Registration Guide

A step-by-step guide to registering and amending your event.

Submitting an event

1. **Edit profile** – Make sure your contact details are correct.

2. **My events**
   - TAKEN PART BEFORE? Use the filters & scroll down to find the past event you want to update. Click on the event title to open the record and click the 'Clone' button. When prompted, select '2025 Festival'.
   - NEW? Click 'Create new event' to start with a blank form.

3. **Organiser Agreement** (pops up with your 1st event submission each year) – You must read and confirm this to register an event.

4. **Registration form** – Submit by 14th August to take part this year.
   - Preview & Submit – Click this button at the bottom of the page once you've completed all the required sections.
   - Event Preview – This shows what the entry will look like on the directory. Check carefully to make sure you're happy, we may not see it before it's published.
   - Continue editing – Click this button to return to the form to edit further.
   - Save draft – Not ready to submit? Click this to save the form for later. You'll find all your 'draft' events in your 'My events' table. Click on the event title to open the record again and the 'Edit' button to continue filling it in.
   - Submit – All done? Click this button on the 'Event Preview' page; a message will pop up to confirm it has gone through.

Confirming it is registered

All online events + events requiring HODs insurance have to be checked by the team. Once you've submitted your entry it will be in a queue awaiting our attention. Being a small team this may take a few weeks, particularly if you submit in July. When we've checked it you'll receive an email confirmation. You can also check progress by looking at its 'status' on the 'My events' page.

Images

You can amend / add / delete images in the form at any time. The same goes for image captions and credits.

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PEOPLE'S POSTCODE LOTTERY

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Making changes

It's really important your event details are accurate, for visitors, press, and insurers. You can update your entries until the event begins.

Changes will show as soon as the website refreshes (usually overnight). If your event requires HODs insurance or takes place online they have to be checked first so there might be a longer delay.

Amendments

1. Click the event title in 'Manage my events' to open the record.
2. Click the 'Edit' button and amend the entry as needed. Note the type of change you made (e.g. new tour time) in the 'Changes to submission entry' box at the bottom of the page so the national team can quickly identify what's new and why – this will speed up your amendment approval and helps with insurance, visitor and press queries.
3. Click Re-submit.

Cancellations

1. Click the event title in 'Manage my events' to open the record.
2. Click the 'Edit' button and change the 'status' box next to the dates in your event record to cancel all or part of an event.
3. Click Re-submit – a cancellation banner will appear over your event image, but the overall event status may not change (there is no 'cancelled' status). Once the website updates, a Cancelled label will also appear alongside the date and details of your cancelled event/s in the Timings & Tours section.

Fully booked events

1. Click the event title in 'Manage my events' to open the record.
2. Click the 'Edit' button and change the 'status' box next to the dates in your event record to Fully Booked.
3. Click Re-submit – once the website updates, the Fully Booked banner will appear over your event image as well alongside the date and details of your event/s in the Timings & Tours section.

What do the different statuses mean?	NB. These are internal tags only
Draft	Event registration in progress
Pending Review	Event awaiting review by national team
Approved	Event fully registered
Queried	National team have a question
Pending (Re-submitted)	Amendment awaiting approval
Rejected	Event does not meet festival criteria OR is a duplicate entry
IMPORTANT: Past events also have status tags in your 'My events' table so it's important to filter entries by festival year.	

heritage open days