

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 2024
- Click Apply
- Work your way through the application by completing Steps 1 – 11
IMPORTANT: See below for detailed instructions on how to complete Step 4: Venue Finder Tool and Sessions & Prices

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

Click on the Interact tab

Venue Profile **Interact**

Town Square

Venue capacity: 1000

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

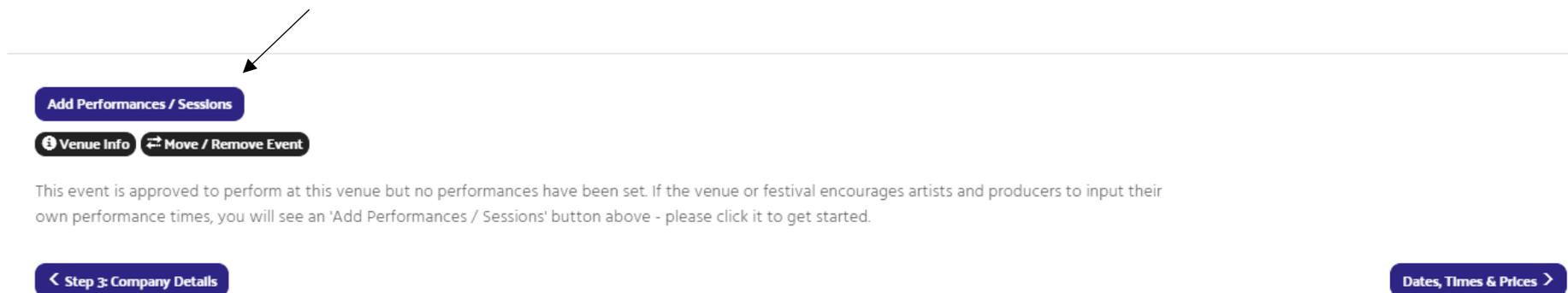
Now refresh your page

You will now see your venue displaying on the left

Click on Dates, Times & Prices



Click on Add Performances / Session



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

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

Add Performances / Sessions ←

Venue Info **Move / Remove Event**

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

< Step 3: Company Details **Dates, Times & Prices >**

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

At Step 12, if you have completed everything needed for the initial application your progress bar should be at 94%. Please then check the box to complete and submit your application. After you have been accepted into the program by the Tasting Australia team, you will finalise copy and payment which will take the task bar to 100%.

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FOR MORE INFORMATION ON ASSOCIATED EVENTS
PLEASE CONTACT:

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