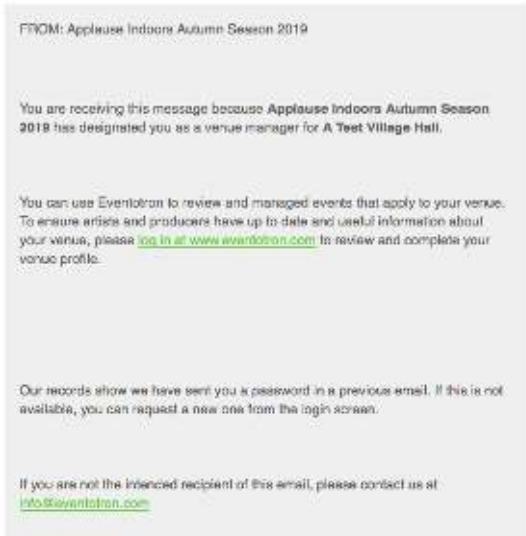




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Applause Promoter Guide to EVENTOTRON

Applause has added the venue you manage to Eventotron and used your email address as the Main Admin Contact. You will receive an email from donotreply@eventotron.com to let you know that you have been designated Venue Manager. If you have not already received a password your introductory email will contain details of your username, password and link to Eventotron. Otherwise, the email will look like this:



Follow the log in link, using the password you will have received in a separate email. Once logged in, you should be taken straight to your venue details. Some of this will appear on the Applause website so please do fill in as much as possible. Eventotron auto-saves everything so you can log out and come back to finish completing the information at any time.:

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E EVENTS **VENUES** FESTIVALS & SEASONS -

Venue: A Test Village Hall

Venue Details Applause Indoors Autumn Season 2019 [+ Join a festival](#)

General
Extra Photos
Type of Space
Facilities
Technical
Access
People

General

Venue Category

Standard

Name

A Test Village Hall

(If you are not, click on **VENUES** (highlighted green) in the top menu and then select the venue under My Venues)

Start with the **'General'** section under Venue Details – you're probably looking at it already.

Venue Category - select whether it is an outdoor or standard (indoor) venue.

Name - the name of the venue. You can edit this if needed.

Include in Venue Browser - not applicable to Applause so leave this blank or flip to 'No'

Main Admin Contact - this shows your email address. Click on the blue person icon to add more details.

Managing Company - if you manage the venue on behalf of a company or group then click the dropdown and Add New Company. Fill in the details. (If the company details are the same as your personal details, click the Use My Personal Details button to auto-fill the form.)

Venue Capacity – input the maximum capacity for your venue.

Reserved / Allocated Seating – flip to YES or NO as appropriate.

Meeting Point - only flip to YES if your venue is primarily a meeting point for tours etc.

Image - upload an image of your venue. You might want to choose an exterior view, so the venue is easily recognisable.

Your image should be a JPEG file (you'll see .jpg at the end of the file name on your computer or device).

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To upload it just click on the blank grey box and select the file from your computer’s file section. If the image is rejected it is probably because it is too small or the wrong format. If you have a large image, you can select the area you want to show by clicking the pencil icon and dragging the markers to resize the picture:



Description - give a short description of your venue. This will appear on the Applause website along with the image and further details about facilities and access.

Email - this is the email address for the venue.

Website and social media links - enter these if available/applicable.

Admin Telephone - this is the phone number for the venue or box office.

Address - enter the full venue address.

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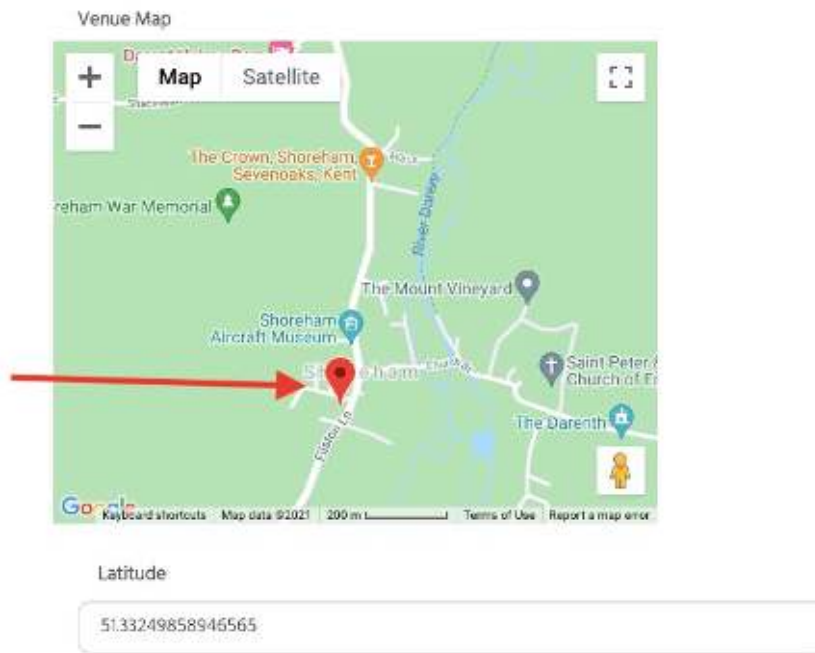
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Map - Eventotron will try to focus in on your venue using the address details you have provided. Click on the map to set an exact location (you will see a red pin appear). If the map doesn't show a suitable location, you can zoom in and out using the plus and minus buttons and drag the map around by clicking and holding on it and then moving the mouse around. (On touch devices you can do the same by placing two fingers on the map, dragging or pinching.)



All your changes will be automatically saved.

Scroll back to the top of the page and click on the next section: **'Extra Photos'**

Large Venue Image - it is helpful if you upload a large, eye-catching venue image here as this will appear on the Applause website. This can be the same image that you uploaded earlier.

Don't worry about uploading any further images unless you would like to.

Scroll back to the top of the page and click on the next section: **'Type of Space'**

Only flip those that apply to YES and leave all others as they are.

Scroll back to the top of the page and click on the next section: **'Facilities'**

Again, only flip those that apply to YES and leave all others as they are. It really helps Applause to know what facilities your venue has when deciding on which shows to program with you and some of this info will also appear on our website.

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Scroll back to the top of the page and click on the next section: **‘Technical’**

As before, flip the applicable buttons to YES and upload any extra, helpful files, such as floorplans, etc. Please provide as much information as you can.

Scroll back to the top of the page and click on the next section: **‘Access’**

Continue flipping applicable buttons to YES and inputting any further helpful information. Scroll back to the top of the page and click on the next section: **‘People’**

This section allows you to add other administrators to your venue. If you have another group member/colleague who needs to reference information, please click the ‘add a person’ button to see this popup:

Enter the group member/colleague’s email address and select whether you want them to be able to edit or just view the information in Eventotron. (If you choose ‘none’, the person will not have any access to the system. Only use this option if you intend to grant them more access later or if you’re just compiling a list of staff for your own reference.)

Then click ‘Add contact’ and Eventotron will notify the new contact. If the new contact does not have an Eventotron account already then one will be created for them, and their password will be automatically sent to them.

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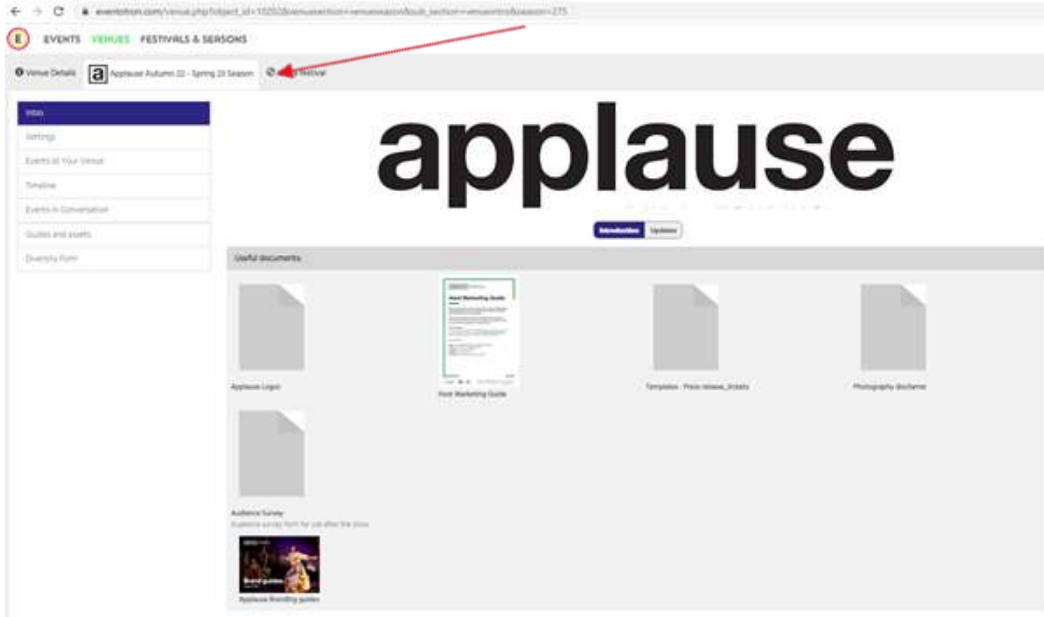
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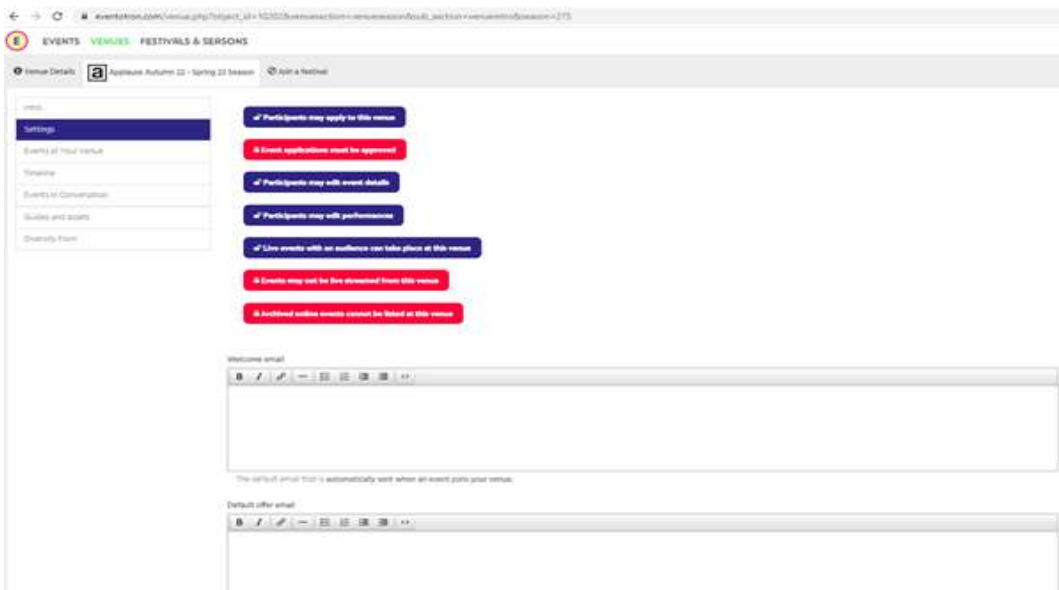
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Once you have completed as many of the Venue Details as you can, click on the relevant Applause Season tab: **The current indoor season is Autumn 22 – Spring 23**



The 'Settings' section:

Here you will see a list of blue and red buttons. Applause will set these for you so please **do not** make any changes here.



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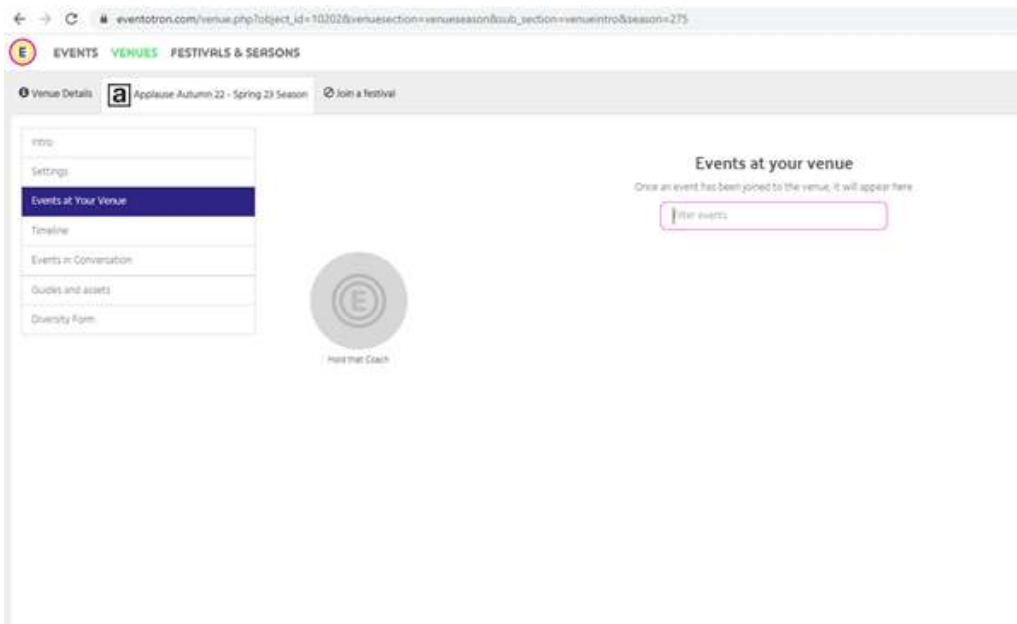
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Events at your Venue – here you will see all the shows linked to your venue. You will need to liaise with Applause to book the show but once agreed you can see your shows in this section. By clicking on an event, you will be able to view contact info and further details about the show.



Timeline - here you can see a timeline with confirmed show/s at your venue.

Events in Conversation - this section doesn't apply to venues working with Applause.

Diversity Form - **the venue's main admin should also fill in the short diversity form.** This is a mandatory requirement of our funders to support equality and diversity objectives. The information collected will be kept confidential. Thank you for supporting us to provide this.

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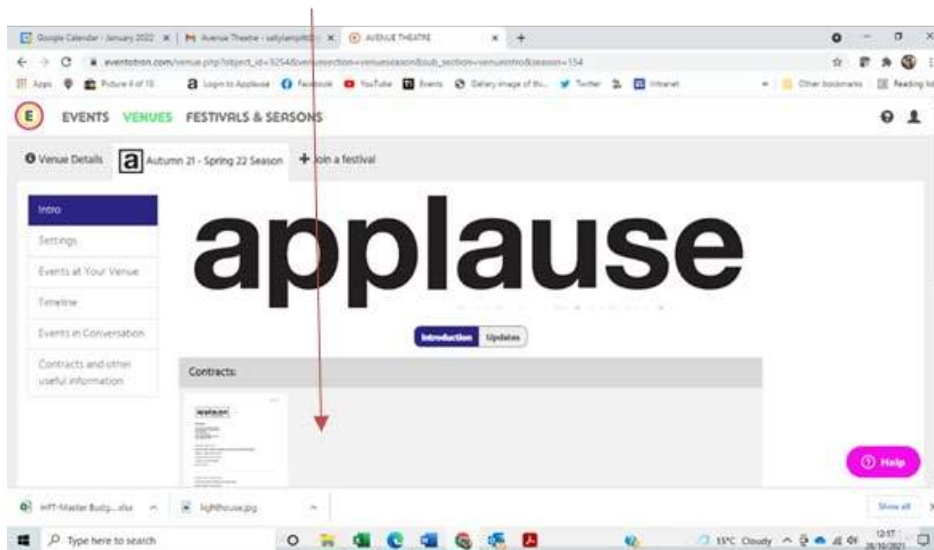
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Managing your Event

Contracts – You will find all your contracts in the opening Intro section. If you click on an individual contract, you can sign it using the digital signature feature. You can also download the contract as a pdf.



Marketing and other useful information – You will find the following documents, images and logos in the opening intro section above the contracts, called Useful Documents:

- Menu of all shows
- Access links for all show images
- Applause logo
- Press Release template
- Ticket template
- Photography Disclaimer form
- Marketing support guide

And that's it!

To find your venue again:

Log back in to Eventotron (in Existing Users using the same email and password as before).

Click on **VENUES** in the top menu and then click on your venue under My Venues.

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