Getting Started

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- Logging in
- Request access to an events programme

Proposing an event

- Description
- Time and date
- Venue
- Enquiries and booking
- Organiser details
- Images

My Account

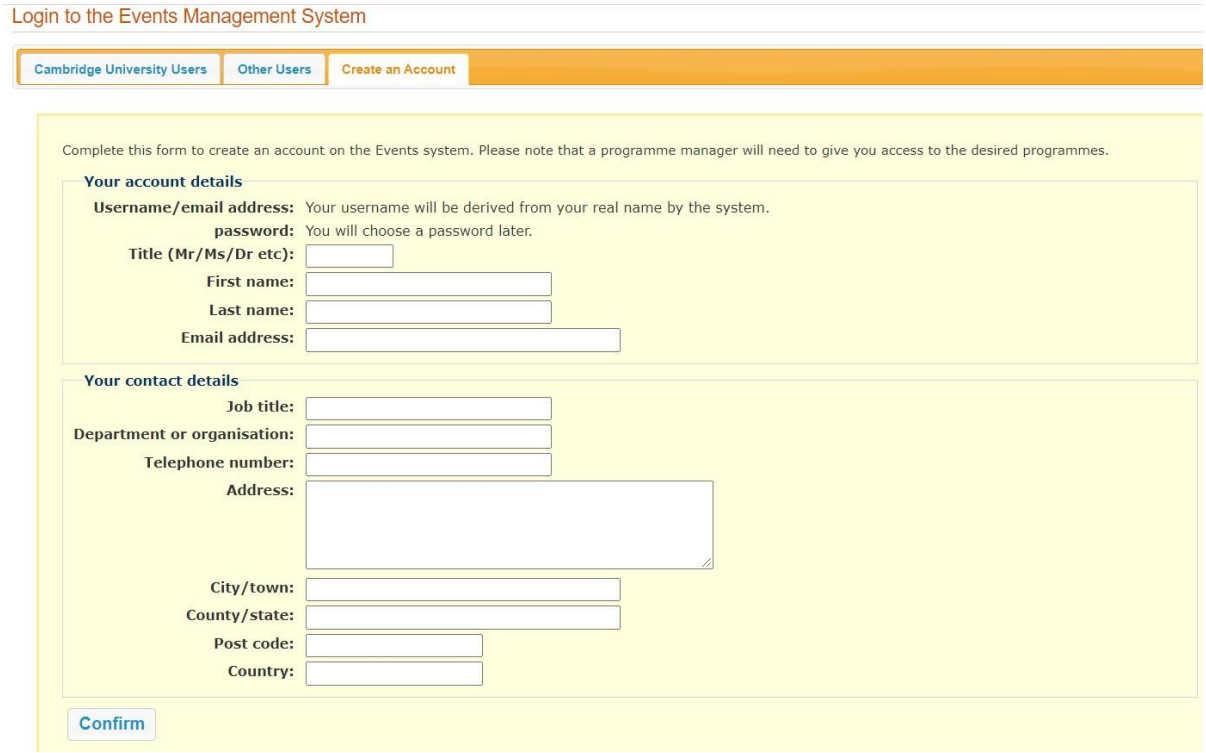
- Account details
- Contact details
- Preferences
- Access to events programmes

Getting Started

This document provides instructions for how to use the EMS, information on how this data will be used on our website, it also provides the information you will need to submit your event for the Cambridge Festival.

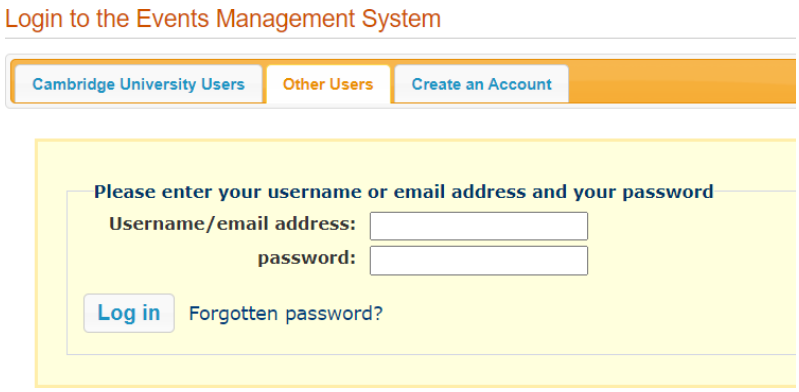
Creating an Account

First, you will need to create an account in the system. Please fill out all fields as best you can and include up to date contact details. We will use this information to contact you about your event.



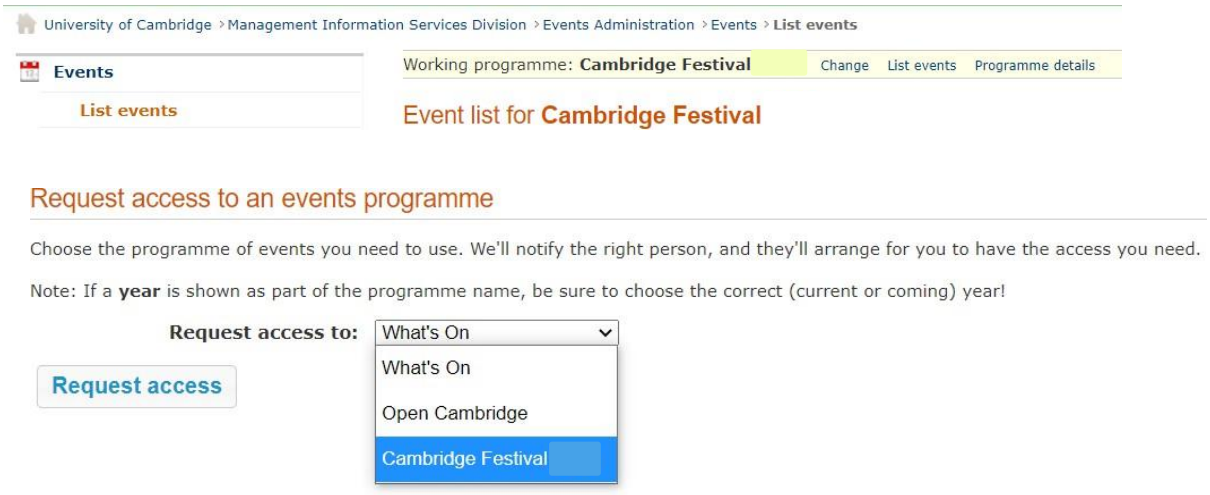
Logging in

If you have used the system before your account should still be active. **Cambridge University users** can **login with Raven** accounts. If you are an external contributor, you will need to click on **Other Users** tab to log in with your username and password.



Request access to an events programme

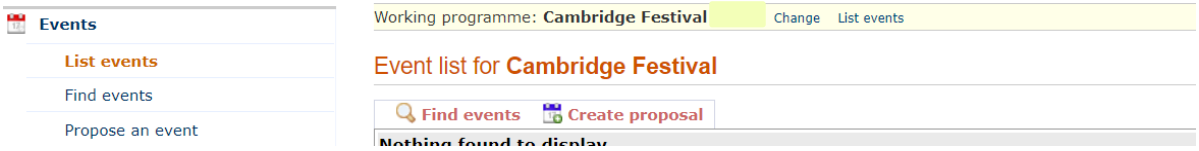
Once you have logged in, or created your account, you will need to request access to submit your event/s, please make sure you select the correct year. We aim to grant access requests as soon as possible. If you have problems, or if your account has not been given access **within 2 working days**, please contact us.



Proposing an event

Now you have successfully created your account, logged in and been given access to the correct events programme you are ready to start drafting a proposal.

To begin, click on the **Events** tab and then click **Propose an event** or **Create proposal.**



After clicking 'create a draft event' a new page will appear. Be sure to complete all the required information in each tab. Required fields will have a star at the beginning (*).

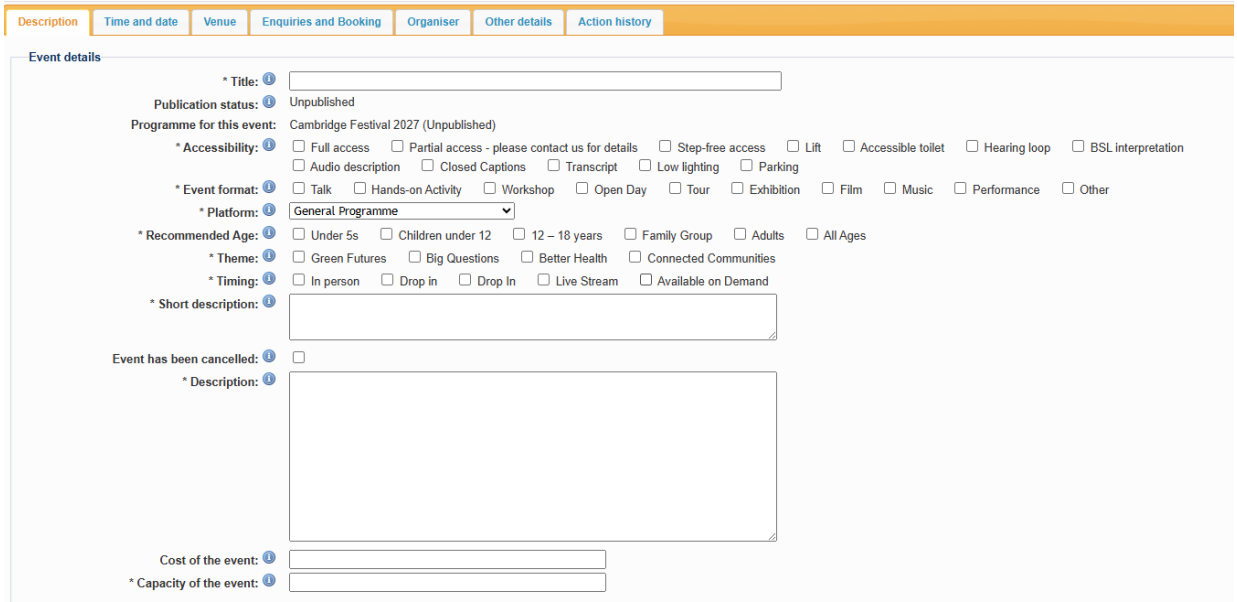
NB: The current system does not allow drafts to be saved. We would recommend outlining your event information in a separate document and completing the EMS entry once you have all the details.

Hover over each blue (i) symbol for key information about what to enter in each field.

Description Tab

This is the main body of information about your event.

Only fields with asterisk are required*



Accessibility

You may find the University guidance on Accessible Materials helpful.

Event Format

This is the format of your event; you can select more than one option if your event covers multiple formats.

Platform

To help with marketing and website filters, we ask you to selection from one of the four platforms: General programme, Family Weekend, Biomedical Campus Day and the Cambridge West Day. Please only select one of the family days if your event is taking place on that date.

Recommended Age

Please include the recommended age for attendees of your event.

Theme

Please select at least one festival theme that describes your event, you may select up to 2 themes. You will notice that these have been updated for 2027.

Timing

Please include your event timings. If your event will be live streamed, recorded and then available online afterwards please select both options.

Short Description

between 1 and 400 characters

We may use this text to promote your event on social media - 30 words or less. If you would like the name of your speaker and/or your department, please ensure you add this to the text. Occasionally we must edit this text. If we make substantial changes, we will contact you to authorise these.

Description

5 and 2500 characters

The full details of your event and what your audience should expect. This is used for the website listing; text can be updated by admin after the programme is published. Make sure to include keywords in the description to make your event more searchable. You are welcome to repeat the short description text, you can also include additional information, links to your website and social media accounts.

Cost

NOT REQUIRED

Almost all events within the festival are free to attend. If you plan on charging for your event, please get in touch with us. We are unable to take paid bookings on your behalf.

Capacity

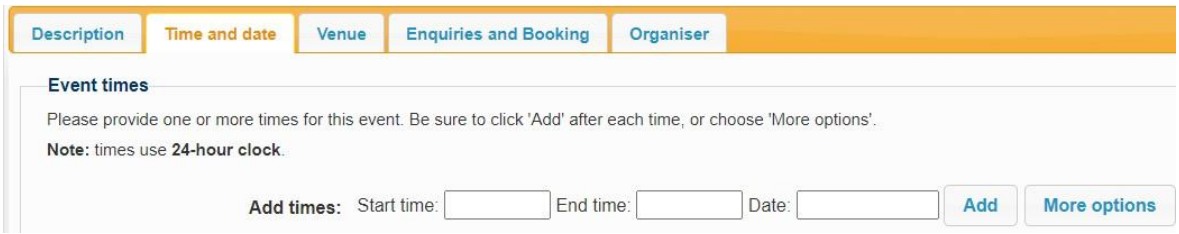
NOT REQUIRED

Include the capacity of your event if relevant; this field is not mandatory and can be left blank. This information is not visible on the website but used if we need to set up event booking for you.

Time and Date Tab

Enter the time and date of your event, then click **Add**. To add additional session times and/or dates, enter the details then click on **Add**.

For advanced scheduling options, click **More options.**



Venue

Ensure to include all information for attendees to be able to find your event. This information will be visible on the website and will be used in the PDF programme so it is important it is accurate.

Enquiries and Booking Tab

Choose whether your event **Booking** is recommended or required. We are unable to change this.

The 'unavailable' option was removed last year as audiences found it confusing - they thought it meant something was booked out. Last year, we asked people to choose 'recommended' for drop-in events and then to put the text: 'Drop-in event, no booking required' into the 'other details' box. This text will show up in the programme. If you then list a departmental website address, this will allow you to submit the event.

We are happy to take bookings for you through our system if your event has a limited capacity (e.g. a workshop or other highly interactive, small-group discussion) Please fill in the following details if you want us to take bookings on your behalf:

Name: Cambridge Festival

Email address: cambridgefestival@admin.cam.ac.uk

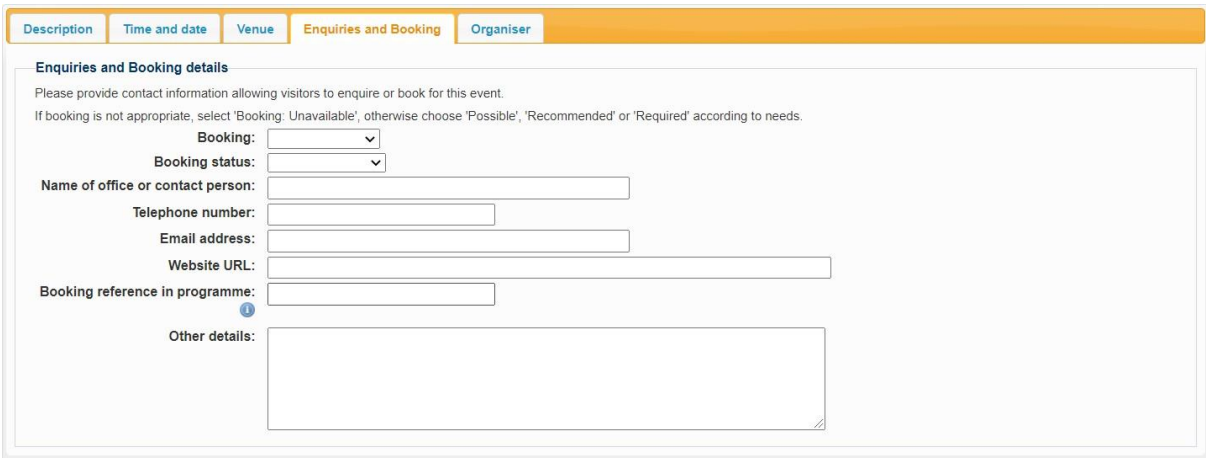
Other details: Please arrange bookings!

You will be set up with subuser access and will be responsible for managing your event (setting up waiting lists, emailing attendees, printing attendee lists etc) within the ticketing software (e.g. Eventbrite).

We are unable to take bookings for paid events, please make your own arrangements. If you would like to take your own bookings, enter your public contact details here.

DO NOT INCLUDE PERSONAL CONTACT DETAILS HERE

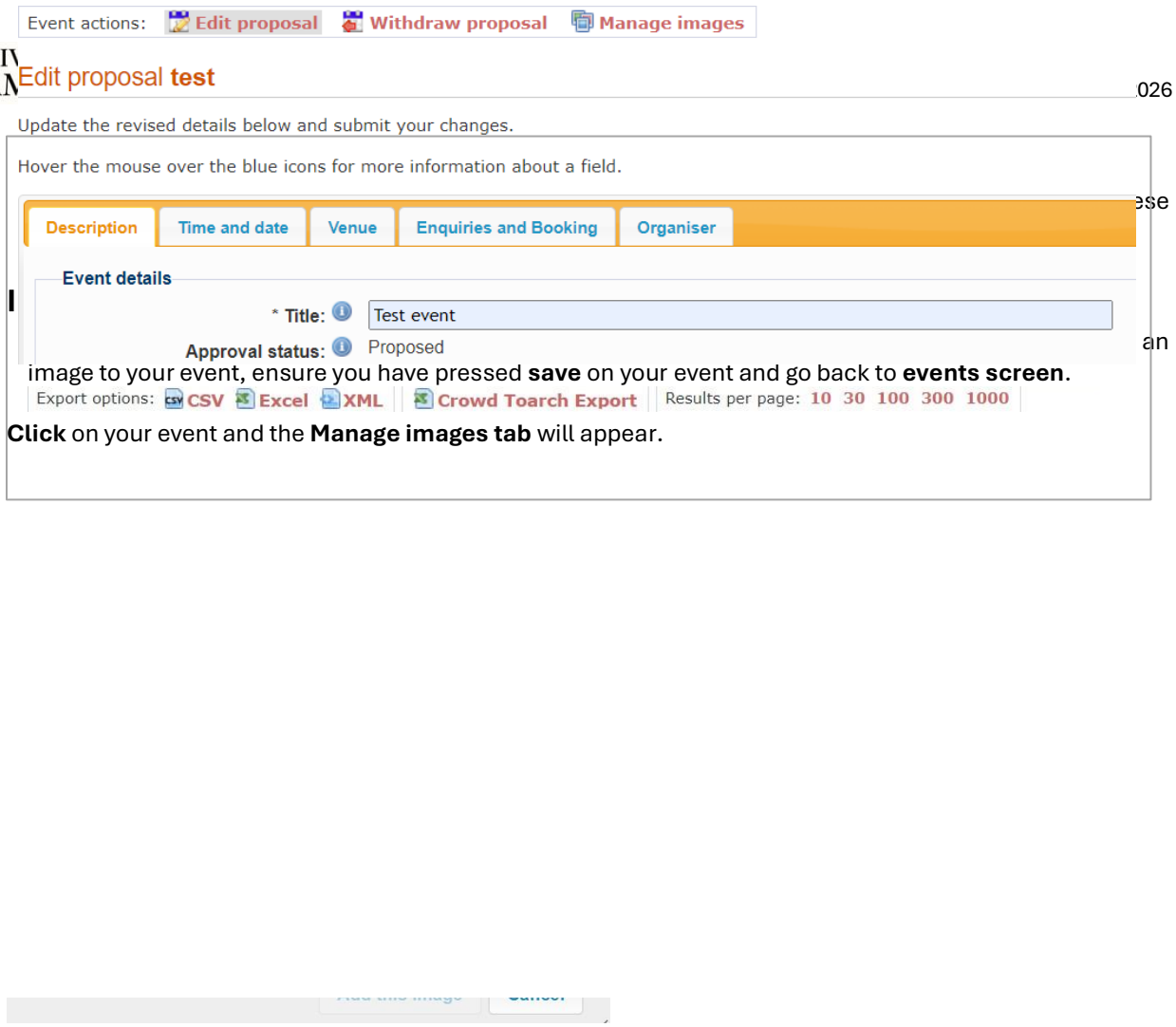
Please include any links/information about your online platform in **Other details**.



Organiser Tab



This is where you can enter details for the organiser of the event, it gives you the option to automatically paste your account details if you are the organiser of the event. You can only have one organiser per event. Please make sure this information is correct as this is how we will contact you should an issue or query arise.



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image to your event, ensure you have pressed **save** on your event and go back to **events screen**.

Click on your event and the **Manage images tab** will appear.

Be sure to add a description for screen readers e.g. 'A family enjoying an afternoon picnic' Ensure you credit the photographer.

DO NOT BREACH COPYRIGHT RESTRICTIONS USE YOUR OWN IMAGES OR THOSE THAT ARE COPYRIGHT FREE OR HAVE A CREATIVE COMMONS LICENCE.

Please get in touch with us if you have any queries regarding photograph use. If you need copyright-free photos to advertise your event, we have suggestions where to find them on the Cambridge Festival coordinators' page.

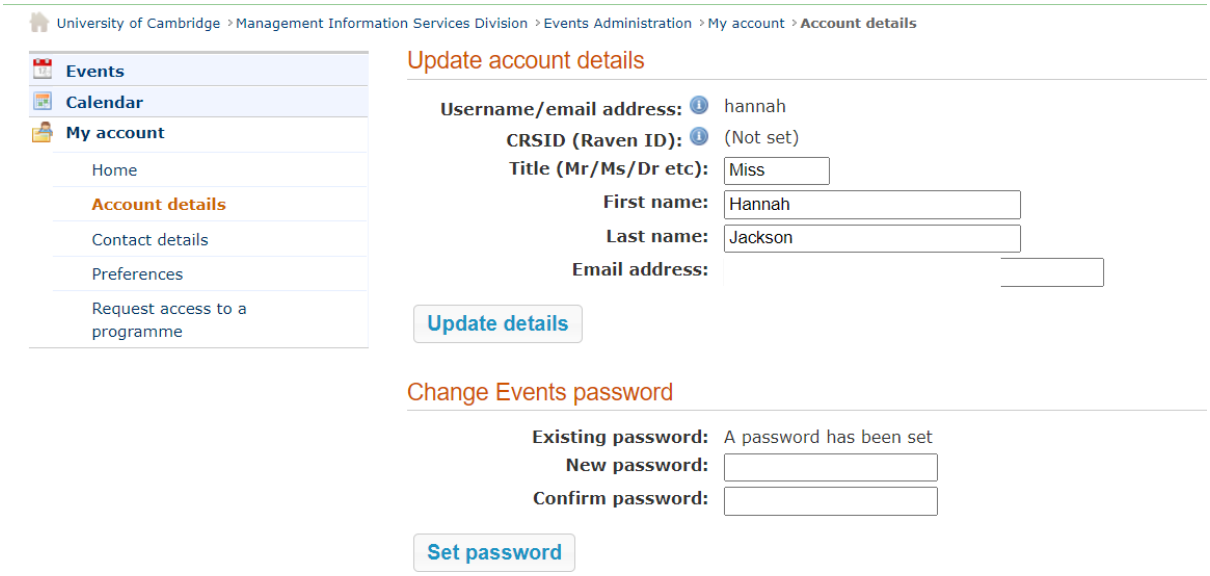
While only one image will appear on the website, you are able to upload several different images. Please make sure you select the circle next to your preferred image, and this will be pulled through.

My Account

While you wait for access into the programme, take some time to check your account details are up to date, we will use this information to contact you about your event. You can also change preferences to suit your needs, making event submission easier for future festivals.

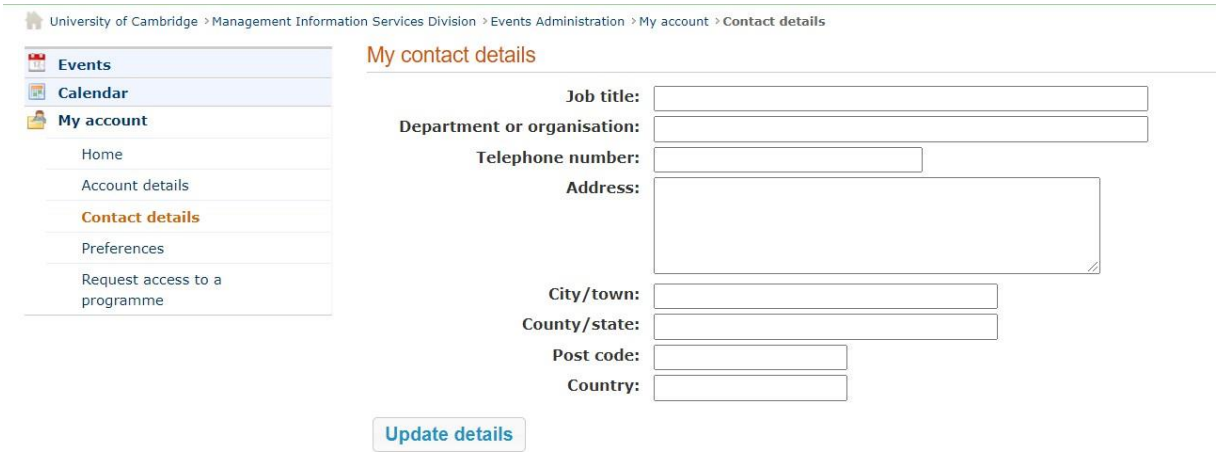
Account Details

This is where you can edit/update your full name, email address and password.



Contact Details

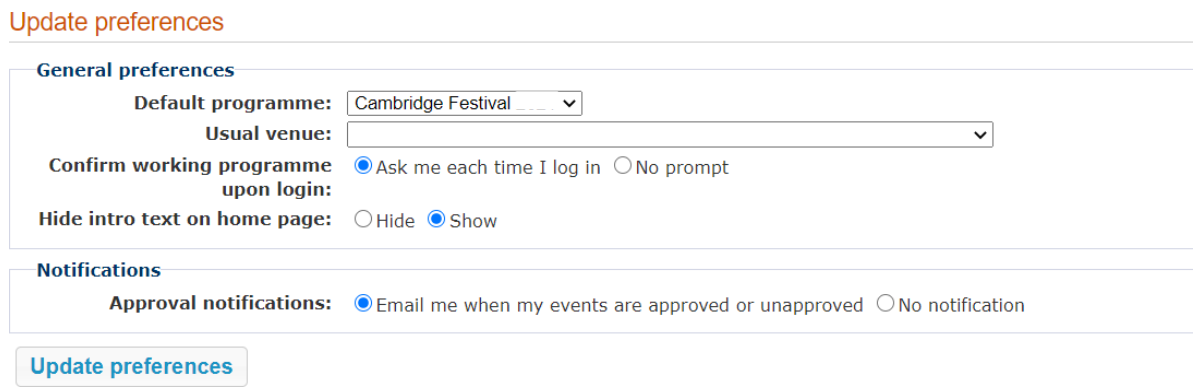
Please make sure that your contact details up to date, we will use this information to contact you about your event.



Preferences

In preferences you can:

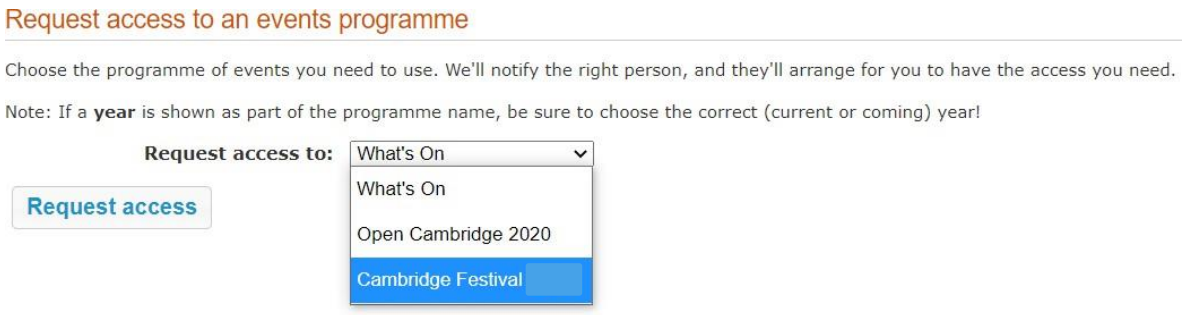
- Set your default events programme
- Set a default venue for event submission
- Update email notifications



Request access to an events programme

This is where you can request access to events programmes including Public Engagement Festivals and the What's On listings.

For more information about What's On events listings please contact events.



If you have any questions or experience any technical issues while submitting your events please contact us.