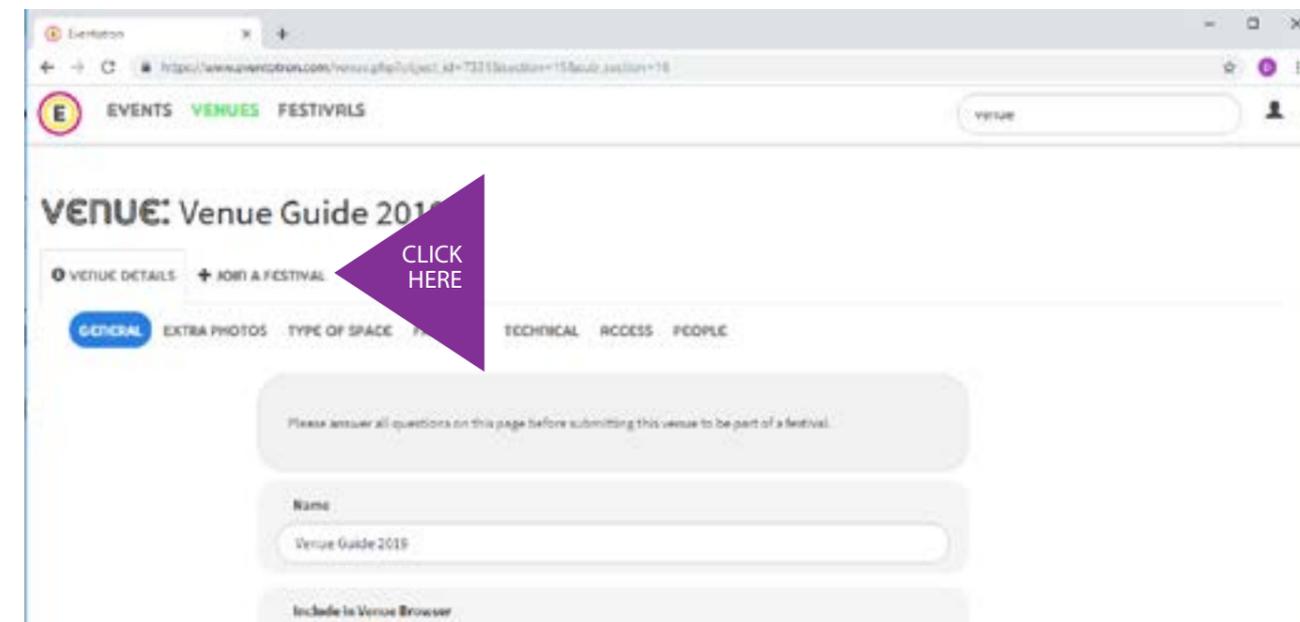
The 'People' tab is where you can add additional people to your venue management team – they will need to complete their profile, just as you did at the beginning, and then they will be able to view and/or edit the details of your venue, depending on what permissions you give them.



STEP 5: JOIN MELBOURNE FRINGE

NOTE: If your venue was already in the system, make sure you read and agree to the 2020 Venue Agreement and Code of Conduct under Venue Agreement.

Once you have filled out all of the tabs up the top, click on 'Join a Festival'.



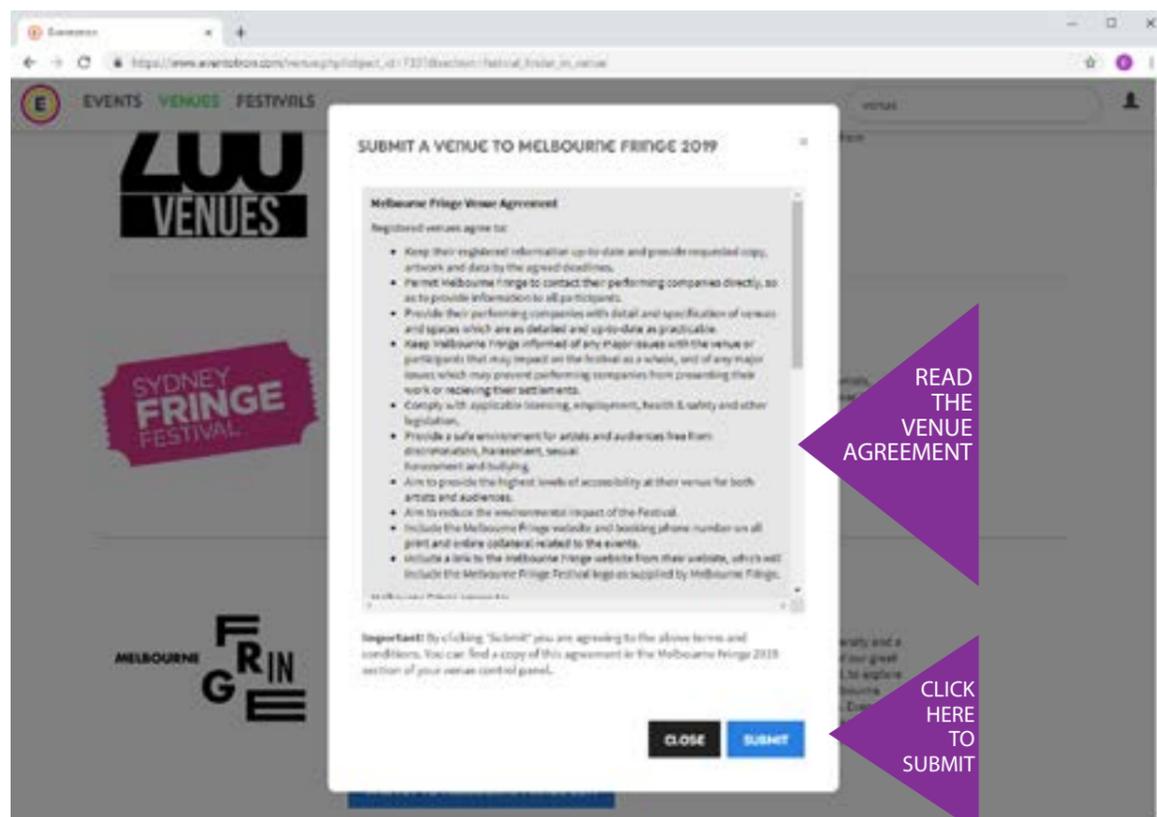
You will be redirected to the next page. Find [Melbourne Fringe](#) and click 'Apply to Melbourne Fringe 2020':



STEP 5: JOIN MELBOURNE FRINGE

SUBMISSION PAGE

You will land on the 'Submission' pop-up page.



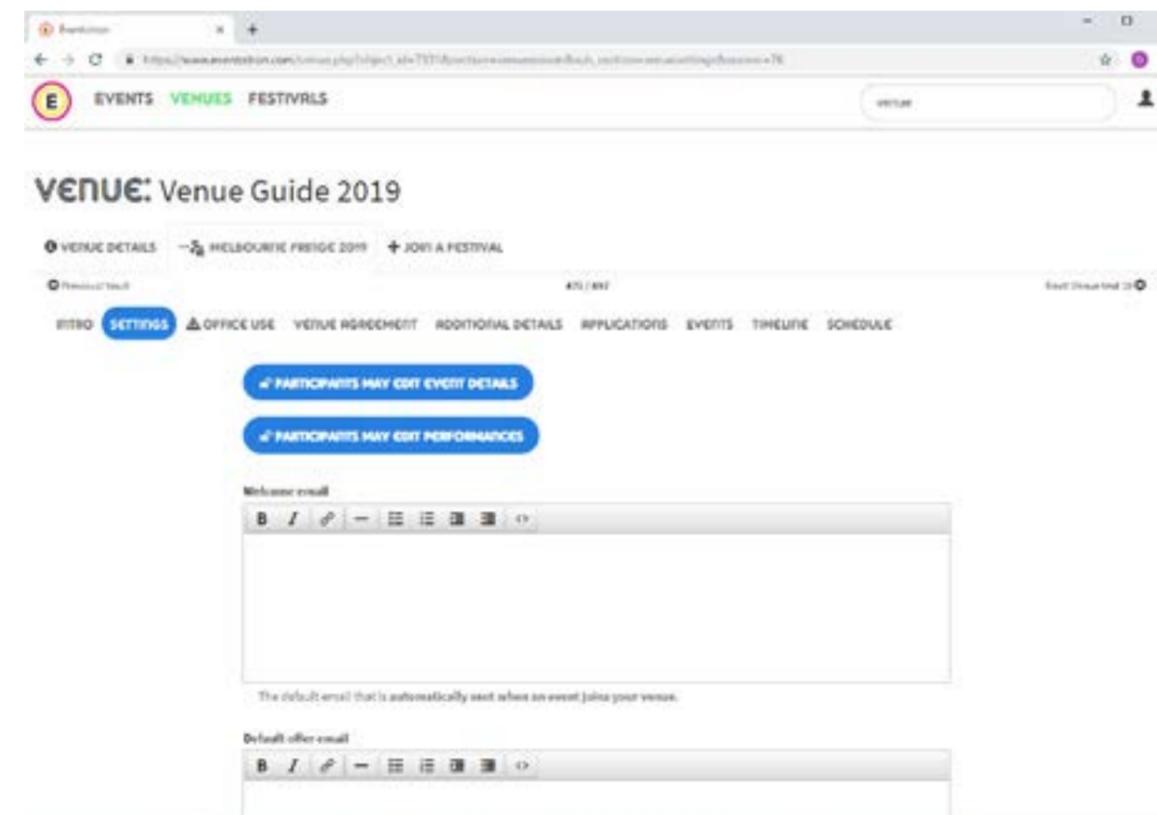
STEP 6: ENTER ADDITIONAL DETAILS

You did it!

Now when you go back to your Venue page, you will see a 'Melbourne Fringe 2020' tab.

NEXT: Click the 'Settings' tab. You'll have the option to allow participants to edit event details and performances. The open locked icon with a blue background means they're allowed to do so.

You will also have the option of entering a welcome email. This email will be sent to artists/events once you accept them as being at your venue. You should have already had conversations with these artists prior to them adding your venue to their registration, so this may not be necessary.



STEP 6: ENTER ADDITIONAL DETAILS

NEXT: Click the 'Additional Details' tab and fill out the details.

NOTE: If you have more than one performance/exhibition space, please select YES. Provide us with name and capacity of each performance space so that we can create them in the system for you, without you needing to fill out the whole registration multiple times.

Does your venue have more than one performance/exhibition space?

YES NO

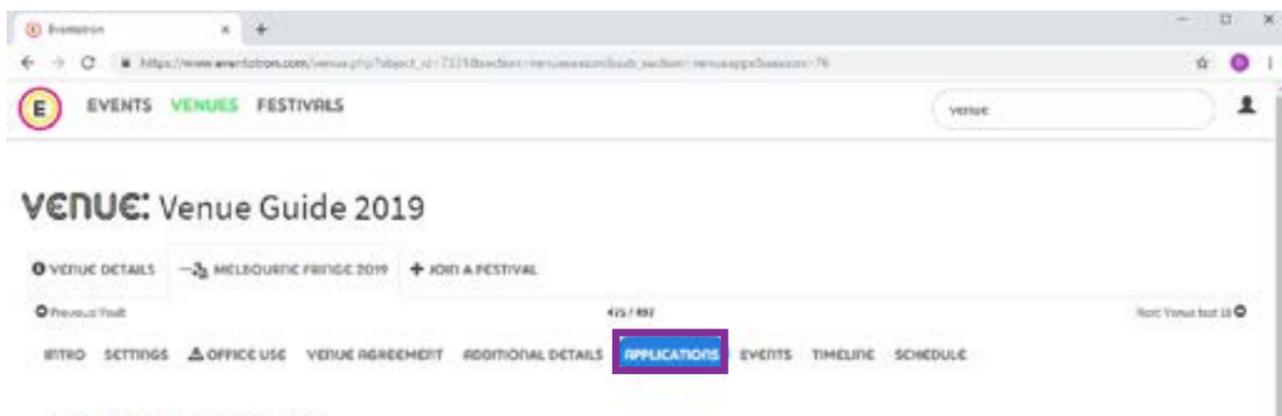
Please list the names of all your performance spaces here, then email artists@melbournefringe.com.au

Please complete your registration for one of your performance spaces, then we will create the others for you based on this (to save you entering most of the information more than once). Please email artists@melbournefringe.com.au to let us know. You will then be able to come back and edit the details later.

If you have more than one performance space, enter the names and capacities of all of them here.

You can see shows wishing to present in your venue under the 'Applications' tab.

REMEMBER: Don't accept or make an offer to an event unless you've had a conversation with the artists and made an agreement outside of Eventotron.

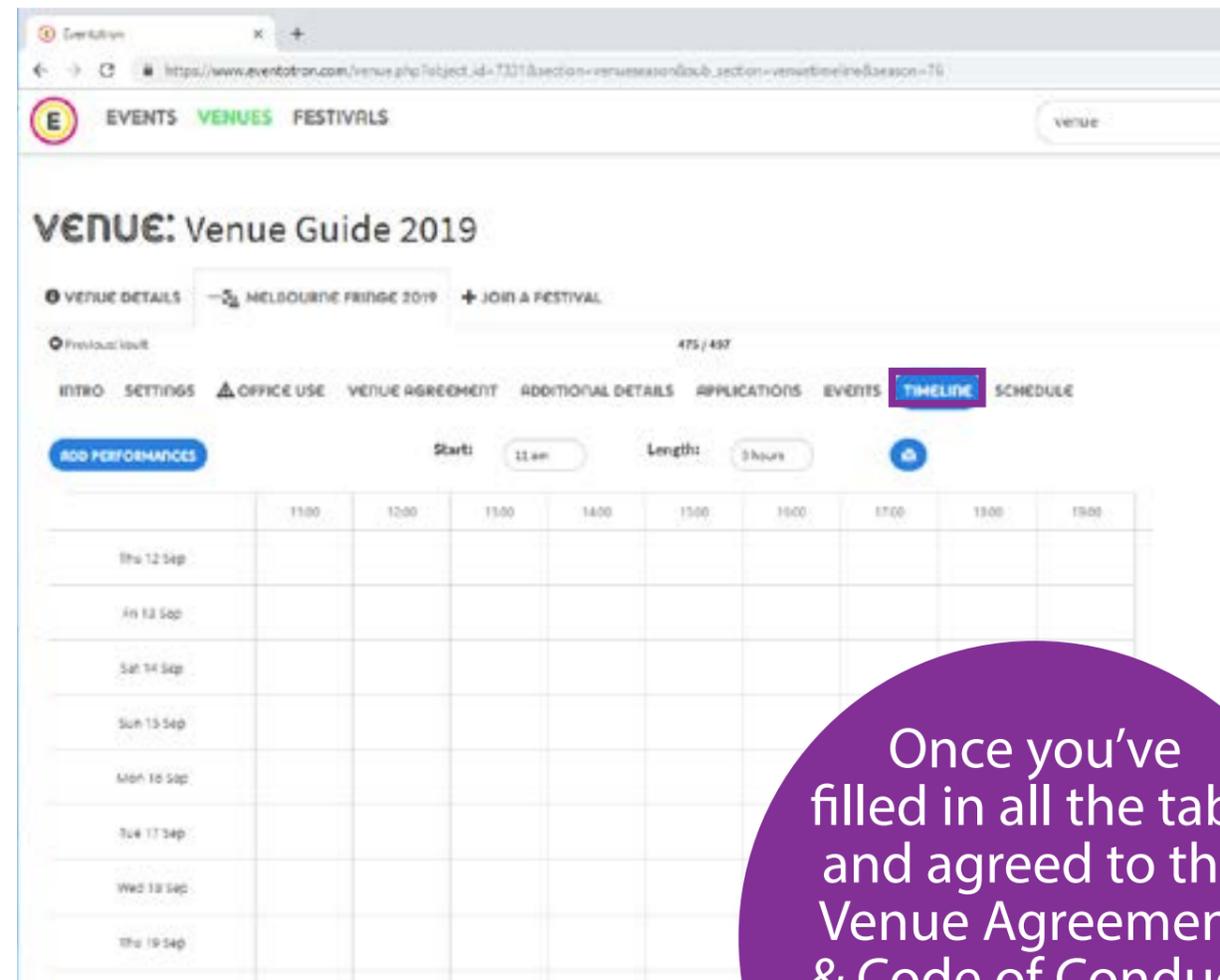


Once you have approved an event, it will show up under the 'Events' tab.



STEP 6: ENTER ADDITIONAL DETAILS

Once the events in your venue have entered in their dates and times, you will see a full schedule of performances when you go into the 'Timeline' tab (it will look like a grid and you can print it out). You can also view this as a list under the 'Schedule' tab.



Once you've filled in all the tabs and agreed to the Venue Agreement & Code of Conduct

You're Done. For Now.

Got questions? Need help?

Don't hesitate to contact Participant Services on 03 9660 9600 or artists@melbournefringe.com.au