

BRIGHTON FRINGE.

HOW TO REGISTER YOUR BRIGHTON FRINGE
EVENT



Getting Started

Everything you need to know about registering a live event to be part of Brighton Fringe 2023 can be found in this guide. If you're registering a digital event as part of Brighton Fringe 2023, please refer to our other guide [here](#).

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

To start creating your event, log in to Eventotron (the online registration site we use) 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.

EVENTOTRON

EXISTING USERS

SIGN IN

[Forgotten or missing password?](#)

NEW USERS

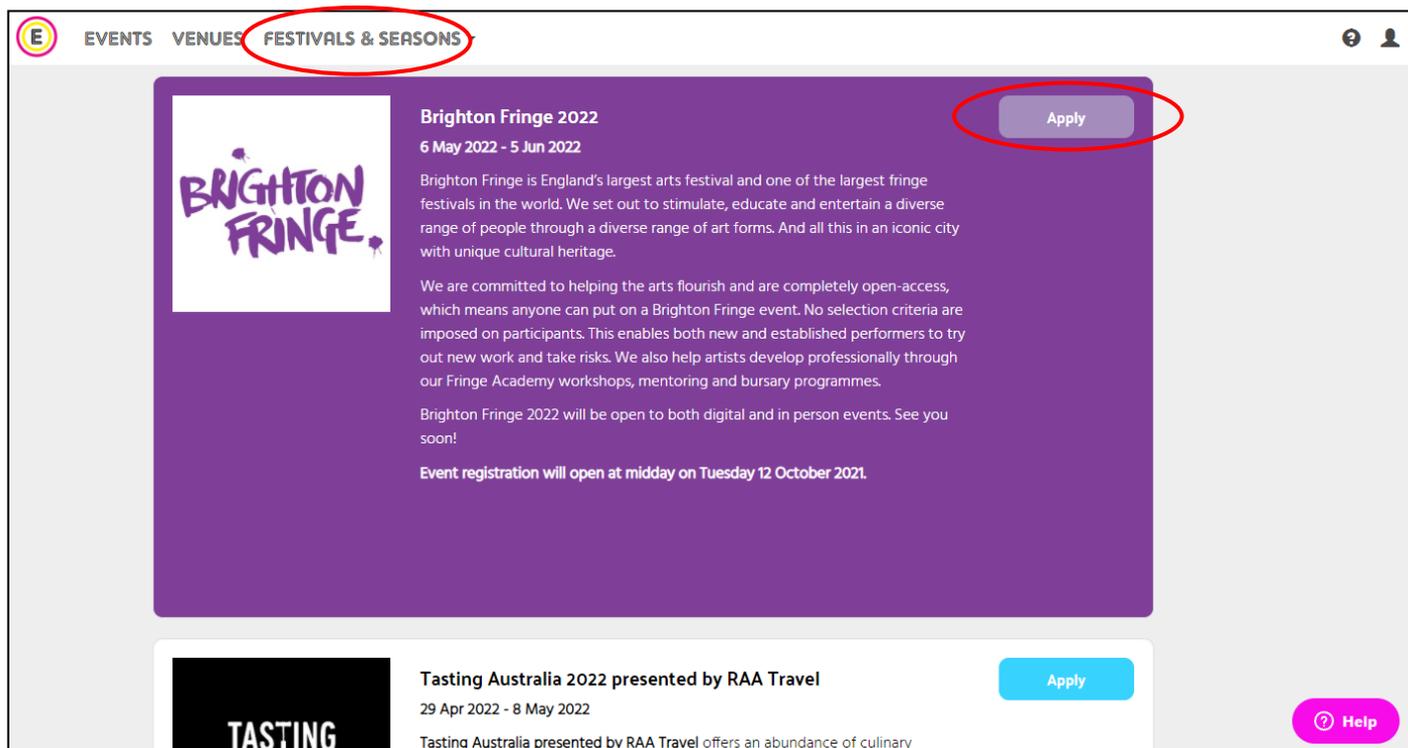
REGISTER

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

[Problems signing in? Please email help@eventotron.com](mailto:help@eventotron.com)

If you forget your password at any point, click on **'Forgotten or missing password?'** under the **Existing Users** 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.

Adding an event to Brighton Fringe 2023



Once logged in, click on Festivals & Seasons on the top banner to view the list of festivals in Eventotron. Scroll to find Brighton Fringe 2023 on the list and then click 'Apply'.

You'll then be given the option to either create a new event registration or add an existing Eventotron registration from a previous/another festival. If you're creating a new registration, enter your title and click 'Next'. If you're adding an existing registration, select the relevant event from the drop-down list and click 'next'.

A screenshot of the event registration form. At the top, there are two radio buttons: 'My event is already in Eventotron' (unselected) and 'I'm creating a new event' (selected). Below this is a text input field with the placeholder text 'Enter a name for your new event'. At the bottom left of the form is a blue 'Next' button.

Brighton Fringe 2023 Tab

Home Page

You will be taken to your event registration home page, which looks like this. On the left-hand side, there are different sections of the form which you need to complete. There is also a handy percentage bar so you can see your progress as you complete the sections. In this guide, we'll be working through this list from the top, and we recommend you do the same.

Apply to a venue

If you have a particular venue in mind, you can search by venue name; if not, you can browse all of the registered 2023 venues and use the **Choose Facilities** option to select any specific requirements you have. Please know that you will not be able to fill out any more of the form until you have found a suitable

BRIGHTON FRINGE.
5 MAY - 4 JUNE 2023

77%

Documents

- STEP 1: Event Overview
- STEP 2: Apply to Venue**
- STEP 3: About my company
- STEP 4: About my event
- STEP 5: Box Office
- STEP 5B: Ticket Offers
- STEP 6: Web & App Listing
- Step 7: Arts Industry & Press
- STEP 8: Public Liability Insurance
- STEP 9: Music Usage
- STEP 10: Participant Passes
- STEP 11: Settlement Bank Details

STEP 2: Apply to Venue

If you already have an agreement with a venue, you'll still need to be connected to them in this section.

Venue search **Choose Facilities...** **Go** **Show on map**

Showing 1 to 3 of 3 results

A new test venue

test test test
Venue Capacity: 60
test

Brighton Fringe Streaming

Venue Capacity: 100
This is a virtual venue for our streamed, pre-recorded digital events for Brighton Fringe 2020 Autumn Season! You can see a full list of our digital events at www.brightonfringe.org/whats-on/digital.

New Test Venue for Venue Testing

test test test
Venue Capacity: 42
test

venue and it has accepted you.

TIP: There's no deadline for venues to add themselves to our 2023 Venue Browser. If you have a particular venue in mind that isn't on this list, or you can't find a venue to meet your needs, please email us at takepart@brightonfringe.org or phone **01273 764907** and we will be able to suggest more options.

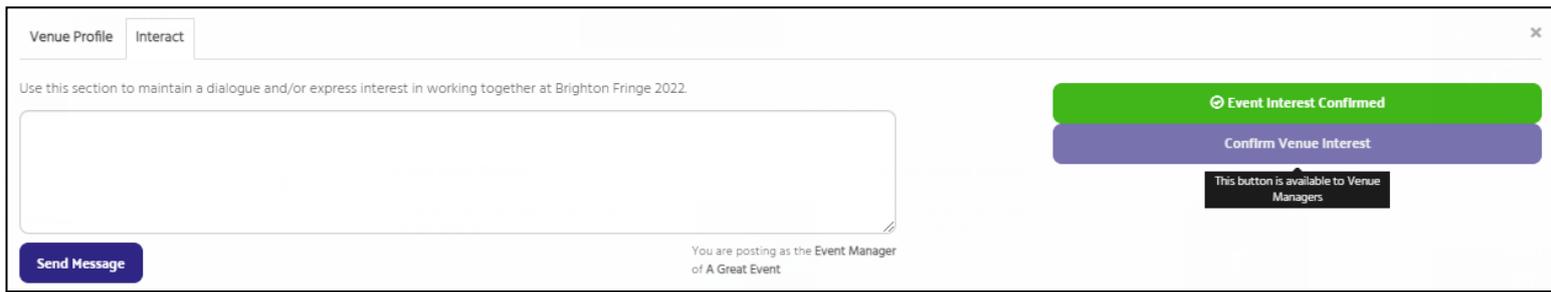
The **'Choose Facilities'** function has a massive range of filters to choose from, including space type, capacity, technical facilities and access.

Venue search **Choose Facilities...** **Go**

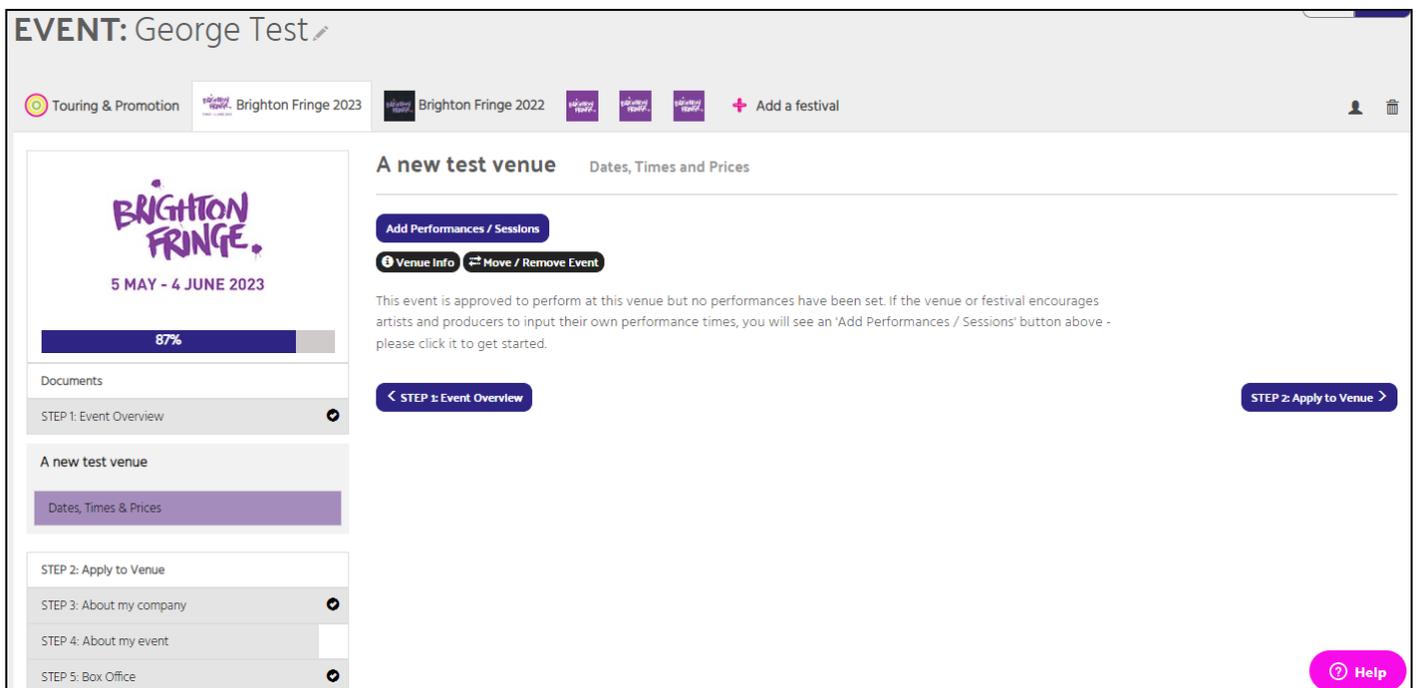
Capacity: Seated More than

<p>Space type</p> <ul style="list-style-type: none"> <input type="checkbox"/> Music <input type="checkbox"/> Commercial <input type="checkbox"/> Function room <input type="checkbox"/> Cinema <input type="checkbox"/> Studio <input type="checkbox"/> Church <input type="checkbox"/> Performance space <input type="checkbox"/> Theatre <input type="checkbox"/> Gallery <input type="checkbox"/> Hall <input type="checkbox"/> Club <input type="checkbox"/> Exhibition Space <input type="checkbox"/> Blackbox <input type="checkbox"/> Open air <input type="checkbox"/> In the round <input type="checkbox"/> Thrust <input type="checkbox"/> Proscenium <input type="checkbox"/> Amphitheatre <input type="checkbox"/> Promenade <input type="checkbox"/> Warehouse <input type="checkbox"/> Bar 	<p>Facilities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Outdoor area <input type="checkbox"/> Dressing room <input type="checkbox"/> Stage <input type="checkbox"/> On-site card payments <input type="checkbox"/> Public / On-street Parking <input type="checkbox"/> Private / Off-Street Parking <input type="checkbox"/> On-site Box Office <input type="checkbox"/> Kitchen <input type="checkbox"/> Cafe <input type="checkbox"/> Licensed to sell / serve alcohol <input type="checkbox"/> Bar area separate from the performance space <input type="checkbox"/> Bar area within the performance space <input type="checkbox"/> Catering <input type="checkbox"/> Public License <input type="checkbox"/> Entertainment Licence <input type="checkbox"/> Rehearsal space <input type="checkbox"/> Backstage Area <input type="checkbox"/> Storage Space <input type="checkbox"/> Warm-up Space <input type="checkbox"/> Minors permitted 	<p>Technical</p> <ul style="list-style-type: none"> <input type="checkbox"/> PRS Licence <input type="checkbox"/> Lighting rig <input type="checkbox"/> Piano <input type="checkbox"/> AV equipment <input type="checkbox"/> PA <input type="checkbox"/> Technician <input type="checkbox"/> Basic lighting <input type="checkbox"/> Projector <input type="checkbox"/> Aerial Rig <input type="checkbox"/> Sprung Floor <input type="checkbox"/> Blackout <input type="checkbox"/> Blu Ray Player <input type="checkbox"/> Projection Screen 	<p>Access</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is the venue wheelchair accessible? <input type="checkbox"/> Is the performance space wheelchair accessible for performers? <input type="checkbox"/> Do people using wheelchairs enter at the main entrance? <input type="checkbox"/> Step free access <input type="checkbox"/> Does your venue have a hearing loop? <input type="checkbox"/> Is the hearing loop well advertised with appropriate signage? <input type="checkbox"/> Accessible bathroom available for audience use? <input type="checkbox"/> Separate accessible bathroom for performers? <input type="checkbox"/> Does the venue have reserved accessible parking? <input type="checkbox"/> Is there on-street parking at your venue which can be used by permit holders? <input type="checkbox"/> Does the venue offer programme information in additional accessible formats? <input type="checkbox"/> Are assistance dogs allowed into all parts of the venue?
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When you click on a venue's profile, a pop-up with two tabs will appear. The first tab is titled 'Venue Profile' and shows the full details of the venue, including info for the main admin contact. The second tab is titled 'Interact', this is where you're able to confirm your interest in connecting with the venue. You can send messages to the venue through the 'Interact' tab of their profile, or by using the contact info in the previous tab.



Once you've got an agreement confirmed with a venue, they can accept you by clicking 'Confirm Venue Interest'. Your event registration will then be connected to their venue profile, you'll now be able to see a section in your event registration with the title of your venue and 'Dates, Times & Prices'.



Once your venue has been confirmed, you will next need to add in your performance details. If you can see the 'Add performances' button in the 'Dates, Times & Prices' section, click on this and add in the details. Some venues choose to manage adding performances themselves, if this is the case then you won't be able to see the 'Add performances' button.

When adding your performance details, select when your performance dates are, the time, duration, accessibility options, ticket price and concession price (if applicable).

In the example below, you can see that 'signed' is ticked. This specifies that there is a signed performance on 19 May.

Start:
 Tickets:

Length:
 Full Price:

Drop-in:
 Concession:

Dates: Select one or more dates for your new performances / sessions.

May 2023 >

Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Performance Tags

Friends 2-4-1s (only for in person events)

Name Your Price

Friends 50% Off (only for digital events)

Capacity:

Allocation:

Accessibility

Signed

Captioned

Audio Described

Relaxed

Touch Tour

Sensory Friendly

TIP: This section will include the option to offer different concessional pricing to the standard Fringe Concessions, or you can click the concessions themselves. To view and price individual concessions, click the '+', then click on the concessions themselves.

You can edit performances you have already created by clicking into them, you can also come back to this section of the form at a later time if you wish to fill out the other sections first. You should click on the date line, and the editing box will appear on the right-hand side.

NAME YOUR PRICE TICKETING: If you opt to use Name Your Price ticketing, you should set your 'full price' ticket to be the minimum price (this can be £0) that customers can pay for a ticket. The maximum will always be £20. Please do not add a concession price for your event

Once you have been accepted by a venue you can begin to fill out the next sections of the form.

STEP 3: About my company
STEP 4: About my event
STEP 5: Box Office
STEP 5B: Ticket Offers
STEP 6: Web & App Listing
Step 7: Arts Industry & Press
STEP 8: Public Liability Insurance
STEP 9: Music Usage
STEP 10: Participant Passes

About My Company

Here you can tell us more about your company, we use this information to make sure we're sending you relevant information (letters of invitation for international artists, applicable bursaries etc.)

About My Event

Here you can tell us more about your event. Information from this section pulls through to your brochure and web listings.

Box Office

Take your time to look through all the options and decide what works best for you. Here you can also offer free tickets to accredited members of the Press and Arts Industry.

Ticket Offers

You can choose to offer discounts to families, large groups, or create your own ticket offers.

Web & App Listing

The information in this section will be used to create your event listings on the Brighton Fringe website and app.

We used to lock this bit after events finalised so you couldn't make any edits, but we've decided not to do that for 2023. You can now come back and make edits to your web and app listing at any time. For example, you might want to add fresh review quotes or if your event features a different line-up each week you might want to update your web copy each week. You will not be able to amend the title of your event. Please note: there will be no printed brochure for Brighton Fringe 2023.

Arts Industry & Press

Here you can specify whether you're interested in touring after Brighton Fringe, upload your touring pack, and register your interest in having a Fringe photographer attend your event.

Public Liability Insurance

For Brighton Fringe 2023, all events must provide details of their Public Liability Insurance. We understand that this might not be something that you have arranged when you register your event, so this section will

stay unlocked once you've finalised your registration. Deadline for provision of proof of PLI: Monday 1 May 2023.

Music

You must state whether you are using live or recorded music in your event. This information will then be passed on to PPL PRS Ltd on your behalf. [PPL PRS Ltd](#) is a not-for-profit music licensing organisation that collects royalties on behalf of its 104,000 songwriter, composer and publisher members whenever their music is played, performed, broadcast or reproduced.

If you aren't using music, or you are but your event is free or donations, you can select the relevant answer and move onto the next section. If you are using live or recorded music and your event is charging entry, then you must complete the Music section.

If your event is part of a tour and you already have a PRS Licence, then you will need to enter your PRS license number. If you don't have a PRS license, you will need to add in details about the individual piece(s) of music you will be using in your event.

We understand that not everyone knows what exact music they will be using at the point of registering, so you can come back to this section at any time, even after finalising your registration. We will need this information by the **5pm Wednesday 17 May 2023**.

We have not confirmed the 2023 tariffs just yet, but we don't expect drastic changes in tariffs from the previous year. Find out more about the PPL PRS tariffs for Brighton Fringe 2023 [here](#). There's also a more comprehensive guide to completing the music section available to download from that page.

Participant Passes

Please add the names, roles and emails of the members of your company. These people will be able to collect participant passes from The Participant Hub during the Fringe and will also be able to access last-minute ticket discounts through our website, app and physical box office.

Settlement Bank Details

In this section it asks for the bank details of the bank account into which your box office settlement will be paid. It's important these are correct.

Advertising

Additional Advertising will be available to book soon. Once available, you'll be able to book additional advertising through a section of the registration.

You're now ready to finalise! See how to do so on the next page.

Finalising your event

Once you have fully completed the registration form and the progress bar reaches 100%, you can now finalise your event. Click the orange progress bar and follow the pop-up instructions to finalise and pay for your registration.



Congratulations you have now registered your Brighton Fringe 2023 event!

If you have any questions at all about any sections of this guide, please contact the Participant Services team at: takepart@brightonfringe.org or call 01273 764907