# South Australia's History Festival 1-31 May 2024

# 2024 Registration Guide

<b>Registration Timeline</b>	2
Logging In	3
Resetting Your Password	4
My Festival Home Page	5
<b>Registration Checklist</b>	7
Register a New Event	8
Your Details	9
Event Type	11
Access Provisions	12
Focus Programs	13
Image Upload	14
Venue	15
Sessions (ticket and booking information)	19
Approval	23
Fees	24
Finish and Payment	25

# **Registration Timeline**



**Registrations Open** 

# **Monday 4 December**



Early Bird Registration Deadline

# **Sunday 14 January**



**Print Registration Deadline** 

# Sunday 11 February

To be included in the printed program, register and pay for your event before **5pm Sunday 11 February.** This is the last day registrations will be accepted for the printed program.

# Logging In

Your South Australia's History Festival 2024 events can be registered and managed online, via <u>South</u> <u>Australia's History Festival Registration Portal.</u>

# hfregistrations.history.sa.gov.au

If you registered an event in the 2022 or 2023 South Australia's History Festival, you should be able to use your exisiting account (same email and password) to login.

Welcome, please login	
Email	
Password	
□ Remember me	Forgot your password
I'm not a robot	

### Create a new account

If this is your first time registering an event for South Australia's History Festival, please select **'Don't have an account? Sign up here!'** and register for a new account.

#### Register for South Australia's History Festival AVR

Signing up is as easy as entering your email. We will send you a confirmation email for you to finalise your registration.

ast name		
mail		
	-	
l'm not a robot		
	Privacy * Terma	

#### Enter your

- first name
- Iast name
- email address
- select I am not a robot

then click Register 🕘 once it appears.

Welcome Jaz Armstrong to AVR!

Please confirm your email address using the link below:

Login to South Australia's History Festival AVR

Confirm my account

Welcome, please login

Email

Password

Remember me

I'm not a robot

Don't have an account? Sign up here!

You will be sent an email from South Australia's History Festival asking you to confirm your account. Please open the email and click 'Confirm my account'.

After your account is confirmed, please visit <u>hfregistrations.history.sa.gov.au</u> to log in with your email and password.

#### **Reset your password**

O More Info

Forgot your password

To reset your password, select 'Forgot your password'.

Forgot your password?
Enter email to reset your password. If your account exists you will recieve an email soon. Don't forget to check your junk mail.
Enter your email
Send Reset Instructions
Don't have an account? <u>Sign up here</u>

Enter your email address and click 'Send Reset Instructions' button.

Hello

We have received a request to reset your South Australia's History Festival (AVR) password. You can do this through the link below.

#### Change my password

If you didn't request this, please ignore this email.

Your password won't change until you access the link above and create a new one.

This is a system generated email. Please do not reply to this email.

You will be sent an email to reset your password within 10 minutes, please ensure that you check your Junk mail folder as well.

If you do not receive an email after 10 minutes, please contact South Australia's History Festival team for further assistance.

Please click 'Change my password'.

Account Setup
New Password
Password (at least 1 letter, 1 digit & 6 characters)
Confirm new password
Next 🖸

Please enter your new password twice and then

click Next 💿

You will then automatically be logged in and see the below screen.

South Austra Whether your even	alia's History Festival is South Australia's largest open-access history festival nt or venue is extravagant and big or quiet and intimate, South Australia's History Festival offers you a platform to independently present the history of our state.
Communication	
Event criteria	Communication
Event registration fees	Registering for South Australia's History Festival adds you to the History Festival email list. You may unsubscribe from this list at any time; however, our newsletters are the
Registering events on behalf of different organisations	Accept
	Event criteria         All South Australia's History Festival events must:         - Take place in South Australia (unless it is a filmed, pre-recorded or streamed event that is intended to be viewed using a video viewing or streaming service or provider);         - Be available to the public (ie not members only' or 'invite only');         - Connect in a meaningful and demonstrable way to South Australia's history; and         - Provide a written, spoken or performed interpretation, background, context and/or analysis of historical events or objects, allowing visitors to learn, consider, discuss, experience, share and better understand the subject of the event. For this reason, an event with the selling or trading of goods as its main focus is not eligible to participate in the South Australia's History Festival.         Accept
	Event registration fees
	to be part of the program you will be required to pay a registration fee.

# **Confirmation of Conditions**

When you first log in to the registration portal you will need to read and accept the conditions before registering. To progress please click 'Accept' on each of the conditions.

## **Home Page**

Below is the History Festival registration portal home page.

sutt Australiat History	My Festival			
1-31 May 2023 Festival	Dashboard Events			
Search		Welcome to South A	Australia's History Festival Registra	tion Portal
♦ My Festival		Before you begin, read our 2024 Event Organiser	Pack and 2024 Registration FAQs for important informa	ation about the 2024 History Festival.
U Resources		Read the <b>2</b> !	Need help registering your event? <b>223 Registration Guide</b> for step-by-step instructions.	
		Please note: We ask that you ensure your event n You will not be able to re-enter t Any changes after this t	egistraton details are correct and finalised before sub the portal to make changes after you have recieved a prin ime will need to be made by contacting the History Festi	<b>mitting and paying for your event.</b> nt approval email. val Team.
		By registering an event in South Australia's History Fe	stival, you agree to the <u>2024 Terms and Conditions.</u> A co	py can be read and downloaded <u>here.</u>
		Contact u	is at: historyfestival@history.sa.gov.au or 8151 3280	
	Events Overview			News
	0 TOTAL	0 INCOMPLETE	0 REGISTERED	
я				
② Jasmine Armstrong >				

#### Welcome to South Australia's History Festival Registration Portal

Before you begin, read our **2024 Event Organiser Pack** and **2024 Registration FAQs** for important information about the 2024 History Festival. Need help registering your event? Read the **2023 Registration Guide** for step-by-step instructions.

Please note: We ask that you ensure your event registraton details are correct and finalised before submitting and paying for your event. You will not be able to re-enter the portal to make changes after you have recieved a print approval email. Any changes after this time will need to be made by contacting the History Festival Team.

By registering an event in South Australia's History Festival, you agree to the 2024 Terms and Conditions, A copy can be read and downloaded here

Contact us at: historyfestival@history.sa.gov.au or 8151 3280

# Please note: We ask that you ensure your event registraton details are correct and finalised before submitting and paying for your event.

#### **Key Documents**

Before you begin, visit the <u>South</u> <u>Australia's History Festival</u> <u>website</u> and read our 2024 Event Organiser Pack, Registration FAQs, and Terms and Conditions for important information about the 2024 History Festival.

You will not be able to re-enter the portal to make changes after you have recieved a print approval email. Any changes after this time will need to be made by contacting the History Festival team.

My Account

Details

Details

How to update your information

Presenters Past Festivals Change Email / Password

To update your information, click your name at the bottom of the left

side panel. A menu will pop up, as shown in the image on the left. Click **'Profile'** to access My Account page where you can edit your personal

information, including your name, contact number, email, and password.



# Resources

Explore the **Resources** tab for tips, guidance, and information to help you create, manage, and promote your event. Here you can find risk assessment templates, South Australia's History Festival logos, and how-to-guides to manage your ticketing system.

#### **My Festival**

**My Festival** is your is the registration portal homepage. Here you will see South Australia's History Festival welcome message. Below, is the **Events Overview** section which gives you a break down of the events you are working on.

Event name

Resources
My Festival
Resources

My Festival

	F	Percent of registration that	has
you are working on	finialised and paid for	been completed	Number of events complete and paid for
Events Overview			New Event
1 TOTAL	1 INCOMPLETE	0 REGI	STERED
South Australia's History Festival 2024 Test			87% Continue Registration

# **Registration Checklist**

Your event title: Up to 75 characters including spaces.

Event organiser information: Organisation name, contact details, postal addresses.

Choose which of our event types best suit your event.

**Content information:** Age suitability, any content warning, access provisions, and theme of the program You can also nominate your event for our Focus Programs (criteria apply).

Print and online program description: Up to 350 characters - make them count!

**Image:** Upload one *great* image for your online program listing. You can add an image to the printed program for an additional cost.

Venue: Address, toilet facilities, and access information.

Date and times locked in. You will be required to list dates and times of all event sessions.

Admission: Free or fee? You decide! 63% of 2023 events were either free or by donation.

**Bookings:** Include a link to your online booking site **or** list your public contact for bookings and enquiries, if applicable.

Website and social media links (website, mailing list, Facebook page, Facebook event, Instagram, etc.)

# **Register a New Event**

On the My Festival homepage, click New Event 🛨 to start a new event registation.

My Festiva	al					
Dashboard Events						
		W	elcome to South	Australia's Hist	ory Festival F	Registra
		Before you begin, rea	d our <b>2024 Event Organis</b>	er Pack and <u>2024 Registra</u>	ation FAQs for impor	tant informat
			Read the	Need help registerir 2023 Registration Guide	ng your event? e for step-by-step inst	tructions.
		Please note: We ask a You	<b>that you ensure your ever</b> u will not be able to re-ent Any changes after th	<b>nt registraton details are</b> of er the portal to make chan is time will need to be mad	<b>correct and finalised</b> ges after you have re le by contacting the H	<b>l before subr</b> cieved a prin History Festiv
		By registering an event	in South Australia's History	Festival, you agree to the	2024 Terms and Cond	<u>ditions.</u> A cop
			Contac	ct us at: historyfestival@his	tory.sa.gov.au or 815	1 3280
Events Overview						New Event 🕀
	1 TOTAL		1 INCOMPLETE		0 REGISTERED	
IN-PROGRESS						
A South Austral	lia's History Festival 2	024 Test		_	87% Continue Re	gistration

# **Event Title**

- The event title has a maximum length of 75 characters (including spaces).
- This is how your event will be listed in South Australia's History Festival printed and online progam.
- Please check the formatting, typos, and grammar carefully.
- Please do not write in all capitals.
- You can also change the event name before submitting your registration.
- Please make sure your title is in title case. In title case, major words (four letters or more) are capitalised and minor words (fewer than three letters) are lowercase.
- After entering the event name, click
   Create

Please list	the name of your event in t	itle case. This is ho	w your event nam	e will be
displayed	in the printed program and	online program. P	lease do not write	in all
capitais.				
at is the name	of your event?			

# Tips for creating your event title

Creating a great title can make a big difference in your event attendance.

- Keep your title short and sweet.
- Feel free to be bold, clever and memorable to set your event apart from others that may be similar.
- BUT keep it clear and relevant. Read it out loud to see if it gives a true sense of what your event is about.

## How do I change my event title?

Change your event title by clicking the grey pencil to the right of your event title.

Enter in your new title and click Save



## **Your Details**

For your first event, please select 'Create new presenter'. Complete the required information and then click Create This is for our contact purposes and should list the contact details of the person creating the event as well as the organisation name and postal address.

Presenting organisation/s	Presenter
Please provide presenter details for contact purposes. If there are multiple presenters, p Gawler National Trust Museum	Are you presenting as an organisation/company or an individual?  Individual  Organisation or Company Migration Museum
	Have you ever presented in a previous South Australia's History Festival?
	Contact Details
	Jaz Armstrong
This address will be used to post printed programs, venue stickers and posters, if applicable.	0400 123 123 jarmstrong@history.sa.gov.au  Postal address Residential addresses preferred where possible. This address will be used to post printed programs, venue stickers and posters, if applicable.
To edit your presenter details after it has been created click ' <b>Edit'.</b>	82 Kintore Ave Address Line 2 Adelaide SA
	Australia
Presenter Details Edit Migration Museum Company 0400 123 123	Cancel Update
jarmstrong@history.sa.gov.au	

# How will my organisation/individual name be displayed in the printed and online program?

Presented By

Please list the presenting organisation(s). This is how the presenters will be shown in the printed program and online program. If you have multiple presenters please list them in your preferred order.
Presented by: Urrbrae House Historic Precinct & University of Adelaide Edit

- Please list your organisation/individual name in the '**Presented By**' section. This is how it will appear in the printed and online program.
- If your event is co-hosted by two or more organisations/individuals, please enter both organisation names in your prefered order separated by a comma or &.
- Events in the printed program will be grouped by region, e.g. Barossa, Adelaide West, and then alphabetically by presenter name.
- If you have multiple events in the same region that you wish to see listed together in the printed program, please ensure the presenter details for each event are listed in the same order.
- For example: Urrbrae House Historic Precinct & University of Adelaide have multiple events together. In each event registration the presenter has listed them in the Presented By section in the order shown in the below image. Therefore, all their events will be listed in the printed program alphabetically within the "U" section of Adelaide South region.

# Presented by: Urrbrae House Historic Precinct & University of Adelaide Edit

## Printed Programs, Venue Stickers, and A3 Posters

Each event organiser is entitled to receive printed program booklet/s (quantity depends on event size) and at least one venue sticker and A3 poster.

Please select approximately how many printed programs you would like to recieve, as well as venue stickers, and A3 posters.

Please note that the allocation of printed programs, venue stickers, and posters is subject to availability. South Australia's History Festival cannot guarantee specific quantities, rest assured, we will make every effort to allocate an appropriate amount for your needs.

## **Organisation Level Classification**

Your level classification will affect your registration fee. Please ensure that you select the appropriate level to avoid incurring additional costs after registration.

Level 1 - Small community and incorporated organisations (less than 200 members) and schools.

Level 2 - Local government organisations, state government organisations, for-profit businesses and enterprises, larger incorporated organisations (greater than 200 members) and tertiary education institudtions.

Visit page 24 for more information regarding South Australia's History Festival fees.

# **Event Type**

Please select an appropriate event type for your event. This information will be displayed in the printed and online program to help audiences learn more about your event.

- Bus tour
- Online event
  - What is an Online event?

Attendees will participate in online events by visiting a website, app or via an online platform such as Zoom. An example is 'Adelaide Town Hall Virtual Tour'.

#### What if my Online event is a Self-guided tour?

If your event is a Self-guided tour using a mobile app or website, it is recommended to select 'Selfguided tour' as your event type instead of 'Online event'.

- Exhibition/display
- Guided tour
- Open Day

#### What is an Open Day?

An Open Day event is when access is given to a building which is not traditionally open to the public, for example a church or a heritage building.

- Performance
- Self-guided tour
- Special event

#### What is a Special event?

If you are hosting an physical event (not online), that does not belong to any other category listed, for example, an exhibition launch, book launch or festival day, please select 'Special event' as your event type. If your event has multiple components in one session, for example a talk followed by a workshop, please select 'Special event' as your event type.

- Talk
- Workshop

## Save and Continue

After completing each section, please make sure that you click '**Save & Continue**' button. Your answer for that section will not be saved on the system until you hit this button. This is essential when you need to leave your computer or registration website and come back later to finish your registration.

Exhibition display	<ul> <li>Special event</li> </ul>
<sup>O</sup> Guided tour	⊖ <sub>Talk</sub>
Open Day	○ Workshop
<ul> <li>Open Day</li> </ul>	○ workshop

# Age Suitability

Please select the appropriate recommended rating for you event content:

- G (General): Suitable for all ages
- PG (Parental Guide): Parental Guide Recommended for under 15 years
- M (Mature 15+): Material classified M15+ is considered unsuitable for persons under 15 years of age

### **Content Warnings**

Some content warnings that may apply to your event:

- References historic violence
- References historic sexual assault
- Contains images and/or references of First Nations people who have died

# **Access Provisions**

#### What are access provisions?

Access provisions refer to a set of accommodations or services designed to ensure that individuals with disabilities can fully participate in various activities, programs, or environments. These provisions aim to eliminate barriers and provide equal opportunities for people with different types of disabilities.

#### **Auslan Interpretation**

Auslan (Australian Sign Language) is a visual language comprised of hand movements or 'signs', facial expressions, and other body language.

#### **Open Captioning**

Similar to television subtitles, Open Captioning is an assisted listening device where spoken words are displayed on screen(s), on or next to the stage. Open captioning is always in view and is used to provide access for those who are deaf and hard of hearing. Captions are used to describe dialogue, text, sounds and soundscapes through live and digital events.

#### **Audio Description**

Audio Description is the verbal narration service of visual images of live theatre, visual art and other art forms for people who are blind or vision impaired. Audio Description can be done live or pre-recorded for different events.

#### **Tactile Tours**

Tactile Tours are guided experiences where verbal descriptions are given as the tour progresses. Prior to the commencement of a performance or show, tactile tours can be provided to patrons who are blind or have low vision, enabling them to form a mental picture in their mind of key items in the work.

#### **Relaxed Performance**

Intended to be specifically sensitive to and accepting of audience members who may benefit from a more relaxed environment, anyone with sensory or communication disorders or patrons with learning disabilities. Minor modifications are made to sensory elements like lighting and sound to eliminate surprise and reduce anxiety levels making theatre more welcoming to some audiences.

For more information about access provisions, you can check out the resources on the Access2Arts website here.

#### Themes

Select up to three key themes that best describe your event. Leave blank if none apply.

Architecture and Buildings	Family Histories	Natural Histories
<ul> <li>Art (visual art, fashion, film, and poetry)</li> </ul>	First Nations	Political Histories
Book Lovers	Food and Beverage Histories	Religion and Churches
Crime	LGBTQIA+	Science
Dance and Performance	Multicultural Australia	Sporting Histories
Dark Histories	Music Histories	Trades, Hobbies and C
Transportation		
War Histories		

# **Focus Programs**

Each year South Australia's History Festival groups selected events into Focus Programs to better connect audiences with areas of interest. The Festival's Focus Programs are Open Doors, Children and Family, First Nations, From Many Places and Rainbow Histories.

Eligibility Criteria apply to be included in the Focus Programs.

- Does your event focus on heritage buildings/architectural history and include a form of activity that helps visitors learn about the building or place? If yes, then you are eligible to be included in the Open Doors Focus Program.
- Does your event include an activity specifically dedicated to children under 15? If yes, then you are eligible to be included in the Children and Family Focus Program.

Please note: The Children and Family Focus Program is not for events that are suitable for children and families to attend, but rather for events with specific activities dedicated for children.

- With an emphasis on events curated by First Nations people, does your event present opportunities to reflect on and learn about First Nations histories, cultures, and achievements? If yes, then you are eligible to be included in the First Nations Focus Program.
- Does your event focus on South Australia's diverse multicultural communities and their rich heritage and traditions? If yes, then you are eligible to be included in the From Many Places Focus Program.
- Does your event showcase the contributions and histories of the state's LGBTQIA+ communities and promote support, acceptance, and pride? If yes, then you are eligible to be included in the Rainbow Histories Focus Program.

## Don't forget to click Save & Continue!

and Crafts

# **Program Description**

Enter your event description, this will be displayed in your event listing on the South Australia's History Festival printed and online program.

# Would you like to add an image to your printed program listing (charges apply)?

Please select yes if you would like to add an image to your printed program listing. Please note there is an additional charge for this that will automatically be applied to your registration at the checkout. Visit page 24 for more information on registration fees.

# Tips for creating your event description

You have 350 characters to use in your event description - make them work hard!

- Keep descriptions brief and to-the-point. Shorter sentences are easier to read.
- Think of how the text sounds from your reader's perspective. Keep the tone friendly and active.
- Tell people what they need to know and leave out unnecessary detail.
- Point out special features BUT avoid exaggerating or promising things that will not happen.
- Check and recheck spelling and grammar before submitting your event.
- Avoid repeating your event title or location in the body of the description. These are covered in separate fields.
- Although the 350-character limit for your event listing seems like a lot, you still need to make sure each word is working hard to tell your event's unique story.

# Image Upload

Image Upload

Required. This will be used as the hero image in the online program and in the printed program if you selected yes to the above question. Please note: Images in the printed program are at an extra cost. Please include image description and credit in the caption.

🕀 Upload Image...

# Image specifications

Dimensions: at least 960px W x 610px H (landscape)

File type: JPG or TIF

Minimum: 300dpi - for print quality

Max: 5MB in size



Uploading an image is required. This will be used as the hero image in the online program (and in the printed program if you selected yes to the previous question. Please note: There is an additional fee to list an images in the printed program).

Please upload an image that is:

#### 960px W x 610px H

For best results, please use a service such as Canva to fit those dimensions before uploading. Alternatively, you can use the crop tool to resize your image after uploading:

- Click 'Crop' button.
- Drag the cursor and select the image area that you want to keep, then click 'Apply Changes'. The photo will then be cropped to the dimensions of 960 × 610px.

# Your Image

**Copyright:** please ensure you have usage permissions before uploading images, especially of children or copyrighted artworks.

# **Caption and acknowledgement**

You <u>must</u> include a caption and acknowledgment in the below format:

Image description/title, catalogue number (if applicable), year (if known), artist/ photographer/organisation

e.g. Adelaide Gaol, [B 23434], 1971, State Library of South Australia

e.g. Adelaide Town Hall, 2024, City of Adelaide

e.g. Loxton Historical Village main street, 2022, Jane Doe

File Format: jpg, png, jpeg File Size: min 500KB - max 5MB Image Size: 960 × 610 pixels (WxH) Resolution: min. 300dpi

# **Orientation = LANDSCAPE**



Feature image must be Landscape. Square and Portrait images are not accepted.

# Having trouble uploading your image?

Email your photo + caption & acknowledgment to us at historyfestival@history.sa.gov.au and we will be happy to assist.





Images with text or logos





Sharp focus (not blurry)









Faces and action grab attention



Bored people or backs of heads



ta Crop	+Caption & Cite	- Remove Image
	Please click and add Caption & Cite above before conti	inuing
	•	

# **Caption & Cite**

Please click +Caption & Cite to add a caption and acknowledgement to your image. Remember to click 'Save'.

You must include a caption and acknowledgment

Please do so in the below format:

#### Image description/title, catalogue number (if applicable), year (if known), artist/photographer/organisation

- e.g. Adelaide Gaol, [B 23434], 1971, State Library of South Australia
- e.g. Adelaide Town Hall, 2024, City of Adelaide
- e.g. Loxton Historical Village main street, 2022, Jane Doe

#### **Keywords**

Please enter key words that may help audiences search for your event on the website.

Keywords
Keywords help audiences search for your event on the website

## **Social Media Links**

URLs must be in a valid format (e.g. include the http://).

Leave the fields blank if they do not apply to your event.

Please do not include your booking link here (for example, Eventbrite). There will be space dedicated to your booking information in another section.

# Don't forget to click Save & Continue!

## **Venue - Virtual**

	Click 'Add Venue to Event'.			
Event Location Here you can add your event loca Add Venue to Event Continue	For an event that is online and can be accessed from anywhere, plaselect the first option: Virtual. These events may be on a website, a pronline platform like Zoom and can be accessed no matter your ocation. Please note: If you need to be in a physical location to experience your online event i.e. you need to be in the Barossa to use the Barossa Heritage Trail App, please not select this option.			
Venues > New Venue				
Where does your event take place?				
Virtual - Can you access your event digitally from Does your event take place online and can you acce If you need to be in a physical location to access you	<b>n anywhere?</b> ss it from any location? Register a digital location here. Ir digital event i e. You need to be in the Barossa to use the Barossa Heritage Trail App, please select the below option			

Then add the website URL (e.g. https:// www.adelaidetownhallvirtualtour.com.au) an click **'Save and Continue'**.

Venues > <u>New Venue</u> > Online / Streaming Venue Registration	
Website URL	
Save And Continue	

## Venue - Physical

For an event that is at a phyical location (venue, meeting place or online event that requires the user to be in a physical location) please select the section option: Venue Location, Meeting Place or Online Event in a Physical Location.

Venues > New Venue	-	
Where does your event take plac	M.,	
Virtual - Can you access your e Does your event take place online If you need to be in a physical loc	ent digitally from anywhere? and can you access it from any location? Register a digital loc ation to access your digital event i.e. You need to be in the Bar	ation here. ossa to use the Barossa Heritage Trail App, please select the below option
Venue Location, Meeting Place Register a venue, meeting place, o	or Online Event in a Physical Location or online event where you need to be in a physical location.	

Firstly, please enter your venue name, meeting place or website:

Your venue name might be:

- Migration Museum
- Tea Tree Gully Library
- Mary MacKillop Mueum

#### Your specific meeting place might be:

- Charles Sturt Statue
- Cnr of Wright St & Russell St
- Room 12, Napier Building, University of Adelaide

#### Your website should be a URL, e.g.

https://www.barossa.sa.gov.au/recreation-andvenues/walking-trails/walks-and-trailsl Venues > <u>New Venue</u> > Simple Venue Registration

Venue Name / Meeting Place / Website

Please enter your venue name, meeting place or website:

Venue Name: E.g Migration Museum

Specific Meeting Place: E.g. Charles Sturt Statue, or Cnr of Wright St & Rus Website \*: https://www.barossa.sa.gov.au/recreation-and-venues/walking-

\*Please only provide a website URL if you are required to be in a phyical lo program. For example, the Barossa Heritage Trails App requires you to be event from any location, please go back and select Virtual event.

Please only provide a website URL if you are required to be in a phyical location to experience your event.

This ensures your online event is included your selected region in the printed program. For example, the Barossa Heritage Trails App requires you to be in the Barossa or Adelaide Time Machine App requires you to be in the Adelaide CBD.

# **Physical Address**

#### Enter your venue address in the 'Search for an address' box.



Physical Address		select 'Search for an address' again. Do not backspace.
Search for your address - if you make a n If your exact location does not appear, tr	•	The search result will display a location on a map as below.
Search for an address	•	Please check if the location displayed on the map is correct and
If the address search displays ir		tick the box 'I confirm that this map location is correct' at the
without the unit number and ac	:	bottom. If it is not correct, click and move the red location dropper



• If the address search displays incorrect information for your venue, please manually edit the fields above the map. If you have a unit number in your address, please search without the unit number and add this manually to the address name field.

## Accessibility

- Please provide information about the availability of toilets and wheelchair accessibility at your location.
   If you are uncertain, please make an effort to gather the necessary details. If you're still unsure, please select 'no.'
- In case your venue is only partially wheelchair accessible, please specify the limitations, such as a gravel driveway or wheelchair access limited to a specific level.

 If your venue has multiple accessibility limitations, please enter into the box: 'Contact our friendly staff for more information'. This will allow audiences to reach out for additional details if needed.

This information will ensure a positive experience for all attendees. Your assistance is greatly appreciated.

#### Region

Please select a region from the drop down menu. This where your event will be grouped in the printed and online program.

## Don't forget to click Save & Continue!

### Sessions

On this tab, you will provide information about ticketing and booking. Please select Ticketing Options on the

right side.

Sample event					
Dashboard Registration	Participants Media Kit				
<ul><li>Basic</li><li>Content</li></ul>	Sessions Pricing				
Print	Summary				Ticketing Options
<ul> <li>Venues</li> </ul>	Ticketed E	vent	Payment Type Event cost	s apply	Bookings required online
<ul> <li>Sessions</li> <li>Print Approval</li> </ul>					New Session(s)
Web Approval	D DATE	DURATION	VENUE	CAPACITY	PRICES
<ul> <li>Agreement</li> <li>Finish</li> </ul>			Review & Finish		

## Is my event ticketed

Select yes to this option if:

- You are charging a fee to attend your event;
- OR if your free or by-donation event requires attendees to make a booking.

## **Event cost**

Select free, by donation or event costs apply.

If you select 'Event costs apply', you will be able to enter your prices later.

## **Booking information**

This booking information will be displayed on your event listing in the printed and online program.

Please select one of the bellow:

- Bookings not required
- Bookings required online

Please enter a website URL that links to your booking page (Eventbrite, Trybooking, etc). You <u>must</u> provide the exact link that the public will use to purchase tickets.

Ticketing platforms will allow you to supply us with the link to your event without the event being published and accecible to the public yet. <u>Visit Eventbrite for more information.</u>

• Bookings required by phone or email

Please enter a phone number and/or email for audiences to book in the **Public Contact Details** question below.

Public Contact Details						
This information will be displayed in the printed and program. Contact name and email or phone number Click ' <b>Save</b> ' at the end of the section.	ed.	Sessions Pricing Summary Ticketed Event				
<ul> <li>Create a New Session</li> <li>Select 'Add New Session'</li> </ul>			(i) No sess Here yo Add New Session	ions have beer u can setup you (s)	n added yet ir event's session	ıs ar
	Ticketing > New:	Session				
	Please provide info	ormation to	create your event sessi	ons		
• Select your venue from the drop down list	Venue	Migration M	luseum			
• Enter the capacity of your venue (this field	Capacity	100				
is required but not displayed on your event listing).	Dates And Tim	nes				
	Su Mo Tu W	'e Th Fr	Sa			
<ul> <li>Select date(s) from the May calendar and</li> </ul>	1	2 3	4			
enter the start time/end time.	5 6 7 8	9 10	11			
	12       13       14       15         19       20       21       22         26       27       28       29	5 16 17 2 23 24 9 30 31	18 25			
	Start Time		Duration (Minutes)	End Time		
• Enter price information (see page 21 for more information) and click ' <b>Create</b> <b>Session(s)</b> '.	10 AM 00 Pricing Add your pricing her Choose Prices Create Session(s)	re, if you eve	120 nt is free or by donation	12 PM	00 drop down.	

 If your event happens at the same time on multiple dates (for example, exhibition happens every Sunday from 11 am to 5 pm), you can select multiple dates and enter start time/ end time.

	DATE	DURATION	VENUE	CAPACITY	PRICES	
	Sun 7th May	11:00 am - 5:00 pm (360 mins)	Migration Museum Approved	500	Per Person: \$5	ŃÛ
	Sun 14th May	11:00 am - 5:00 pm (360 mins)	Migration Museum Approved	500	Per Person: \$5 🌒	ŃÛ
	Sun 21st May	11:00 am - 5:00 pm (360 mins)	Migration Museum Approved	500	Per Person: \$5	ŃÛ
0	Sun 28th May	11:00 am - 5:00 pm (360 mins)	Migration Museum Approved	500	Per Person: \$5 🚯	ŃÛ

If your event happens at different times (either on the same date or on different dates), you need to click 'New Session(s)' and create another session with a different date/time. See example below.

DATE	DURATION	VENUE	CAPACITY	PRICES	New Session(s
Sun 7th May	11:00 am - 5:00 pm (360 mins)	Migration Museum Approved	500	Free	ŃÛ
Sun 14th May	12:00 pm - 5:00 pm (300 mins)	Migration Museum Approved	500	Free	ŃÛ
	(50 mm)	Review & Finish			

Once you have completed your event sessions, click 'Review and Finish'.

# Pricing

When creating a new session you are required to enter pricing information.

<b>Pricing</b> Add your pricing here, if you event is free or by donation select Free in the drop down.	
Choose Prices	
Update Session	

Click the 'Choose Prices' box and select from the drop down menu:

If the event is free or by donation - select 'Free Session'

If event costs apply - select 'Add New Prices'.

Per Person 🕕	\$ 0.00	
• Add More Prices / Discounts.		

The default price option is Per Person/Adult.

If you want to add another type of price, such as Family or Child, click 'Add More Prices/Discount', then select the type(s) of price you want, then click 'Done'.

If you have a pricing that is more specific, such as 'Children Under 5: Free' or 'Family Concession: \$21.50' please click '**Custom'**, then '**Done'**.

Add Prices / Discounts		Close
Standard		
Non-member	Member	
Family	Concession	
+ Child		
Discount		
Custom		
		Done

\$ 10 \$ 30 \$ 0
\$ 30 \$ 0
\$ 3þ \$ 0
\$ 0

The custom option will allow you to add a price name e.g. Children Under 5 and then add in a dollar value.

Once all prices have been added click 'Save Prices'.

Ticketing > Review & Finish				
DATE	DURATION	VENUE	CAPACITY	PRICES
Sun 7th May	10:00 am - 5:00 pm (420 mins)	National Motor Museum	10	Free
Double check all sessions and details are correct before submitting for approval. All sessions require prices to continue.				
Venue Approvals				
National Motor Museum				Submit For Approval

After creating all sessions needed for your event, click 'Review and Finish'.

A summary of all sessions will show as seen in the image above. After checking all the information, please click 'Submit for Approval' button in 'Venue Approvals'. Your venue will be automatically approved. Click 'Save & Continue'.

# Approval

# Print and web approval

- Review the content to ensure that it is correct.
- Key points to check are event dates, session times and prices.
- The print and web approval page are not designed to be exactly what you will see in the printed and online program. These pages are for you to review the content and ensure it is correct.
- We ask that you ensure your event registraton details are correct and finalised before submitting and paying for your event.
- You will not be able to re-enter the portal to make changes after you have recieved a print approval email. Any changes after this time will need to be made by contacting the History Festival team.
- If all the information is correct, tick the Approval box and click 'Save & Continue'.
- If there is any incorrect information, you can click back to the section on the left-side panel (shown in image on the left) and edit the information. Remember to click 'Save & Continue' after editing each section.
- Approving the web listing is the same process as approving the print listing.

# Agreement

Please download and read the 2024 Terms and Conditions, then click 'I agree' to continue.

Sasic
Content
Web and Print
Venues
Sessions
Print Approval
<ul> <li>Web Approval</li> </ul>
Agreement
O Finish

# 2024 Fees

<b>Level 1</b> Small community and incorporated organisations (fewer than 200 members) and schools.	Level 2 Local government organisations, state government organisations, for-profit businesses & enterprises, large incorporated organisations (200+ members) and tertiary education institutions.
Early bird \$45 By 14 Jan Standard \$55 By 11 Feb Online only \$30 After 11 Feb Add extra events \$30 each	Early bird \$70 By 14 Jan Standard \$90 By 11 Feb Online only \$40 After 11 Feb
Printed program image \$130	Printed program image \$170

# **Payment details**

Payment must be made by **5pm Sunday 11 Februrary** to be included in the printed program, or by **5pm Sunday 14 January** to access the early bird rate.

Please note: Registrations are per event, not per session. For example, you might run the same tour multiple times during the festival. This counts as one event and one registration. If you register an exhibition and a tour, these would be two separate events.

# I need to cancel my event, can I get a refund?

Should you need to cancel your event prior to Sunday 11 February, please contact the History Festival team via email and we will arrange full refund for you.

100% refunds will be granted up until Sunday 11 February 2024

# **Finish and Payment**

# Finish

After completing all of the registration steps, select 'Add Event To Cart' (the image below is an illustration only, it does not reflect the actual registration price).



# Payment

Your Cart will appear on the screen, showing the registered event(s).

If this is your only event, you can continue to check out.

If you are registering two or more events, check out the one event first, then comeback and register the rest of your event(s) so you can receive additional events discount. To receive the discounted registration fee for additional events, ensure the billing contact details are the same for each event. Once you complete payment for one event, each additional event will be charged at the discounted rate.

# Check out and payment option

You have the option to pay online or request an invoice.

- Credit card (preferred)
- Invoice (cheque/money order/EFT)

If you require an invoice, please complete the registration process as usual. When you reach the payment step (when the event(s) are added to the Cart), please contact South Australia's History Festival team to request payment by invoice. Your invoice will be sent by email with instructions on how to complete the payment.

# Still have questions? We are here to help.

South Australia's History Festival team

#### (08) 8151 3270

historyfestival@history.sa.gov.au