Event Management System (EMS)

How to submit your event details

Office of External Affairs and Communications
Logging on to the system

Go to: https://webservices.admin.cam.ac.uk/events/admin

Log into the events system using your Raven details or your username and password. If you are new to submitting events, please set up a username and password and then email us when you have added yourself to the system. We will then authorise you to propose events into the system.

Once you have been confirmed as an event proposer log-in through the process above.
Setting the working programme and propose an event

Set the working programme:
Click ‘change’ select ‘Festival of Ideas 2016’

Propose an event
Event description

Title house style: Use lowercase lettering except at the beginning of sentences and for names.

Disabled facilities: please complete this.

Event aimed at: adults / children or teenagers. Children and teen events will be considered for the Events for Young People leaflet. This information is optional.

Short description: this information will go into the printed programme: 30 words max! If you want the name of speaker in the programme, please include this here.

Description: extended description for the web (you can repeat info from short description again): no max word count.

Cost of event defaults to free if left blank.

Please enter how many people you could have at your event.
Short description: This information goes into the printed programme. Please make sure that you include all the information in there that you would like to have in the programme. The Festival team does, however, reserve the right to edit this description as we see appropriate.

Long Description:

www.festivalofideas.cam.ac.uk

Individual listing pages for each event display the longer description

(If you only have a short description, then please copy this into the long description box)
To add additional times or dates, click on ‘More options’. You can add events so that they occur daily, weekly, monthly, yearly or on bank holidays. Click ‘Store this rule’ to save your options.

Fill in the event details by clicking on each of the tabs at the top: ‘Description’, ‘Time and date’, ‘Venue’, and ‘Enquiries and Booking’.
Click on ‘Browse existing venues’ to see if your venue has already been added to the system.
Enquiries and booking

VERY IMPORTANT:
Only include this information if booking is required. This information will be made publically available so please only enter details here if they are to be used for booking purposes.

You do not need to complete the booking reference – this will be filled in later by the Festival Team.
Organiser’s details

None of the organiser’s details appear on the website – it is for office use only

- Click ‘use my details’ if you are the event organiser
- Please input all other organiser’s details into the ‘other details’ section if they would like to be on the email mailing list
- Click ‘confirm’ when you have double checked all the event details
Manage images

Photos are compulsory and will help attract people to your event

Manage images: please input an image to illustrate your event. You will only be able to add jpegs to the system. Ideally landscape rather than portrait.

Description: this is just for reference

Credit: for example the photographer’s name

Submitted photos may go into the printed programme so please make sure you have permission to use and that they are AMAZING!
Click ‘confirm’ to submit the details of your event
After the deadline

• **Do not edit your event in the Event Management System after 31 MAY**

• All revisions or new events after the deadline must be sent by email (please try and avoid entirely though!) : malavika.anderson@admin.cam.ac.uk

• Your event will be accepted into the programme or if it isn’t for some reason, I will email you to explain why it is not suitable.

• If there is sufficient time, you might be able to proof and review a word document of copy for the printed programme to check that the content is correct pre design. (Please note, after this stage descriptions may still be edited to fit the limited space in the printed programme)

• Website will go live at the end of August or start of September. All changes to events or new events must be sent by email. Changes will be displayed on website and included in emails to our mailing list
Contact details and deadlines

Malavika Anderson
01223 764930
Malavika.anderson@admin.cam.ac.uk
cfi@admin.cam.ac.uk

Deadline for submitting your event information is:

31 May 2016