

ONLINE SHOW SUBMISSION GUIDE



LEICESTER COMEDY FESTIVAL 2021 USING EVENTOTRON

Leicester Comedy Festival uses an online platform called Eventotron to manage its show submission process. Once you're set up on the system you can use it year on year, and submit shows to other festivals around the world.

You can access Eventotron by visiting www.eventotron.com

New users

New users will need to register using a valid email address. Once you've entered an email address and hit 'register' an email will be sent to that account with a password. You can use this straight away to log-in. If you don't receive an email, please check your spam and then contact help@eventotron.com.

Existing users

If you've used Eventotron before you'll need your email address and password to log in. If you've forgotten your password hit 'Forgotten or missing password?' and enter the registered email address to receive a message with a new password.

SUBMITTING SHOWS

Once you are logged on follow these steps to complete the submission process.

- Select Leicester Comedy Festival from the list of available festivals.
- You'll then be asked if you want to 'Apply with an existing event' or 'Create a new event'. Choosing an existing event will save you time and help keep your information organised. You can choose any of your existing events if they appeared at previous Leicester Comedy Festivals you've used Eventotron for.
- To create a new event enter the show name and click 'Next'. You can edit the show title later if you need to.
- You are now on the show submission page.

- You'll see a list of sections that need completing. Go through these one by one and fill out the required information. You can go back and edit each section at any time, up until the point you hit 'finalise' and pay the show fees.
- The 'listing' section is where you will find a live version of your brochure entry. Please make sure you check this carefully as there will be limited opportunities to make amends to this once you've finalised your submission.
- You need to tick the 'Streamed Online' box in the 'general' section. This will automatically assign it to the LCF Online 'venue'. You can add your performance date and time, under this 'venue', as well as ticket prices, allocation etc.

The allocation is the percentage of tickets you choose to be sold via the Festival's box office (with a minimum of 30%). It is less relevant for online events so you don't need to worry about this. If you have any doubt about it, please get in touch.

- Once you have filled in all the information Eventotron will be able to calculate the payment due:
 - Festival fee for a free online event is £20 incl VAT.
 - For a paid online event, you won't have to pay anything upfront. The Festival fee will be 5% of ticket sales from the Festival's Box Office. This will be taken from the settlement post-festival.

More information on fees can be found here - www.comedy-festival-takepart.co.uk/submitting-your-shows

- Once you've completed all sections, your progress bar should hit 100% and turn orange. You can click on the orange bar to complete and finalise your show submission and pay your festival fees. Your information will not be editable beyond this point.
- If you are adding additional shows you can do this now. To add another show move your cursor to the grey bar at the top of the page. It will expand giving you the option to 'Create a new event'.

Follow the process above through to completion. You can choose not to finalise & complete your show entries until they're all in, and then pay for them in bulk.

That's it, you're done!

Please contact the festival team on info@bigdifferencecompany.co.uk if you are struggling with the submission process.

**Show submission deadline:
Monday 1st February**



www.comedy-festival.co.uk