

**BRIGHTON
FRINGE.**

HOW TO REGISTER YOUR VENUE

Everything you need to know about registering a venue to be part of Brighton Fringe can be found in this guide.

If there is any information that our eagle-eyed manual writers have somehow missed out, please let us know or contact us for extra advice and support at takepart@brightonfringe.org or on 01273 764907.

If you need extra support in registering your venue, please do give us a call and we'll be happy to go through the registration process with you.

If you're a venue registering for the first time, start at the top.

If you're a returning venue, [clicking here](#) will take you to what you need to know.

Getting started with Eventotron...

To start creating your venue listing, log in to Eventotron, our registration site at www.eventotron.com
If you do not yet have log in details, use the New Users section on the right hand side to get started.

EXISTING USERS

ayshen.irfan@brightonfringe.org

.....

SIGN IN

Forgotten or missing password?

NEW USERS

Email address

REGISTER

By registering, you are agreeing to our terms and conditions and privacy policy.

Problems signing in? Please email help@eventotron.com

[Follow @eventotron](#)

If you forget your password at any point, click on **“Forgotten or missing password?”** under the Sign in box and a new one will be sent to you. Make sure you check your junk folder, as sometimes this is where the password reset emails end up.

Once logged in, go to the **‘+ Create a new venue’** button in the Venues section of the home page. You can navigate here from the menu in the top right hand corner:



EVENTS

VENUES

FESTIVALS

MY VENUES

CREATE A NEW VENUE



Bartholomew Square

BRIGHTON
FRINGE.

Board Room M2



Brighton Fringe Hub



Brighton Fringe Test Venue
1 application



Doddle - Brighton Fringe
Ticket Collection Point



Example Venue
1 application

A pop-up box will appear as shown below, so fill out all of the fields here. Assign the venue to your company name, and add an additional editor for your venue listing if needed. They will receive an automated email to let them know they have been added. When asked "Add to Festival" make sure you choose Brighton Fringe 2021.

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 someone else to manage, please enter their email address here.

CANCEL

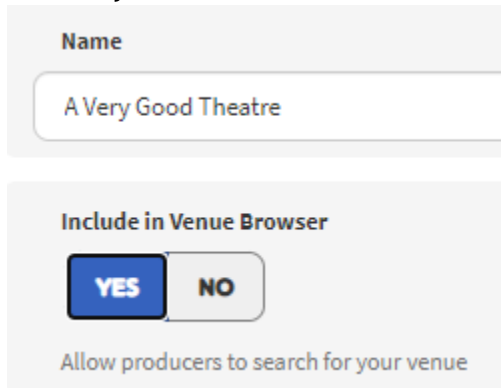
CREATE VENUE

General

You will then be taken to the **General** tab where you can start to enter information about your venue.

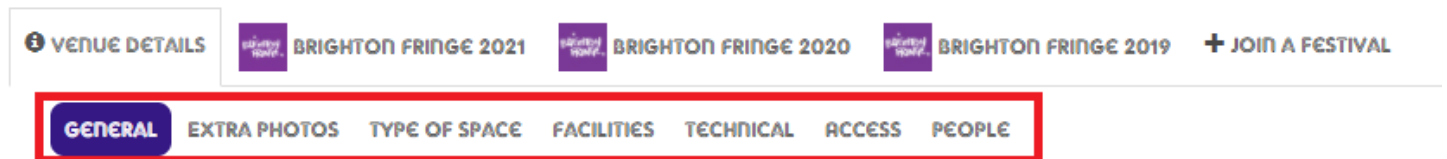
NOTE: This is where you can enter and update your capacity. All venues will need to update their capacity to consider social distancing.

When you're ready, make sure you change 'Appear in Venue Browser' to 'yes' so participants can start to contact you. We'd recommend working through all the tabs first though!



The screenshot shows a form with two main sections. The first section is titled 'Name' and contains a text input field with the value 'A Very Good Theatre'. The second section is titled 'Include in Venue Browser' and features a toggle switch with 'YES' selected and 'NO' unselected. Below the toggle is the text 'Allow producers to search for your venue'.

VENUE: A Very Good Theatre



Extra Photos

If you want to, you may upload up to four extra photos of your venue space. These will be visible in the Venue Browser, but only the first one will pull through to our website when tickets go on sale.

Type of Space & Facilities

Select **Yes** or **No** for all of the questions relevant to your venue in the **Type of Space** and **Facilities** sections before moving on. Remember that these link to filters when participants are searching, so it's good to fill out as many as you can.

Technical


In this section you can let participants know about your technical specifications, you can also upload a Tech spec and Floor plan if you have them. Although this section is not mandatory, please fill in as much as you can and leave questions blank if not applicable to you.


Access

Please give as much detail as you can in this section about the accessibility of your venue. This section is very important as this information pulls through to our website when tickets are on sale, and is the place we will come to to get information to answer any access queries we receive.

People

In this section you can see the members of your venue team along with any associated companies. You can also add or delete extra contacts for your team and company here.

YOUR TEAM			+ ADD A PERSON
Name	Role	Access	
 Ayshen Irfan		Editor	


COMPANIES			+ ADD A COMPANY
Members of the following companies have access to your events.			
Company	Role	Access	
Brighton Fringe	Venue Manager	editor	

If you're a returning venue, make sure to click [+ JOIN A FESTIVAL](#) to add your venue to Brighton Fringe 2021. You don't need to create a new venue each year.

Brighton Fringe 2021 Tab

The Brighton Fringe 2021 tab is where we add any festival specific information that we need each year. This tab is very important. Please don't ignore this bit.

VENUE: A Very Good Theatre

[VENUE DETAILS](#)  BRIGHTON FRINGE 2021  BRIGHTON FRINGE 2020  BRIGHTON FRINGE 2019 [+ JOIN A FESTIVAL](#)

[INTRO](#) [SETTINGS](#) [INSURANCE](#) [TERMS AND CONDITIONS](#) [COVID-19 RISK MANAGEMENT](#) [BOX OFFICE](#) [APPLICATIONS](#) [ACCEPTED EVENTS](#) [TIMELINE](#) [SCHEDULE](#)

Intro

This section is useful info on taking part.

Settings

In this section, you can...

- Write your welcome and offer email templates
- Change settings on what participants in your venue can edit
- Change settings on what kind of events can take place in your venue, including live streaming and pre-recorded digital events.

↑ PARTICIPANTS MAY APPLY TO THIS VENUE

⚠ EVENT APPLICATIONS MUST BE APPROVED

↑ PARTICIPANTS MAY EDIT EVENT DETAILS

↑ PARTICIPANTS MAY EDIT PERFORMANCES

↑ LIVE EVENTS WITH AN AUDIENCE CAN TAKE PLACE AT THIS VENUE

⚠ EVENTS MAY NOT BE LIVE STREAMED FROM THIS VENUE

↑ ARCHIVED ONLINE EVENTS MAY BE LISTED AT THIS VENUE

Insurance

All venues in Brighton Fringe 2021 will need PLI. You should provide proof of PLI in the form of Insurance company name and policy number here by **19 April 2021**.

Code of Conduct

You can read our Code of Conduct for Venue Managers here.

COVID-19 Risk Management

Please upload your Risk Assessment here by **1 March 2021**. You might find our video '[Fringe Academy: COVID-19 Risk Assessment Guidance with Hybred Consultancy](#)' useful when creating a risk assessment.

Box Office

In this section you can...

- Tell us about your venues seating plan, including if you need to sell tickets as household 'bubbles'.
- Choose default ticket allocation for events at your venue (the minimum we ask for is 30% - you can sell the rest wherever you'd like!)
- Specify if you're interested in using the FOH app
- Tell us best contact details for your venue box office

Applications

In this section you can...

- See all pending applications from participants
- Accept, 'make an offer' or decline applications. Accepted events will be moved to 'accepted events' section.
- See any applications you've declined or have declined your offers

Accepted Events

Similarly to above, in this section you are able to see all the events that you have accepted at your venue.

Timeline

In this section you can see all your events in a calendar view. If you drag events around in this section it will change the dates/time in their profile so be careful what you're moving in here!

Schedule

In this section you can see all your events in a list view. This will highlight any event clashes or tight turnarounds (less than 10 minutes).

That's all folks. Happy registering!