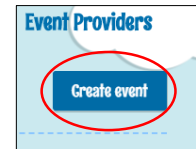




Entering an Event Application

1. Go to www.kidsfest.co.nz.
2. Go to 'Event Providers' tab, a drop down menu will appear.
3. Click 'My events (log in)'.
4. Log in. Enter your **username (this will be your email address)** and your password. Click 'Log in'.
(If you have lost your password follow the 'Lost or forgotten password' instructions).
5. You will be redirected to the 'My Events' page.
To create a new event click 'Create event'.



- Previous KidsFest event providers will see their past events listed under 'My Draft Events'. You can simply update your event details for this year by clicking 'Edit'. You will need to re-enter your date and time information as the dates/days will be different to last year.

Note – You can enter information and save it at any time. Incomplete entries will be saved in 'My Draft Events'. Your application will only be submitted to KidsFest once you have completed the entire application process, including attaching your Health & Safety documentation and agreeing to the Terms & Conditions. Once your application is complete it will be displayed in 'Submitted Events'.

CREATING AN EVENT

6. You will be redirected to the 'Create Event page'. Fields marked with * are compulsory.
Most fields are self-explanatory, the following explanations have been provided to clarify some descriptions.

Short description (for brochure) All KidsFest events have their own listing in the KidsFest brochure. It is designed to be a snapshot of the event only. The wording is to be kept very brief as there is limited brochure space, it will be edited by KidsFest administration if it is too long.

Full description (for website) All KidsFest events have their own page listing on the KidsFest website for their event. This is where the public are directed to find out more about each event. You can enter as much information in here as you require.

Event Images Applicants are able to upload up to 6 images or logos for their event.

Age Limit There are 3 age display options which will format as follows: KidsFest prefers option 1, but will consider Options 2 & 3 for some events.

1. Eg Age 3-13 - Select Minimum age, select maximum age
2. Eg Age 8+ - Select Minimum age, select maximum age at 'None'.
3. All ages - Select 'This is an all ages event' tick box

Caregiver Info **Caregivers are compulsory for children aged 7 & under at KidsFest events.** Exceptions are considered if you can prove you run events for children on a regular basis and have sufficient Health & Safety policies in place for children.
If your event covers both young and older children, select 'Caregiver optional' and if accepted we will specify in your listing that caregivers are required for ages 7 & under.

Family/Group Pricing This option is available if you have a family discount or group concession pricing options.

Expected number of event attendees KidsFest needs an estimate of the overall numbers of attendees you are expecting to attend your event.

Event Contact Info This is the public enquiry contact details for your event. If your event is accepted, the contact info you enter here will be advertised in your brochure and website listing.

KidsFest does not manage public enquiries about specific events for event providers as we may not have updated information about your event. If an enquiry is received we refer the enquiry directly to the event provider for full information and response.

7. Once you have entered your details in the boxes provided click 'Save event'.



**** IMPORTANT - You MUST click 'SAVE' for your information to be saved! ****

You will be redirected back to your 'My Events' page. A list of your created events will appear in 'My Draft Events'. You can now add dates, times and venues for your event.

ADDING EVENT TIMES AND VENUE

8. Click 'Add time & place'



9. You will be redirected to the 'Event time and venue' page. Fields marked with * are compulsory. You will need to complete the following:

Event time(s) You can **only enter your first event time** here. If you have more than one event time you will be able to duplicate dates and time once you have saved this first entry.

Event occurrence There are 3 options which will display as follows:

Individual occurrence	To be used if your event does not occur every day or every weekday during KidsFest
Daily occurrence	Select if your event occurs every day during KidsFest including the weekend
Weekday occurrence	Select if your event occurs every weekday (Mon-Fri) during KidsFest

Event attendance Only use 'multi-day attendance' if event participants must attend your event over more than one session. Examples include a multi-day workshop or overnight camp.

Venue You must enter an event venue. If your venue is not listed in the drop down menu please 'Request a venue to be added'. Your venue request will be confirmed via email once it has been approved by KidsFest administration, it may take up to 24 hours for your request to be approved.
If you are waiting for venue approval please select *PENDING in the drop-down option.

Weather plan If your event is at an outdoor venue or is affected by weather please specify your alternate weather option.

Limit numbers Tick this box if you have limited numbers per session available for your event. Please specify numbers in the additional 'Max number of attendees' pop up box.

Additional venue information

Use this for any extra venue information such as disabled access, parking options etc.

Alternative website booking address:

Some ticketing systems allow specific website URLs to direct public bookings directly to the specific event time on the ticketing website. If your ticket provider has this option please enter your unique URL here for that specific session time.

10. Once you have entered your first date, time and venue, click 'Save time & place'.



11. Your first event time and place will show under 'Event Times & Places'.

You now have the following options: [Delete](#), [Duplicate](#) or [Edit](#) your event time & place. This is where you can duplicate your entry to create additional session times.

DUPLICATE EVENT TIME:

Use this option if you are using the same venue for all of your events.

- Click 'Duplicate'. An additional event time will appear.
- Click 'Edit' to add an additional event time.

ADD TIME & PLACE

Use this if you have additional sessions using different venues.



12. Once you have entered all of your times and places, click 'Save'.

**** IMPORTANT - You MUST click 'SAVE' for your information to be saved! ****

13. You will be redirected back to 'My Draft Events'.

SUBMITTING YOUR EVENT APPLICATION

Once you have completed all of your event information and have your Health & Safety documentation ready to attach with your application, you are ready to submit your application to KidsFest.

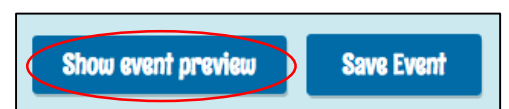
14. Go to 'My Draft Events'

15. Select your event you are ready to submit and click 'Edit'.



16. Check all your information is correct.

You can preview all of your event information to ensure it is correct. Click 'Show event preview' to view your event details.

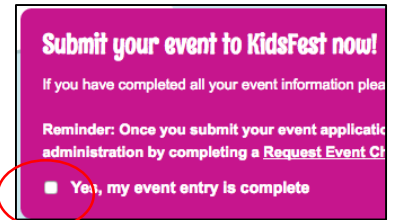


17. Once you have checked your information is correct scroll to the 'Submit your event to KidsFest now!' check box.

A pink button with white text that reads "Submit your event to KidsFest now!".

IMPORTANT: Please ensure all your details are correct. Once you submit your event application you will be unable to make any changes to your event. If you require any further amendments you will need to send a request to KidsFest administration by completing a [Request Event Change](#) form.

18. To submit your event entry tick 'Yes, my event entry is complete'.



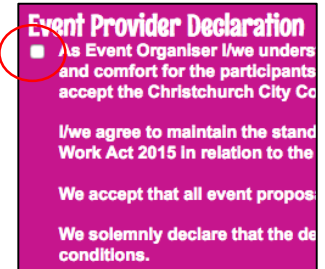
Submit your event to KidsFest now!
If you have completed all your event information please
Reminder: Once you submit your event application you will be unable to edit your event information. For event administration by completing a Request Event Change.
 Yes, my event entry is complete

19. A Health & Safety checkbox will appear. Please read this carefully and upload your Health & Safety documentation. 'Choose file' to upload.



Upload your Health and Safety Plan Document

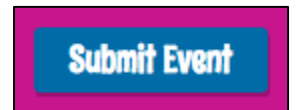
20. Once you have uploaded your Health & Safety documentation you must tick the 'Event Provider Declaration' box. Please read the text carefully. You must confirm that you have read and understand all of the conditions and that you agree to the KidsFest Terms & Conditions.



Event Provider Declaration
 As Event Organiser I/we understand and accept the responsibility for the safety and comfort for the participants and accept the Christchurch City Council's Terms & Conditions.
I/we agree to maintain the standard of the Work Act 2015 in relation to the event.
We accept that all event proposals must be approved by the Christchurch City Council.
We solemnly declare that the event will be conducted in accordance with the above conditions.

21. The extra tick boxes of Child Protection Policies, Police checks and Public Liability Insurance are optional. If you wish to, please tick if you have any of these in place within your organisation to support your event application. KidsFest may ask to view these if required.

22. Tick the 'Submit' button to submit your event application!



Submit Event

Warning: Once you have ticked this box you will no longer be able to edit your event, however you will still be able to preview all your event information. To make any further changes you will need to request changes through KidsFest administration.

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