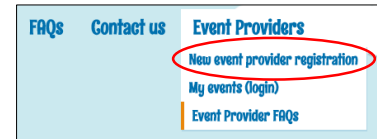




New Event Provider Registration

1. Go to www.kidsfest.co.nz.
2. Go to the 'Event Providers' tab, a drop down menu will appear.



3. Click on 'New Event Provider Registration'.
You will be redirected to the [New Event Provider Registration](#) page.

4. Fill in your business/organisation and administrator contact information. Fields marked with an asterisk(*) are compulsory.

5. **IMPORTANT:**

To register as a KidsFest Event Provider you must agree you are fully responsible for managing and running your event(s) including Health & Safety management. You must adhere to the [KidsFest Event Criteria](#) and agree to the [Terms and Conditions](#). You are required to provide an [Event Safety Plan](#) or similar to submit your application. If you do not provide this documentation your application will not be considered.



6. Once you have ticked that you agree with the Terms and Conditions click 'I am not a robot'.
This is for anti-spam purposes for KidsFest.
7. Click 'Register' to complete your registration.
8. A reply will be sent to your email address with an automatically generated password.
[Click the link](#) provided at the bottom of the email to begin registering your event(s).
9. You will be redirected to the 'Event Provider Login' page. Please enter your username (**your username is your email address**) and password to begin registering your event(s).

After logging in you will be directed to your 'My Events' page.

10. If you prefer you can now change your KidsFest password to something you are familiar with. Click 'Change Password', and follow instructions.

If the automatically generated emails do not appear in your Inbox please check your Junk or Spam folders.

If you encounter any further issues please contact the KidsFest Team at kidsfest@ccc.govt.nz.