

SHOW SUBMISSION GUIDE



LEICESTER COMEDY FESTIVAL 2020 USING EVENTOTRON

Leicester Comedy Festival uses an online platform called Eventotron to manage its show submission process. Once you're set up on the system you can use it year on year, and submit shows to other festivals around the world.

You can access Eventotron by visiting www.eventotron.com

New users

New users will need to register using a valid email address. Once you've entered an email address and hit 'register' an email will be sent to that account with a password. You can use this straight away to log-in. If you don't receive an email, please check your spam and then contact help@eventotron.com.

Existing users

If you've used Eventotron before you'll need your email address and password to log in. If you've forgotten your password hit 'Forgotten or missing password?' and enter the registered email address to receive a message with a new password.

SUBMITTING SHOWS

Once you are logged on follow these steps to complete the submission process.

- Select Leicester Comedy Festival from the list of available festivals.
- You'll then be asked if you want to 'Apply with an existing event' or 'Create a new event'. Choosing an existing event will save you time and help keep your information organised. You can choose any of your existing events if they appeared at previous Leicester Comedy Festivals you've used Eventotron for.
- To create a new event enter the show name and click 'Next'. You can edit the show title later if you need to.
- You are now on the show submission page.

- You'll see a list of 7 sections that need completing. Go through these one by one and fill out the required information. You can go back and edit each section at any time, up until the point you hit 'finalise' and pay the show fees.
- The 'listing' section is where you will find a live version of your brochure entry. Please make sure you check this carefully as there will be limited opportunities to make amends to this once you've finalised your submission.
- Click on the 'Venue' tab to scroll through festival venues and select the space you've booked for your show. You can use the venue search bar to speed things up.

PLEASE NOTE: You must have your show (time, date etc.) agreed with a venue before submitting your show. Leicester Comedy Festival does not use Eventotron as a platform for event enquires or contacting venues. See 'Finding a venue' on our 'take part' website (www.comedy-festival-takepart.co.uk) for help with this, or contact the team directly.

- When you find your venue, click 'More info' then 'Submit to.....' to attach a venue to your show.

PLEASE NOTE: Each venue has a list of 'Facilities', 'Technical' and 'Access' options. Venues are currently reviewing their lists to ensure they are accurate, however not everything you see here may be correct. We advise you to contact the venue direct if you have specific show or access requirements.

- Once you've submitted your show to a venue the administrator for that venue will receive a notification of your submission which they will need to 'approve' before you can continue the submission process. Not all venues may be able to approve shows straight away so please make sure you allow some time for this to happen. You will receive email notification once your event has been approved by the venue.
- After your venue has approved your submission you will be able to fill out key show information such as dates, times and prices. Please remember these must have been agreed with your venue in advance.

- Once you have filled in all the information Eventotron will be able to calculate the payment due. Click on payments to see what these are. More information on fees can be found here - www.comedy-festival-takepart.co.uk/submitting-your-shows

You can download an invoice for your records from the 'Payments' section. All show fees include VAT.

PLEASE NOTE: To benefit from discounted fees (for multiple shows) the same user MUST submit all of the eligible shows. For example, if your agent submits one, and you submit another using a different Eventotron profile, a discount WILL NOT be applied. Please think about this if a venue is offering to submit a show on your behalf.

Your progress bar should now hit 100% and turn orange. You can click on

- the orange bar to complete and finalise your show submission and pay your festival fees. Your information will not be editable beyond this point.

If you are adding additional shows you can do this now. To add another

- show move your cursor to the grey bar at the top of the page. It will expand giving you the option to 'Create a new event'.

Follow the process above through to completion. You can choose not to finalise & complete your show entries until they're all in, and then pay for them in bulk.

That's it, you're done!

Eventotron is a very useful management tool for festivals, however it is still in its BETA phase so you may experience some quirks. Please contact the festival team on 0116 261 6812 if you are struggling with the submission process.

**SHOW SUBMISSION DEADLINE:
Wednesday 2nd October, 5.30pm**

