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Getting Started

The Event Management System (EMS) for the Cambridge Festival is very similar to previous Festivals. However, we have adapted some fields to fit our blended delivery approach. This document provides instructions for how to use the EMS, information on how this data will be used on our website, it also provides the information you will need to submit your event for the Cambridge Festival.

Creating an Account

First, you will need to [create an account in the system](#). Please fill out all fields as best you can and include up to date contact details, we will use this information to contact you about your event.

[Login to the Events Management System](#)

Cambridge University UsersOther UsersCreate an Account

Complete this form to create an account on the Events system. Please note that a programme manager will need to give you access to the desired programmes.

Your account details

Username/email address: Your username will be derived from your real name by the system.
password: You will choose a password later.

Title (Mr/Ms/Dr etc):

First name:

Last name:

Email address:

Your contact details

Job title:

Department or organisation:

Telephone number:

Address:

City/town:

County/state:

Post code:

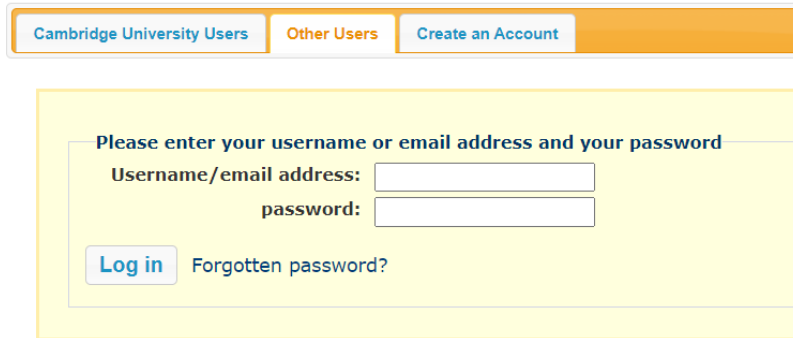
Country:

Logging in

If you have used the system before your account should still be active.

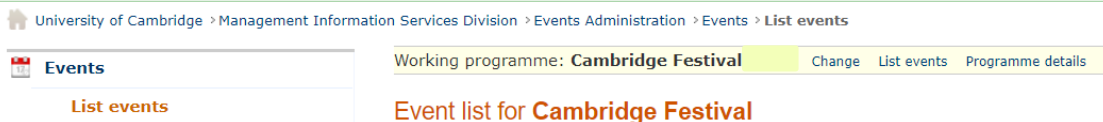
Cambridge University users can **login with Raven** accounts. If you are an external contributor, you will need to click on **Other Users** tab to log in with your username and password.

Login to the Events Management System



Request access to an events programme

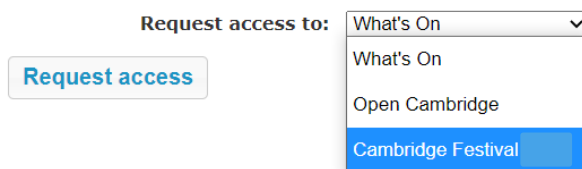
Once you have logged in, or created your account, you will need to request access to submit your event/s, please make sure you select the correct year. We aim to grant access requests as soon as possible. If you have problems, or if your account has not been given access **within 2 working days**, please [contact us](#).



Request access to an events programme

Choose the programme of events you need to use. We'll notify the right person, and they'll arrange for you to have the access you need.

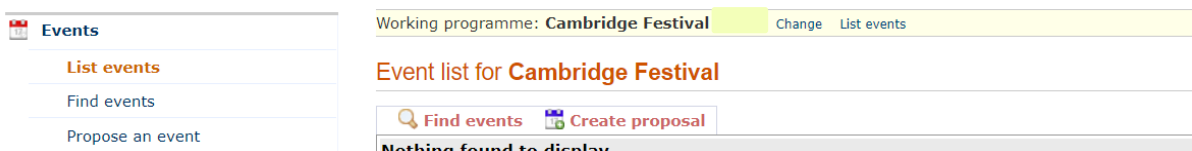
Note: If a **year** is shown as part of the programme name, be sure to choose the correct (current or coming) year!



Proposing an event

Now you have successfully created your account, logged in and been given access to the correct events programme you are ready to start drafting a proposal.

To begin click on the **Events** tab and then click **Propose an event** or **Create proposal**.



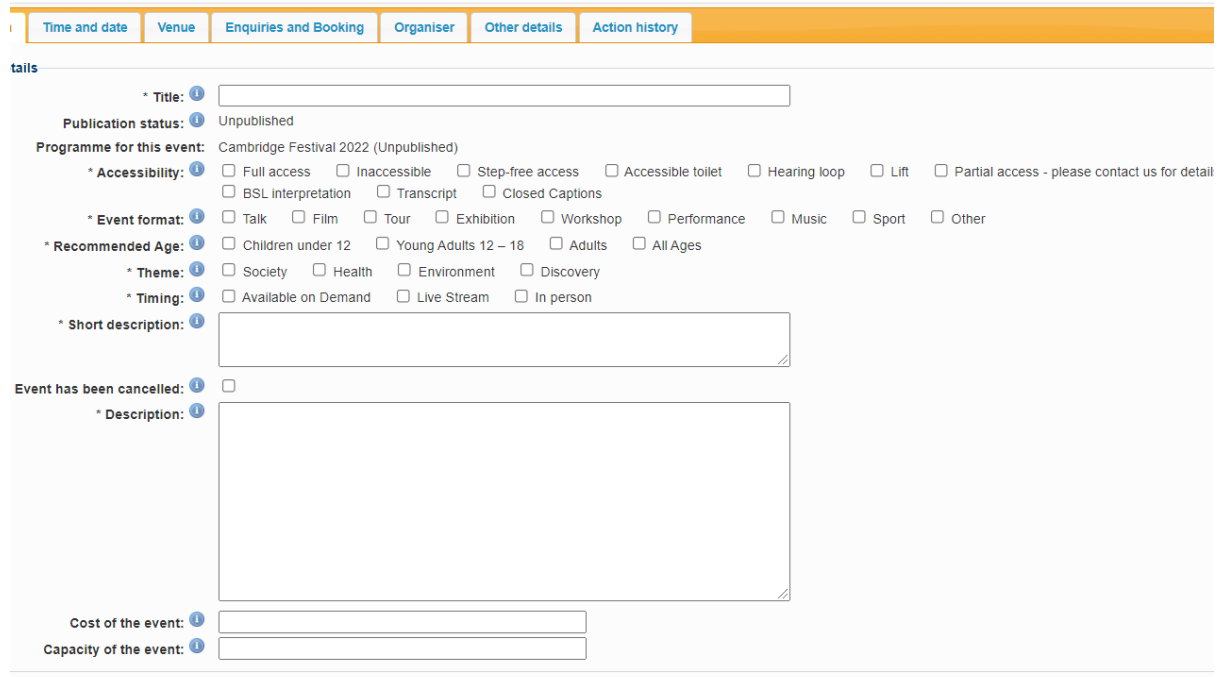
After clicking 'create a draft event' a new page will appear. Be sure to complete all the required information in each tab. Required fields will have a star at the beginning (*)

Hover over each blue (i) symbol for key information about what to enter in each field.

Description Tab

This is the main body of information about your event.

Only fields with asterisk are required*



The screenshot shows the 'Description Tab' of the event management system. It features a navigation bar with tabs: Time and date, Venue, Enquiries and Booking, Organiser, Other details, and Action history. The main content area is titled 'tails' and contains the following fields:

- * Title:** A text input field.
- Publication status:** A dropdown menu set to 'Unpublished'.
- Programme for this event:** A dropdown menu set to 'Cambridge Festival 2022 (Unpublished)'.
- * Accessibility:** A group of checkboxes including Full access, Inaccessible, Step-free access, Accessible toilet, Hearing loop, Lift, BSL interpretation, Transcript, Closed Captions, and Partial access - please contact us for detail.
- * Event format:** A group of checkboxes including Talk, Film, Tour, Exhibition, Workshop, Performance, Music, Sport, and Other.
- * Recommended Age:** A group of checkboxes including Children under 12, Young Adults 12 – 18, Adults, and All Ages.
- * Theme:** A group of checkboxes including Society, Health, Environment, and Discovery.
- * Timing:** A group of checkboxes including Available on Demand, Live Stream, and In person.
- * Short description:** A text area.
- Event has been cancelled:** A checkbox.
- * Description:** A large text area.
- Cost of the event:** A text input field.
- Capacity of the event:** A text input field.

Accessibility

You may find the [University guidance on Accessible Materials](#) helpful.

Event Format

This is the format of your event; you can select more than one option if your event covers multiple formats.

Recommended Age

Please include the recommended age for attendees of your event.

Theme

Please select at least one festival theme that describes your event, you may select up to 2 themes.

Timing

Please include your event timings, if you event will be live streamed, recorded and then available online afterwards please select both options.

Short Description

between 1 and 400 characters

We may use this text to promote your event on social media - 30 words or less. If you would like the name of your speaker and/or your department, please ensure you add this to the text. Occasionally we must edit this text. If we make substantial changes, we will contact you to authorise these.

Description

5 and 2500 characters

The full details of your event and what your audience should expect. This is used for the website listing; text can be updated by admin after the programme is published. Make sure to include keywords in the description to make your event more searchable. You are welcome to repeat the short description text, you can also include additional information, links to your website and social media accounts.

Cost

NOT REQUIRED

Almost all events within the festival are free to attend. If you plan on charging for your event, please get in touch with us. We are unable to take paid bookings on your behalf.

Capacity

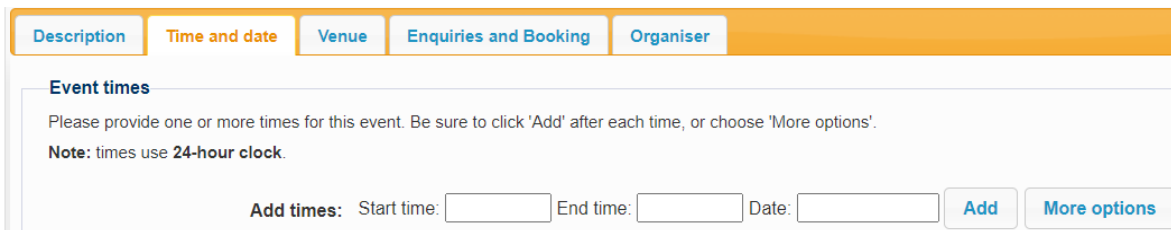
NOT REQUIRED

Include the capacity of your event if relevant, this field is not mandatory and can be left blank. This information is not visible on the website but used if we need to set up event booking for you.

Time and Date Tab

Enter the time and date of your event, then click **Add**. To add additional session times and/or dates, enter the details then click on **Add**.

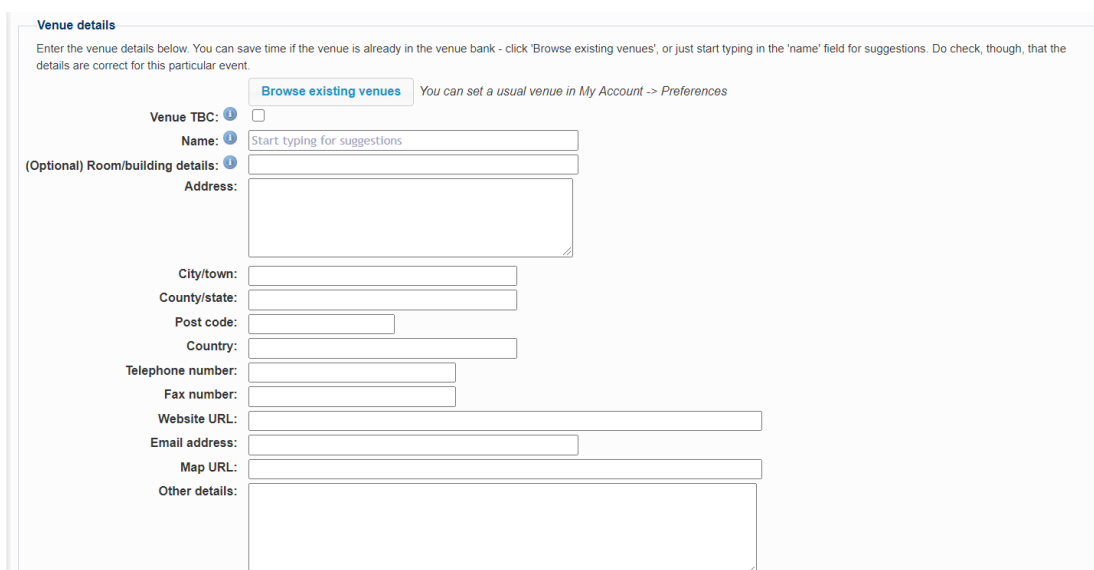
For advanced scheduling options click **More options**.



If your event is **On Demand** and does not require a specific time and date, please input the following:

Venue

If your event is taking place online, please click **Venue TBC**.



Enquiries and Booking Tab

Choose whether your event **Booking** is unavailable, recommended or required.

If your event does not have a limited capacity please select **unavailable**.

We are happy to take bookings for you through our system if your event has a limited capacity (e.g. a workshop or other highly interactive, small-group discussion)

Please fill in the following details if you want us to take bookings on your behalf:

Name: Cambridge Festival

Email address: cambridgefestival@admin.cam.ac.uk

Other details: Please arrange bookings!

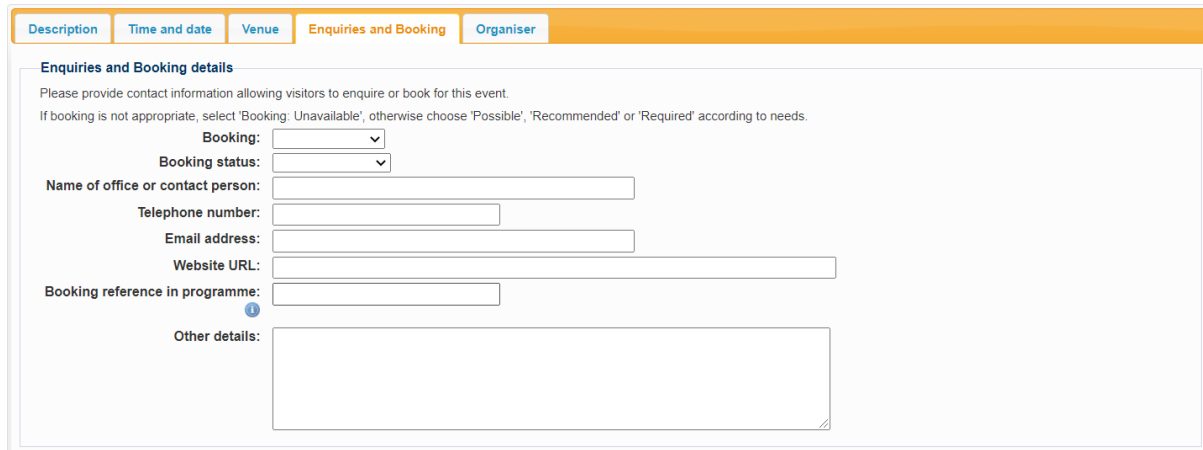
If you wish to have sub-user access please [contact us](#) so we can set you up.

We are unable to take bookings for paid events, please make your own arrangements.

If you would like to take your own bookings, enter your **public contact details** here.

DO NOT INCLUDE PERSONAL CONTACT DETAILS HERE

Please include any links/information about your online platform in Other details.



Enquiries and Booking details

Please provide contact information allowing visitors to enquire or book for this event.
If booking is not appropriate, select 'Booking: Unavailable', otherwise choose 'Possible', 'Recommended' or 'Required' according to needs.

Booking:

Booking status:

Name of office or contact person:

Telephone number:

Email address:

Website URL:

Booking reference in programme:

Other details:

Organiser Tab

This is where you can enter details for the organiser of the event, it gives you the option to automatically paste your account details if you are the organiser of the event.

If you have any Social Media accounts you wish to be tagged or linked to your event that you include these in **Other details**. Once you have completed the above steps, **Save** your proposal.



Organiser's details

Enter the organiser's details here to help those co-ordinating the **Cambridge Festival 2021** programme. If you are the contact for this event, you can copy your details from 'My Account' by clicking 'Use my details'.

Note: These details will *not* appear on the website.

* Name:

Telephone number:

Email address:

Website URL:

Other details:

Images

Image size for web 590x290px

Find events	Create proposal	Showing single event		1	Next	Previous
First start date	Last start date	Event title	Has images	Approval status	Publication status	Last modified
19/03/2021		Test event	No	Proposed	Unpublished	23/07/2020 15:08:25

Export options: [CSV](#) [Excel](#) [XML](#) [Crowd Torch Export](#) | Results per page: [10](#) [30](#) [100](#) [300](#) [1000](#)

Event actions: [Edit proposal](#) [Withdraw proposal](#) [Manage images](#)

Edit proposal test

Update the revised details below and submit your changes.
Hover the mouse over the blue icons for more information about a field.

Description	Time and date	Venue	Enquiries and Booking	Organiser
Event details				
* Title: <input type="text" value="Test event"/>				
Approval status: <input type="text" value="Proposed"/>				

Upload an image for this event ✕

For **Test event** choose an image on your computer for inclusion in this event's publicity. Including a brief description or explanation will help those publicising the event make good use of the image.

Images will appear on websites and possibly on other electronic and printed publicity.

You must assert that you have permission from the copyright owner to make the file available for use in this way. Agencies and photographers usually retain copyright in their works. **You must not upload any files whose appearance on public websites may infringe copyright!**

Image: No file chosen

Description:

By checking the following box, I confirm that I am not breaching any copyright restrictions by making this image available.

Copyright authority:

If the copyright owner requires credit, please enter the required attribution below.

Credit:

Be sure to add a description for screen readers e.g. 'A family enjoying an afternoon picnic'

Ensure you credit the photographer.

DO NOT BREACH COPYRIGHT RESTRICTIONS USE YOUR OWN IMAGES OR THOSE THAT ARE COPYRIGHT FREE OR HAVE A CREATIVE COMMONS LICENCE.

Please get in touch with us if you have any queries regarding photograph use. If you need copyright-free photos to advertise your event, we have suggestions where to find them on the [Cambridge Festival coordinators' page](#).




My Account

While you wait for access into the programme, take some time to check your account details are up to date, we will use this information to contact you about your event. You can also change preferences to suit your needs, making event submission easier for future festivals.


Account Details


This is where you can edit/update your full name, email address and password.

University of Cambridge > Management Information Services Division > Events Administration > My account > Account details

-  **Events**
-  **Calendar**
-  **My account**
 - Home
 - Account details**
 - Contact details
 - Preferences
 - Request access to a programme

Update account details

Username/email address:  hannah

CRSID (Raven ID):  (Not set)

Title (Mr/Ms/Dr etc):

First name:

Last name:

Email address:

[Update details](#)

Change Events password

Existing password: A password has been set

New password:




Confirm password:

[Set password](#)

Contact Details

Please make sure that your contact details up to date, we will use this information to contact you about your event.

University of Cambridge > Management Information Services Division > Events Administration > My account > Contact details

-  **Events**
-  **Calendar**
-  **My account**
 - Home
 - Account details
 - Contact details**
 - Preferences
 - Request access to a programme

My contact details

Job title:

Department or organisation:

Telephone number:

Address:

City/town:

County/state:

Post code:

Country:

[Update details](#)

Preferences

In preferences you can:

- ◆ Set your default events programme
- ◆ Set a default venue for event submission
- ◆ Update email notifications

Update preferences

General preferences

Default programme: Cambridge Festival

Usual venue:

Confirm working programme upon login: Ask me each time I log in No prompt

Hide intro text on home page: Hide Show

Notifications

Approval notifications: Email me when my events are approved or unapproved No notification

Update preferences

Request access to an events programme

This is where you can request access to events programmes including Public Engagement Festivals and the What's On listings.

For more information about What's On events listings please [contact events](#).

Request access to an events programme

Choose the programme of events you need to use. We'll notify the right person, and they'll arrange for you to have the access you need.

Note: If a **year** is shown as part of the programme name, be sure to choose the correct (current or coming) year!

Request access to: What's On

Request access

What's On
What's On
Open Cambridge 2020
Cambridge Festival

If you have any questions or experience any technical issues while submitting your events please [contact us](#).