



**Canal &
River Trust**

Making life better by water

Online Events Application Form Guidance Notes

December 2019



Introduction

The new event web form system will allow us to process every application more and efficiently enables you, as organisers, greater visibility of your application once submitted (giving you a live dashboard).

This document will give direction on how to use the online application form. It is hoped that the system is self-explanatory, but we have produced these guidance notes to assist if required.

Register a My Trust Account and login

1. Register a My Trust account to enable you to fill in the web form. If you're not currently registered, you can do this at <https://canalrivertrust.org.uk/my-trust/register>
2. Log on to the web form by using (preferred) the web link in Chrome or Firefox <https://events.canalrivertrust.org.uk/>
3. Enter your My Trust account details.

Events - Canal & River Trust

https://events.canalrivertrust.org.uk/login

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Login

Email address *

Password *

Login

* Mandatory fields

Search Windows | [Taskbar icons] | 10:17 01/11/2019

Entering details onto the form

4. You should see your dashboard screen which lists all the events you submit.

The screenshot shows the 'Dashboard' page of the Canal & River Trust website. The header includes the logo and tagline 'Making life better by water'. A green '+ Create Event' button is prominent in the top right. Below the header is a search bar and a 'Show/Hide Filters' button. The 'Applied Filters' section shows 'Start date: 01/11/19'. There are two view options: 'List View' (selected) and 'Map View'. A table with columns 'Name', 'Date(s)', and 'Status' is visible, with a 'Previous 1 Next' pagination control below it. The Windows taskbar at the bottom shows the date as 01/11/2019.

5. Then click on the Create Event button – fill in your event detail and click Next.

The screenshot shows the 'Create Event' form with four tabs: 'General information', 'Times and locations', 'Promotion', and 'Summary'. The 'General information' tab is active. The form fields include: 'Event name *' (text input), 'Brief description' (text area), 'Event type *' (dropdown), 'Organisation / group name *' (text input), 'Organisation / group type *' (dropdown), 'Event held previously' (checkbox), 'If your event is a charity / community event, what is it expected to raise?' (text input with currency symbol), 'Significant activities' (multi-select dropdown), and 'Audience / participant profiles *' (multi-select dropdown). A blue 'Next' button is at the bottom. Annotations with arrows point to each field with the following text: 'Title of event', 'Description', 'Click on what type of event you are organising', 'Company or organising group name If an individual organising just the name of organiser', 'Type of organisation', 'Click if previously held and enter date below', 'Where it was held last time', 'Expected to raise?', 'List the series of activities Hold down Ctrl button and click on all relevant for multiples', and 'List the series of audience profiles Hold down Ctrl button and click on all relevant for multiples'. The Windows taskbar at the bottom shows the date as 02/12/2019.

6. For time and place click on Add Time and Place

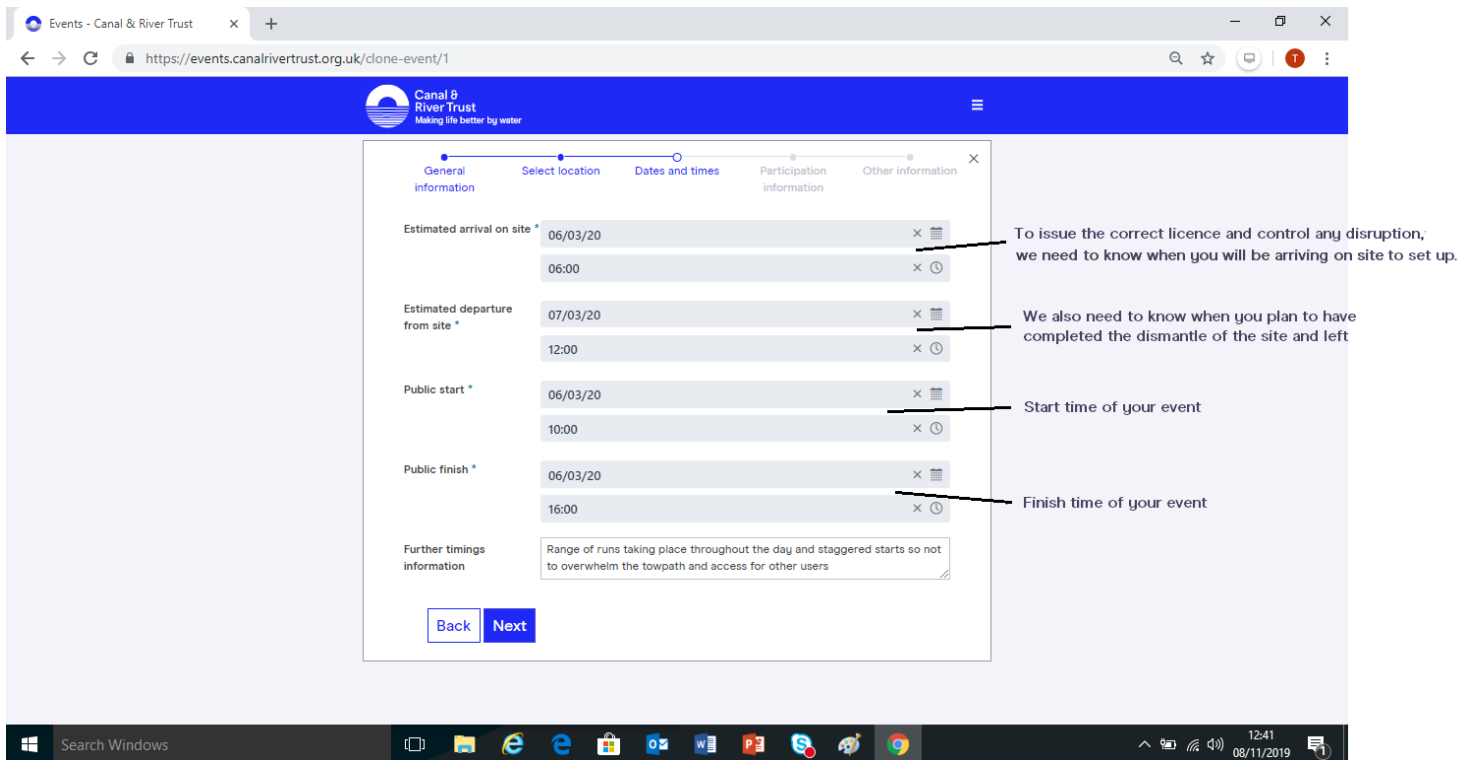
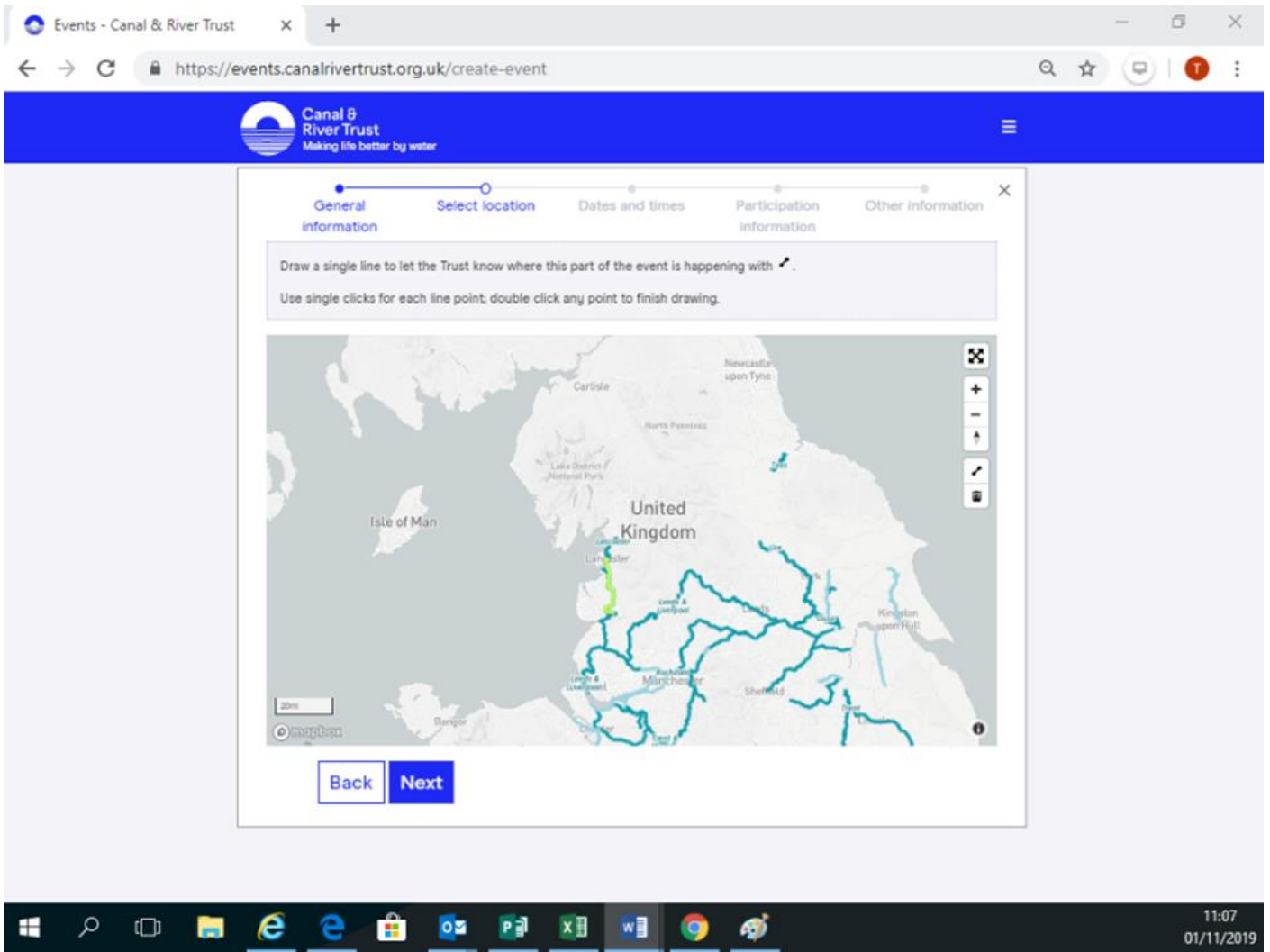
This function gives you the opportunity to list different events under one event title (i.e. if you are holding markets around the country, instead of entering each event individually you can combine them under one events banner for the year). If you're only entering one event you only need to add one Time and Place. Description just differentiates each of these.

If you have only one event use your 'Title of Event' for description. If you however have multiple dates then maybe use place and 'Title of Event' (e.g. Rugby Market, Gloucester Market, Northwich Market) for description.

The screenshot shows the 'Edit Event' interface for the Canal & River Trust. The main form has a progress bar with four steps: 'General information', 'Times and locations', 'Promotion', and 'Summary'. The 'Times and locations' step is currently selected. A modal window is open, titled 'We need to know each time your event enters or leaves Trust property.' This modal has its own progress bar with five steps: 'General information', 'Select location', 'Dates and times', 'Participation information', and 'Other information'. The 'General information' step is active. The modal contains a text input field for 'Description *' with the value 'North West Market'. Below the input field are three toggle switches: 'Mooring restrictions' (checked), 'Towpath restrictions' (unchecked), and 'Navigation restrictions' (unchecked). At the bottom of the modal is a blue 'Next' button. Below the modal, on the main form, are a blue 'Back' button, a blue 'Next' button, and a green '+ Add time and location' button.

7. It is vital that you indicate if you require any restrictions to be put in place to enable your event which may disrupt our normal operations. Things like mooring restrictions, towpath restrictions etc. If any of these are ticked, we will contact you to ask your needs once the application has been submitted.

The map function allows us to see the event location.



nts.canalrivertrust.org.uk/create-event

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Create Event

General information Times and locations Promotion Summary

We need to know each time your event enters or leaves Trust property.

General information Select location Dates and times Participation information Other information

Estimated attendance / participant numbers * 50

Estimated spectator numbers (if applicable) 100

Charges For participants Detail any charges for participants and / or visitors to your event (max 400 characters)

Back Next

Please let us know the estimated number of attendees. If it is a free event (open to the public) like a canal festival then this is the only box you need to fill in

If the event is a competition and you have competitors then fill in the attendees box with the amount of competitors and the spectators will be the estimated number of those coming to watch

This area allows you to tell us about your charging structure i.e. what you are charging for admission, for adults, children, OAPs etc. It can also allow you to put in different participant rates for different races if your event is a sports event.

- Other information is self-explanatory. Please enter your website link (booking link) for this event and indicate what facilities will be at the site. Below is what it should look like;

Trust x +

s://events.canalrivertrust.org.uk/clone-event/1

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Clone Event

General information Permissions Times and places Promotion Summary

General information Select location Dates and times Participation information Other information

Signup link http://

Facilities Buggy Friendly Disabled Toilet Toilet Wheel Chair Access

Hold the CTRL button to select multiple options

Back Save

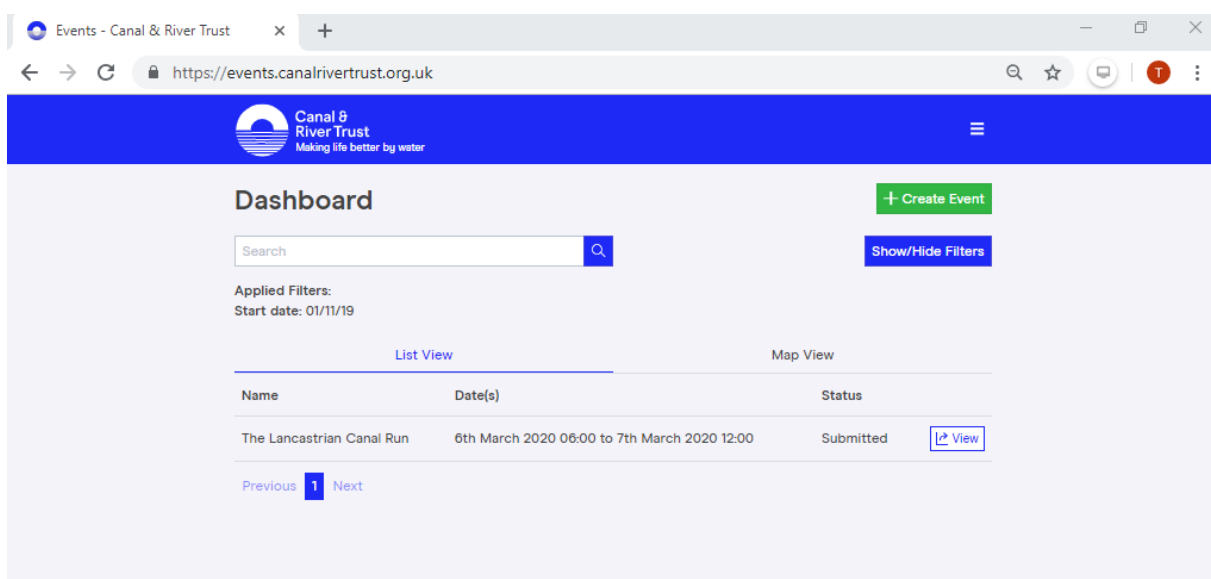
- On the promotion segment this is your chance to indicate that we have your permission to promote your event on our website. It also allows us to use this information on our social media channels if it's an event that is open to the public.

10. Finally, the summary page gives you a chance to tell us what other parties have been informed about your event, about risk assessments and liability insurance and where to send the documentation. It also allows you to go into detail of what assistance you may need from the Trust to assist you with your event (i.e. access to site through locked gates, grass cutting, site clearance etc).

We would also like to send you a quick survey after your event to ask you questions such as how many people attended and how we can improve in future. We will only contact you for this purpose, in line with data protection, and you will be able to opt in or opt out.

We then need signature and date and then anything else which can help with submission, maybe a separate email address specific for this event which could differ from the My Trust details you gave etc.

11. Dashboard view –



You have now entered your first event, and this is what it looks like

You can add as many events as you want to this and you can instantly see all the events you have submitted. It also allows you to see the status of each event. If your wanting to submit the same event again but change date you can click clone (ideal if you want to submit another request for the same event, annually).