

ASSOCIATED EVENTS

**TASTING
AUSTRALIA**

PRESENTED BY



**EVENTOTRON
APPLICATION
INSTRUCTIONS**

HOW TO COMPLETE YOUR EVENTOTRON APPLICATION

- Visit <https://www.eventotron.com/>

- Click Login / Sign up

If you have previously registered an event with Tasting Australia, please use your existing login details.

- Click on Festivals & Seasons and search for Tasting Australia 2022

- Click Apply

- Work your way through the application by completing Steps 1 – 12.

IMPORTANT: See below for detailed instructions on how to complete Step 4: Venue Finder Tool and Sessions & Prices.

OFFICIAL

DETAILED INSTRUCTIONS ON HOW TO COMPLETE STEP 4: VENUE FINDER TOOL AND SESSIONS & PRICES

If you have registered an event before you can search for your Venue in the venue search bar or alternatively click on Add My Own Venue

Step 4: Venue Finder Tool and Session & Ticket Prices

Venue search Choose Facilities... Go Add my own Venue

Town Square New Message
Victoria Square SA 5000
Venue Capacity: 1000

Town Square RAA Rooftop New Message
Victoria Square SA 5000
Venue Capacity: 40

OFFICIAL

Click on the Interact tab

Venue Profile **Interact**

Town Square

Venue capacity: 1000

Venue description: Town Square is a beautiful outdoor space with a large lawn and a covered area. It is perfect for outdoor events and gatherings. The venue is located in the heart of the city and is easily accessible by public transport. It is a great venue for a variety of events, from corporate functions to community events. The venue is also a great place to enjoy a picnic or a BBQ.

Space type

Facilities

Click on Join Venue and Event

Venue Profile **Interact**

Use this section to maintain a dialogue and/or express interest in working together at Tasting Australia 2022 presented by RAA Travel.

Send Message

You are posting as the Season Manager of Tasting Australia 2022 presented by RAA Travel

Join Venue and Event

Archive conversation

Once you see the green Saved tick in the corner click out of the venue finder tool.

OFFICIAL

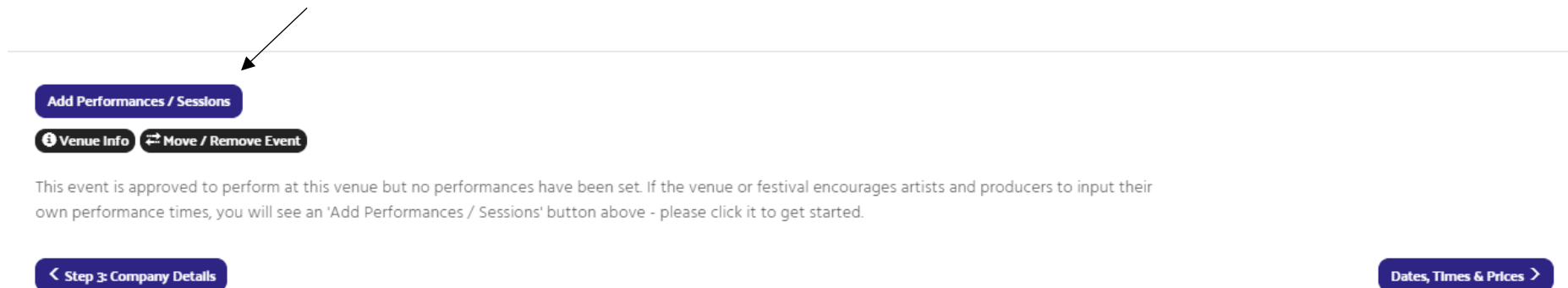
Now refresh your page.

You will now see your venue displaying on the left.

Click on Dates, Times & Prices



Click on Add Performances / Session



OFFICIAL

Enter start time, length, date, ticket price and capacity.

Start:

Length:

Drop-in:

Tickets:

Full Price:

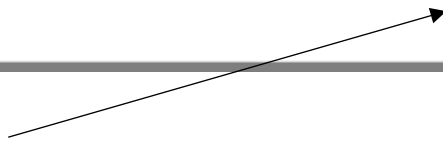
Alternate Ticket Types:

Dates: Select one or more dates for your new performance(s).

April 2022

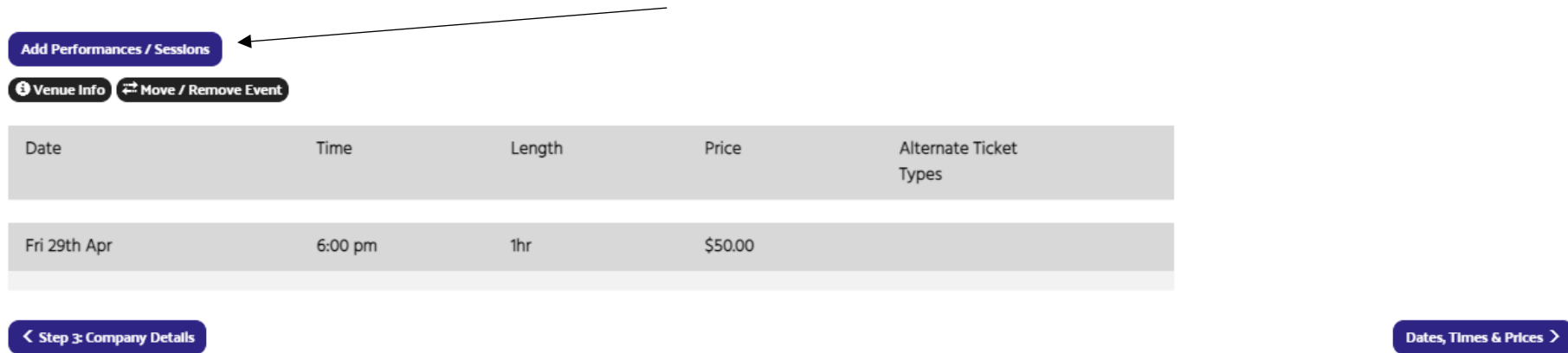
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Then click create performances



OFFICIAL

If you have additional sessions to add, click on Add Performance / Sessions



The screenshot displays a user interface for managing event sessions. At the top left, there is a dark blue button labeled "Add Performances / Sessions" with a white arrow pointing to it from the text above. Below this button are two smaller buttons: "Venue Info" with an information icon and "Move / Remove Event" with a double-headed arrow icon. The main content is a table with the following structure:

Date	Time	Length	Price	Alternate Ticket Types
Fri 29th Apr	6:00 pm	1hr	\$50.00	

At the bottom left, there is a dark blue button with a white left arrow and the text "Step 3: Company Details". At the bottom right, there is a dark blue button with the text "Dates, Times & Prices" and a white right arrow.

Once all sessions are added you can now proceed to Step 5: Event Details.

TASTING AUSTRALIA

PRESENTED BY



ASSOCIATED EVENTS 2022

FOR MORE INFORMATION ON
THE 2022 ASSOCIATED EVENTS, PLEASE CONTACT:

Madeline Burke, Senior Event Coordinator
madeline.burke@sa.gov.au, (08) 8463 4585

TASTINGAUSTRALIA.COM.AU

    #tastingaustralia

