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 Login if you have an existing account or click register

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'.

   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 as **'Pending'**.

CREATING AN EVENT STAGE ONE

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.

Event Title	This will be the name of your Event
Catagory	You will be required to select from 5 Different categories for your event
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.
Age Limit	There are drop down menus so you can select from 0-17 years
Accessibility	There are a number of options available depending on what your venue or event can cater to.
Pricing	You will need to enter a price for the event as well as select if you have family or group pricing available
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.

Times and Places   *This section requires you to enter a Venue for your event as well as adding in what days your event will take place on, this information is used to build the online brochure listing*

Once you have entered your details in the boxes provided click 'Save event or select the tick box Submit for approval '.

When you click submit for approval a window will open asking for you to complete the below.
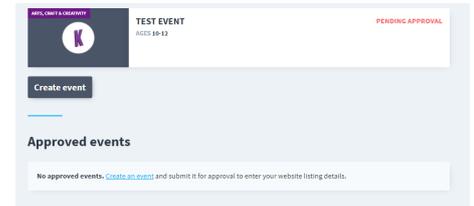
Check and confirm your digital brochure listing.

Health and safety documents

Police vetting form (if your event requires Caregivers please email Kidsfest@ccc.govt.nz for an exemption notice)

Confirmation you have a child protection policy

Public liability insurance

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

Creating an Event stage Two

Once you have completed and submitted your event for approval your event will be marked with pending approval.

A member of the KidsFest Team will then go though and review your event then approve if it is complete and meets the criteria.
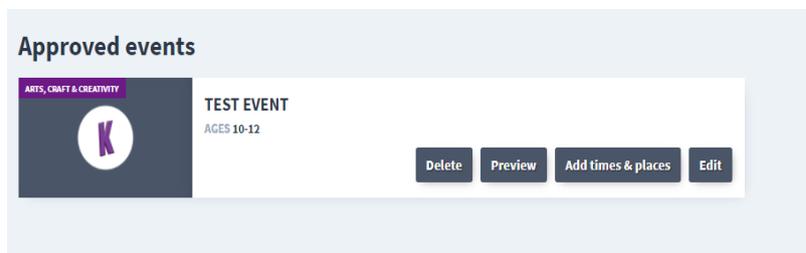
Event Approval Yay!!!!!

Now your event has been approved you will be notified and required to EDIT and add some additional information.

Event Description   You are now able to add in the full description for your event for the web listing.

Images   *You're now able to upload a maximum 6 images to your listing that will be visible to all those who search or visit your event on the kidsfest website.*

Booking Information   *This is where you will need to let potential event goers know how they can book tickets. There will need to be either a phone number and email or a booking URL link to a ticket site such as Ticketek, Humanitex, EventBrite*

Contact Information   *Contact information is required from the Event organizer encase there is any issues with a member of the public have any issues when booking tickets for the event.*
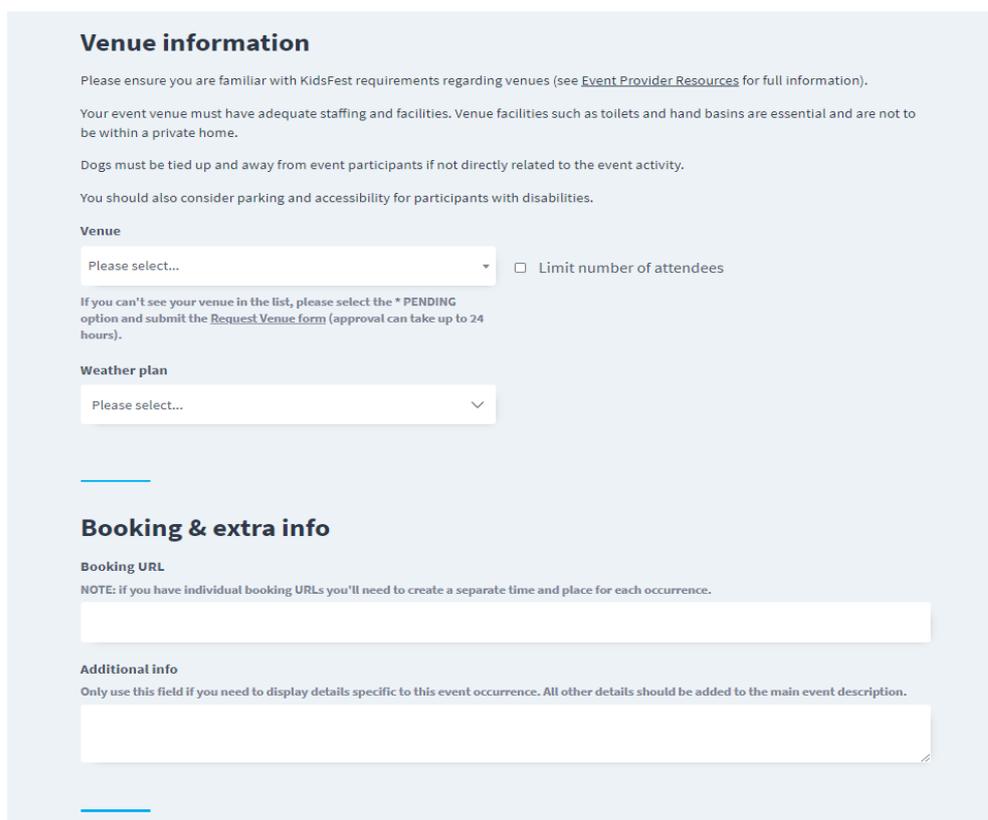
Times, Places and Booking Links
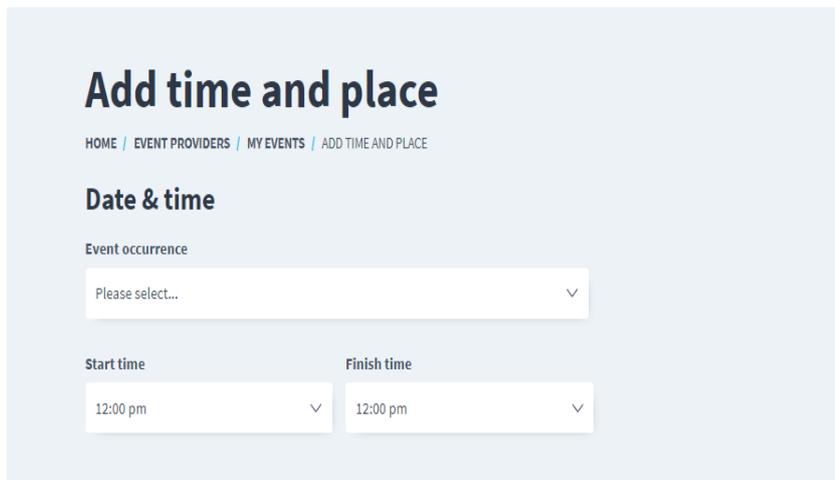
This section requires the input of Specific Times and Dates for each event instance (if multiple Days or Time)

You can either input individual days and time or you can select that the event runs every day of KidsFest or Every weened of KidsFest.

Aditional information required in this section is if your event has a Wet weather plan or if it is an indoor venue.

When selecting a venue this will cause a Google map to be linked to your event making it easier for those attending to find you.

Once all these step have been completed your event has now Ready for KidsFest, If at any time you need to edit the online information you can go back and change or update it if your tickets sell out.

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