

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.

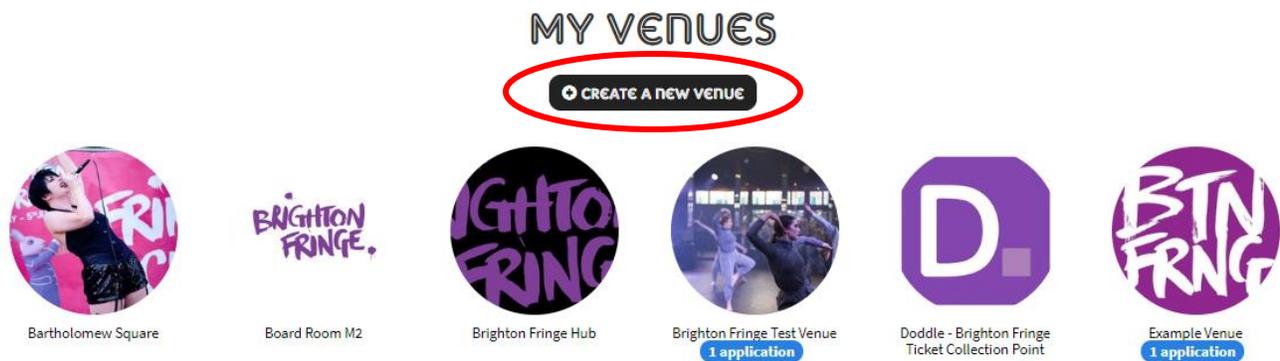
Problems signing in? Please email help@eventotron.com

[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 banner in the top left hand corner:





A pop-up box will appear as shown below, please fill out all of the fields here. Enter the title and capacity of the venue, 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. You will not be able to add your venue to Brighton Fringe 2023 from the drop-down menu in the pop-up, we need a little more information before you can join.

Create new venue ×

Venue title

Capacity

Required: Enter the maximum audience size.

General

Once you've completed the pop-up, you will then be taken to the **General** tab where you can start to enter more information about your venue. Please work through all the sections in the Venue Details tab (General, Extra Photos, Type of Space, Facilities, Technical, Access, People) and enter the relevant information for your venue.

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

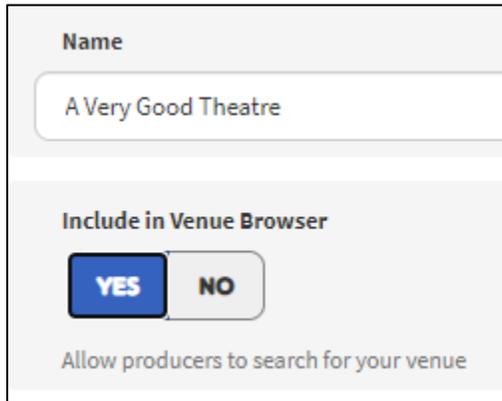
COMPANIES

+ ADD A COMPANY

Members of the following companies have access to your events.

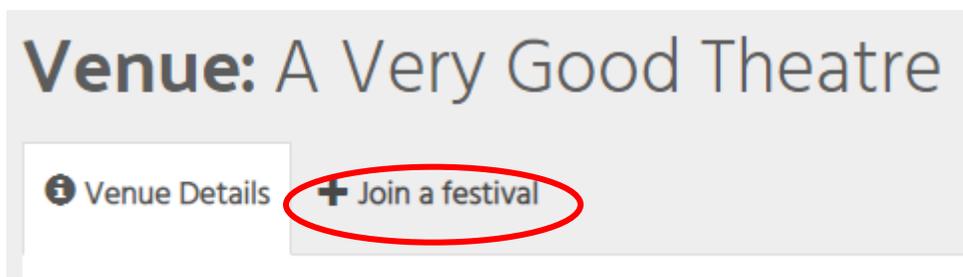
Company	Role	Access
Brighton Fringe	Venue Manager	editor 

The 'Appear in Venue Browser' question in the general section of the Venue Details tab toggles your venue profiles visibility to event registrations looking for a venue. Make sure you change to 'yes' so participants can start to contact you. We'd recommend working through all the tabs first though!

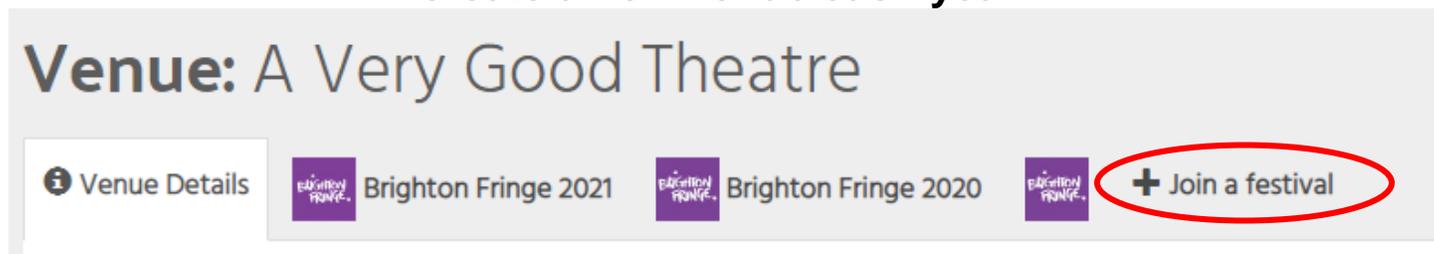


A screenshot of a form section titled 'Name' with a text input field containing 'A Very Good Theatre'. Below this is a section titled 'Include in Venue Browser' with two buttons: 'YES' (highlighted in blue) and 'NO'. At the bottom of this section is the text 'Allow producers to search for your venue'.

Once you've completed the sections in the Venue Details tab, you can then add your venue to the Brighton Fringe 2023 season. If you've missed any of the required questions in the Venue Details tab you'll be prompted to answer these before you're able to join Brighton Fringe 2023 in Eventotron.



If you're a returning venue, make sure to click **+ JOIN A FESTIVAL** to add your venue profile to Brighton Fringe 2023. You don't need to create a new venue each year.



Brighton Fringe 2023 Tab

The Brighton Fringe 2023 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.**

The screenshot shows the Brighton Fringe 2023 Venue Manager interface for the venue 'A Very Bad Theatre'. At the top, there's a navigation bar with 'Venue Details', 'Brighton Fringe 2023', and 'Join a festival'. A sidebar on the left contains a menu with options: 'Intro', 'Settings', 'Events at Your Venue', 'Timeline', 'Events in Conversation', 'Box Office', and 'Insurance and Risk Assessment'. The main content area features the Brighton Fringe logo and the dates '5 MAY - 4 JUNE 2023'. Below this are tabs for 'Introduction' and 'Updates'. A 'Useful documents:' section includes a document titled 'Venue Information Pack 23' with a thumbnail image of a performer. Below the documents, there's a welcome message: 'Welcome to your Brighton Fringe 2023 registration!' and a recommendation to check out the 'venue manager area' of the Brighton Fringe website for more information.

Intro

This section has useful information 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 cannot be live streamed from this venue

🔒 Archived online events cannot be listed at this venue

Events at Your Venue

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!

Events in Conversation

In this section you can...

- See all events that have confirmed their interest for your venue.
- Message them directly through Eventotron and view an overview of their registration so far.
- Confirm your venue interest in an event. Once you've confirmed your interest for an event it'll be moved to the 'Events at Your Venue' section.
- See any applications you've declined or have declined your offers (Archived).

You can view a more detailed guide to connecting with Eventotron events on their website [here](#).

Box Office

In this section you can...

- 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 whether your venue runs the box office for all events taking place there (we can generate a sales reporting account that includes all events at your venue).
- Tell us best contact details for your venue box office

Insurance

All venues in Brighton Fringe 2023 will need PLI. You should provide proof of PLI in the form of Insurance company name and policy number here by **1 May 2023**. You will also need to upload your venues risk assessment to this section by this date.

That's all folks. Happy registering!

Participant Services: takepart@brightonfringe.org / 01273 764 907