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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 digital-first approach. This document not only provides instructions for how to use the EMS, but 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.
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](#).

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 information required in each tab (Description, Time and date, Venue, Booking & Organiser details).

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

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

**Disabled Facilities**
Please include this information.
You may find the University guidance on Accessible Materials helpful.

**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 your event will be live streamed, recorded and then available online afterwards please select both options.

**Short Description**
*between 1 and 400 characters*

Published in the printed programme—just 30 words or less. If you would like the name of your speaker and/or your department in the programme, please ensure you add this to the text. Occasionally we must edit this text to fit it into the programme. 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

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

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.

Please include any links/information about your online platform in Other details.
Enquiries and Booking Tab
Choose whether your event Booking is unknown, unavailable, possible, recommended or required.
*Do not select Booking status this is for admin use.*

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

We are unable to take bookings for events this year, please make your own arrangements and enter your public contact details here.

**DO NOT INCLUDE PERSONAL CONTACT DETAILS HERE**

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.

Images
**Image size for web 590x290px**

To add an image, you must **save your event first**.

Hover your cursor over the blue calendar icon, to the left of your First start date, to go back into your event.
Select **Manage images** from the **Event actions** bar at the top, then select **Add a new image**.

Branding and marketing for digital events is crucial for good attendance numbers, so make sure you choose an engaging photo to represent it in the programme! We recommend selecting an image that is relevant to the event subject but presents an unusual perspective or angle.

As always, think about interesting composition, good depth of colour, and contrast.

Please make sure you add at least one landscape format, high resolution image to your event. This will be used to promote your event on our website and social media channels.

If we would like to use your photograph in the programme, we will contact you to request usage.

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](#).

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**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.

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

Preferences
In preferences you can:

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

If you have any questions or experience any technical issues while submitting your events please contact us.