**EventApp – An applicant’s guide**

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**For use with Eventapp v4**

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## Introduction

EventApp is a simple, intuitive and user-oriented online event application process. The system provides event organisers with a fast and efficient way to apply for permissions, allowing you to get on with organising the event.

You can apply for associated permits, find locations and local authority officers can respond to applications and requests at the click of a mouse.

This document describes how to use the system to make an application for an event. We hope you find this process intuitive and simple. The following guidance will guide you through each step and explain anything which may be unclear. If you have any questions or feedback please let us know at [support@apply4.com](mailto:support@apply4.com).

**There is an online support area with several training videos at www.apply4.com/support**

## Getting Started

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### Eventapp Front Page

To see an example of a Front Page go to: [**https://app.apply4.com/eventapp/uk/demouk**](https://app.apply4.com/eventapp/uk/demouk).

Most applicants start on the Eventapp front page. If you a permitting authority has directed you to Eventapp this is where you will arrive.

This page contains:

* any information from the permitting authority that you need to know before you start,
* **‘Useful Documents’** in the bottom right hand corner - you can download them by clicking on them,
* the button to start your application: **'Apply for Permit'**.

'Useful documents' are documents that the permitting authority thinks are necessary for you to access. This may include:

* location specific guidelines
* information about fees and charges
* supplementary application forms that you may need.

### Registering as a new user

The registration page can be reached via the following link: [**https://app.apply4.com/users/sign\_up**](https://app.apply4.com/users/sign_up).

If you are at a **Eventapp front page** you can reach the registration page by clicking **‘Apply for Permit’** and then **‘Register’** in the top right of the page.

If you are at[**https://app.apply4.com/**](https://app.apply4.com/) you can reach the registration page by clicking **‘Register’** in the top right of the page.

Once you are on the registration page please:

* enter all your details
* read our terms and conditions and confirm that you have
* read our privacy policy
* confirm that you are not a robot

When you have done this **click ‘Create’**.

Once submitted you will receive an email asking you to confirm account creation. To do this you need to click on the link in the email. This link is in the text: ‘Confirm my account’. You need to do this before you can access the account. If you do not receive a confirmation email you can get it resent from the following page:[**https://app.apply4.com/users/confirmation/new**](https://app.apply4.com/users/confirmation/new).

When you click on the link it will direct you to the permitting authority you were applying to. There will be a green bar at the very top of the page that confirms you have been successful. You will also receive an email letting you know you have been successful.

## Before you start an application

### Logging In

The login page can be reached via the following link: [**https://app.apply4.com/users/sign\_in**](https://app.apply4.com/users/sign_in)**.**

From the front page you can reach the login page by **clicking ‘Apply for Permit’**.

From [**https://app.apply4.com/**](https://app.apply4.com/)you can reach the login page by clicking ‘Login’ in the top right hand corner of the page.

If you have forgotten your password you can click ‘[Forgot your password?](https://app.apply4.com/users/password/new)’. This will take you to a page where you reset your password by writing in the email you used to register. This will then send that email address an email. This email will contain a link to a page where you can change your password.

## Making an Application

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### The Basics

Throughout the application fields marked: ‘\*’, are mandatory.

Hovering over the blue question mark gives further instructions about the question or field.

You can navigate through the application by clicking on the different tabs on the left hand side of the page. When you have completed all the necessary information in a section the tag will have a green circle with a tick to its left. If more information is required then the circle will be grey.

Click ‘Next’ to progress to the next section or ‘Previous’ to go back. You can also navigate between sections by clicking on the different tabs. Progress is saved as you move between sections.

You can save your application as a draft at any time by clicking ‘Save as draft’. Having done this you can log out and come back to the application at a later date. The application is also saved at regular intervals automatically as you progress through it.

The Submit Application button is shown as you progress through the application but you will not be able to submit until all required fields have been completed.

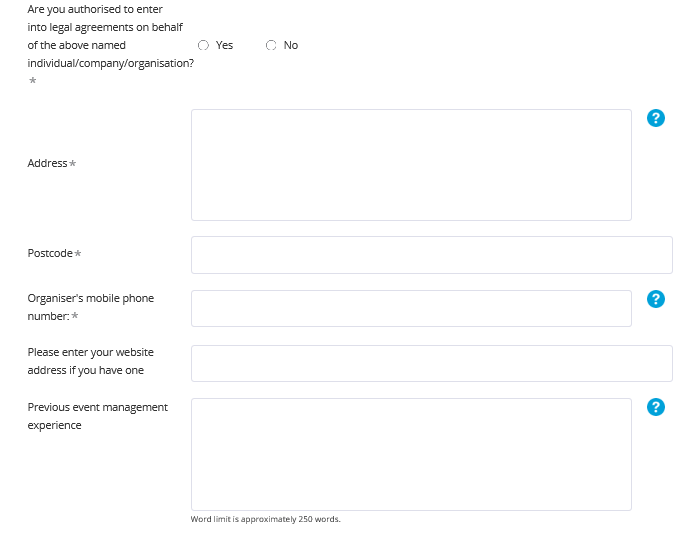
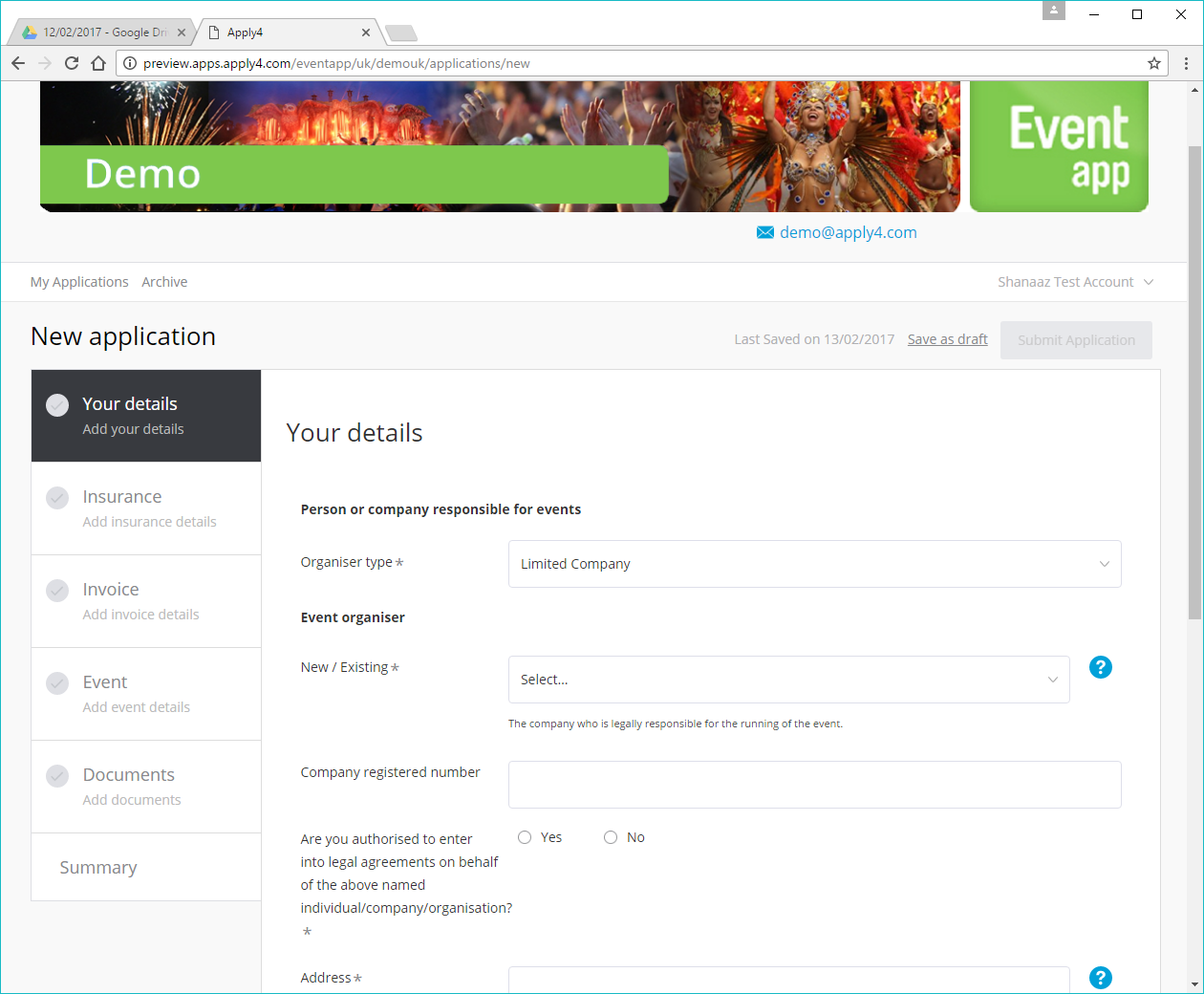
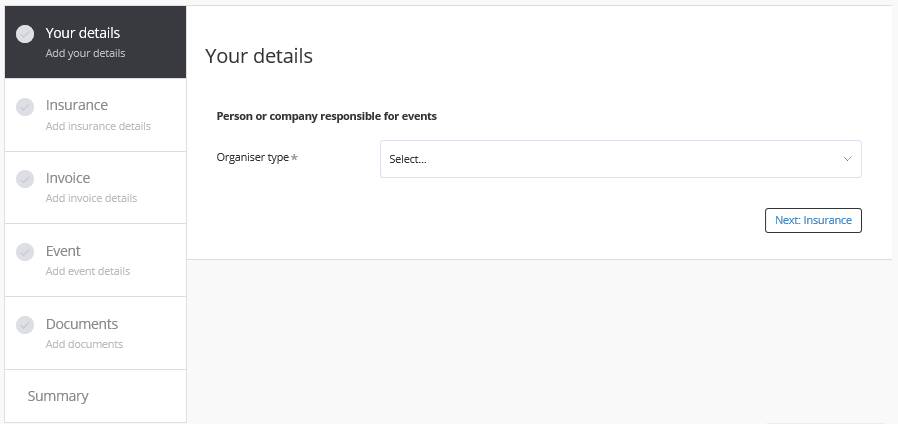
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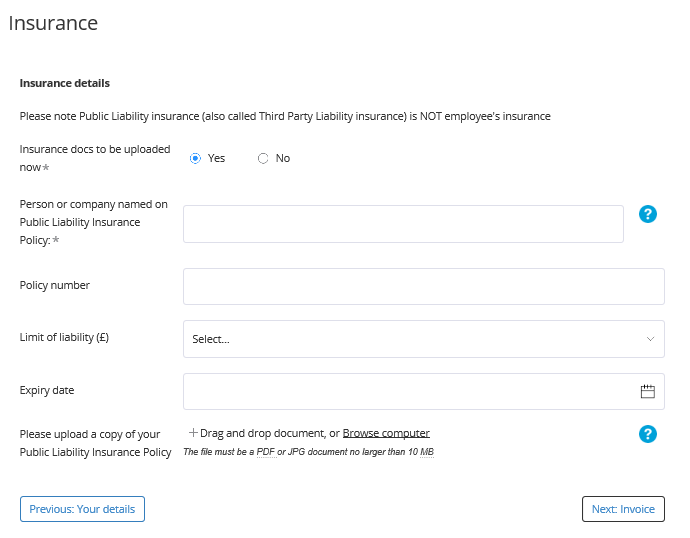
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### Your Details

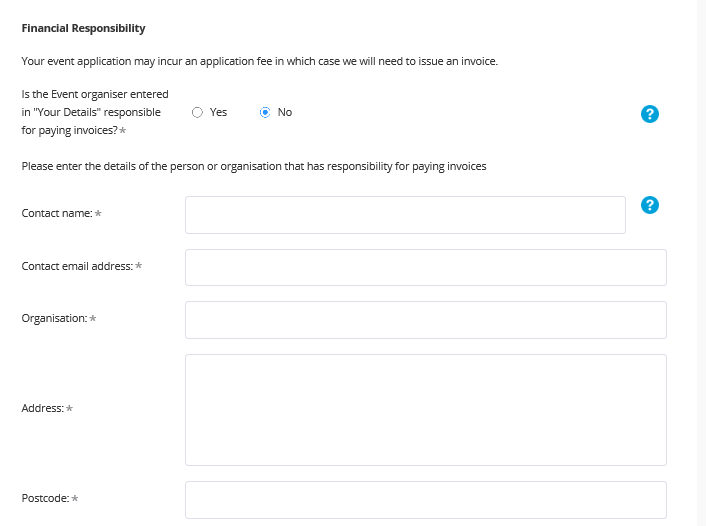
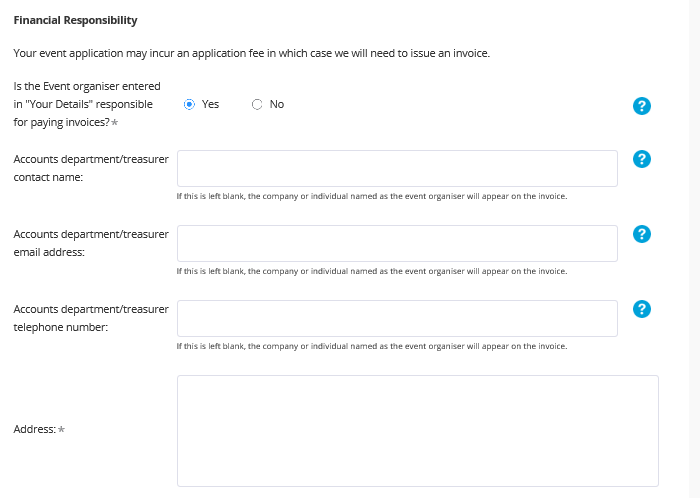




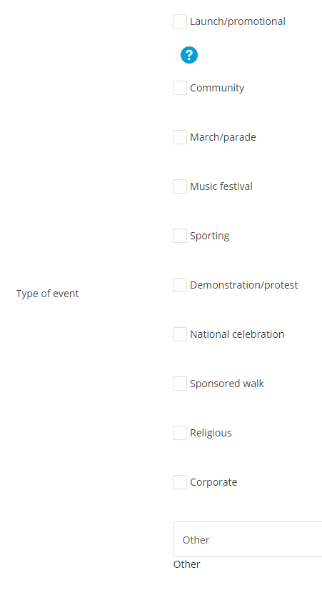
### Insurance



### Invoice

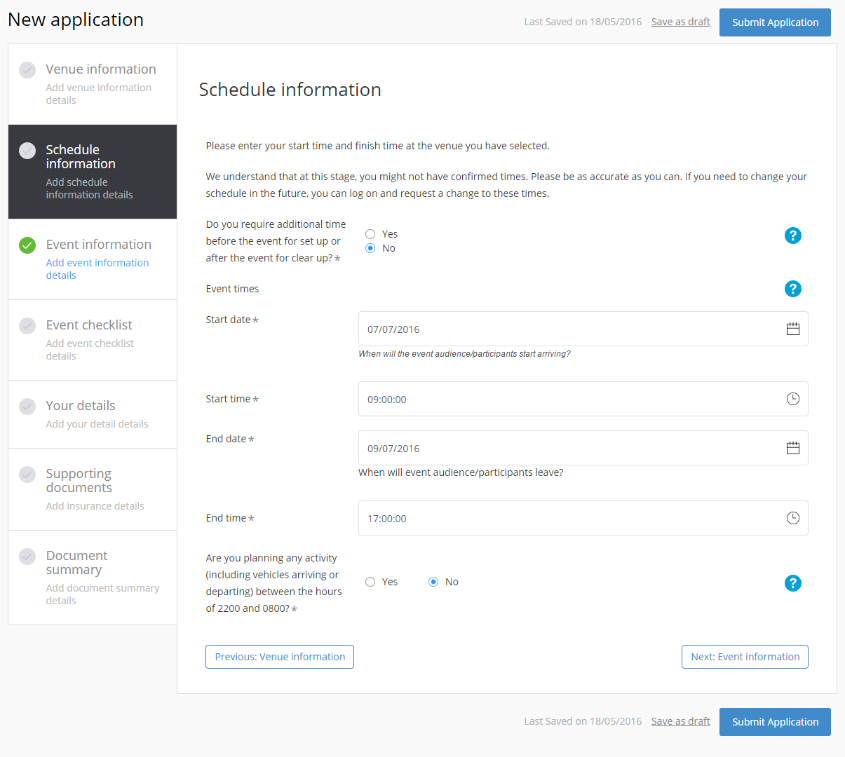


### Event Information

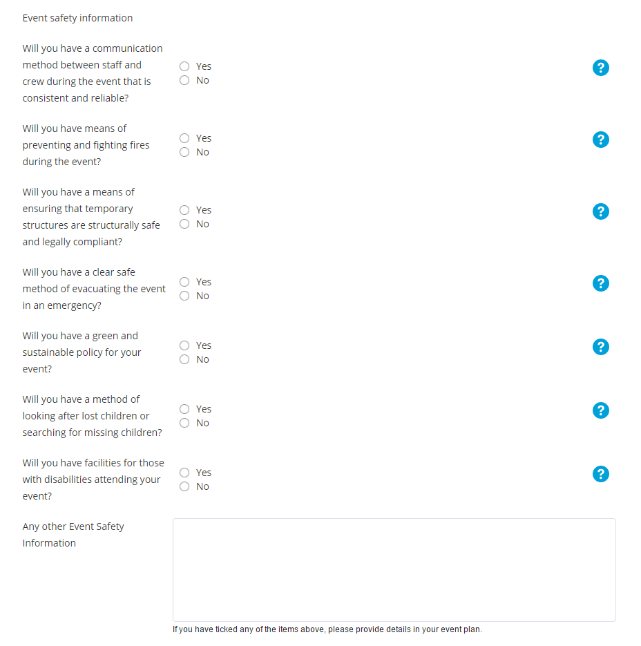


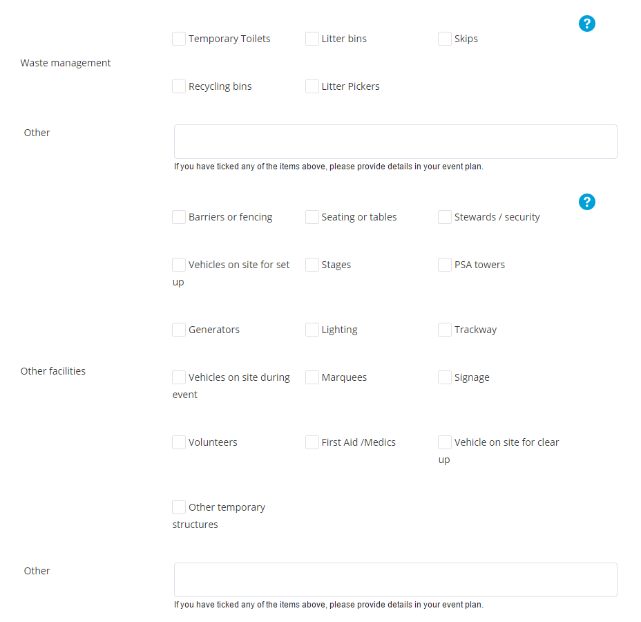
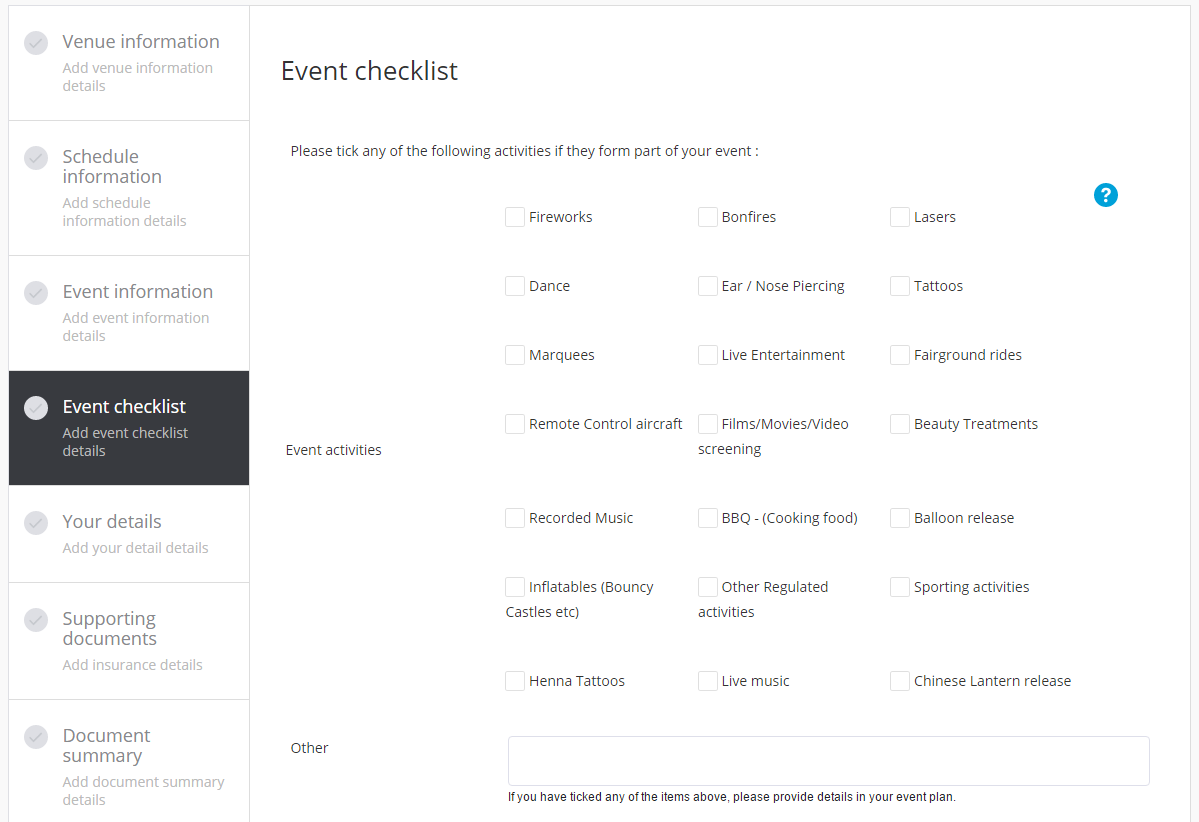
### Venue information

### Schedule information



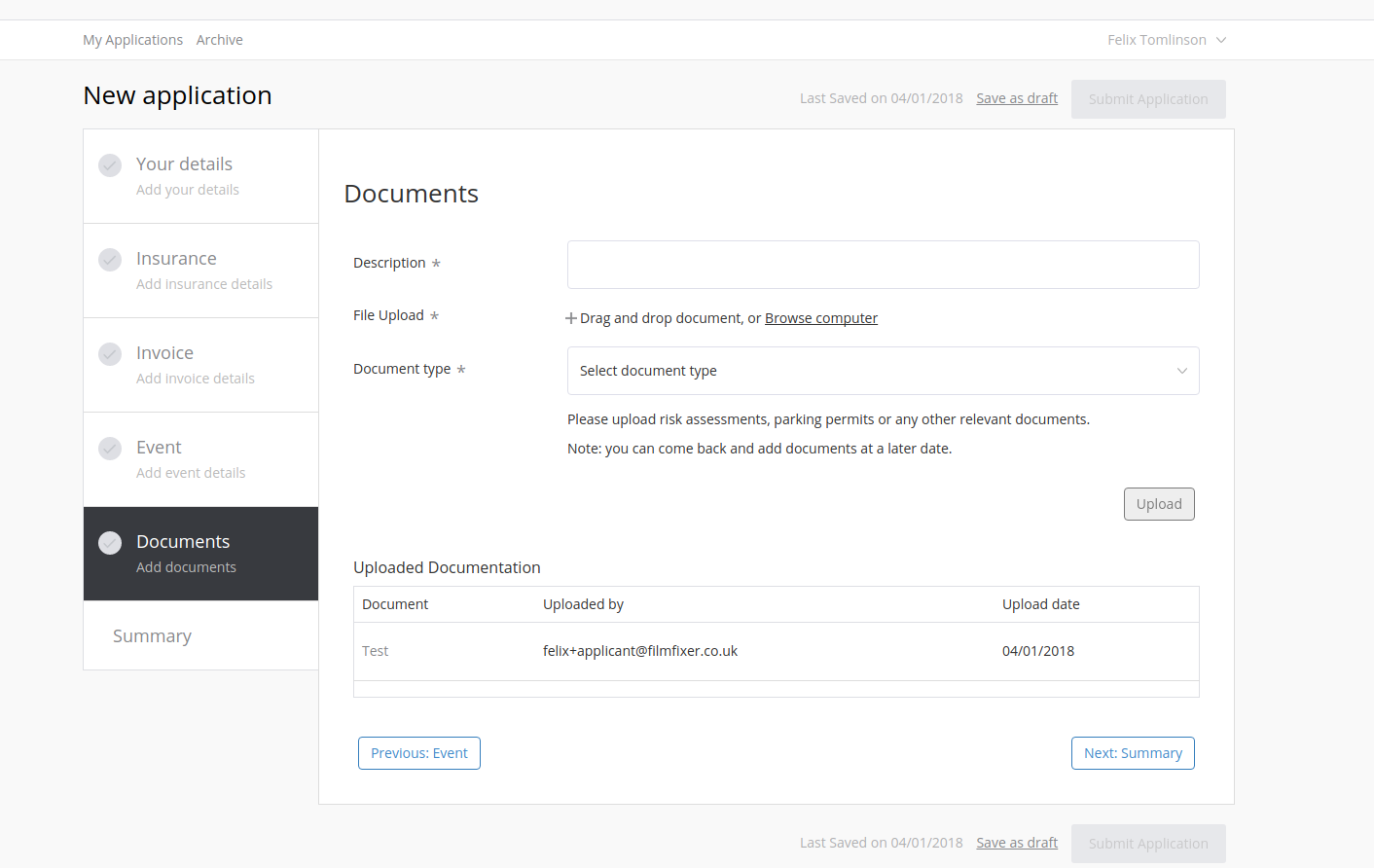
### Event Checklist





### Supporting Documents







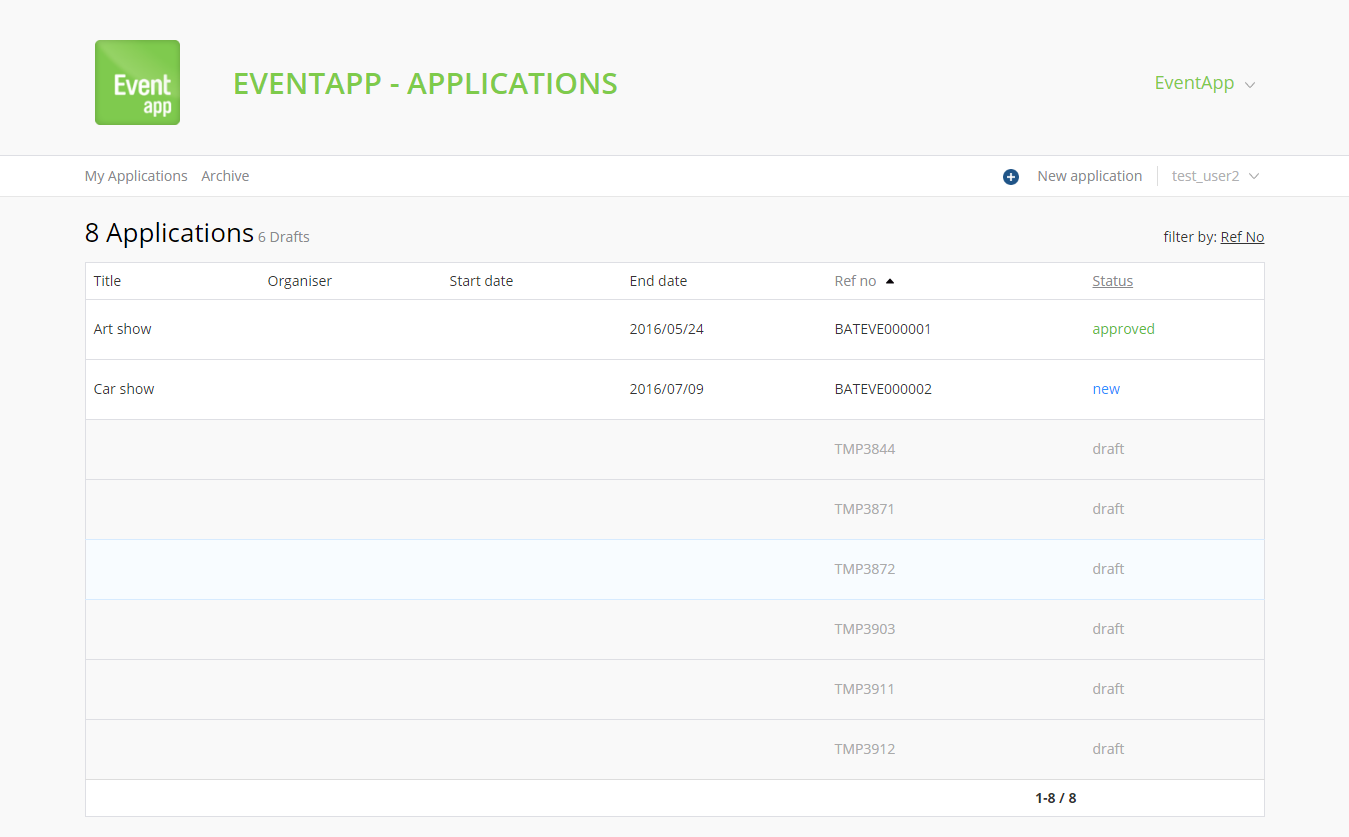




## Managing your application

### User Dashboard

This page displays drafts and previously submitted applications. It allows you to see the documents you have submitted as well as the dates of your applications.







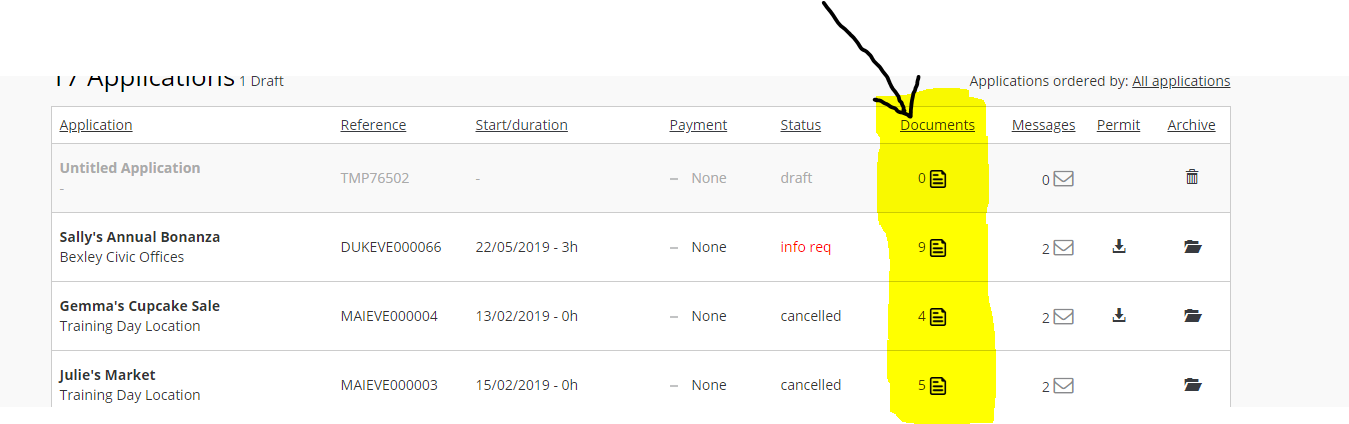
### Application status

Each application will have a status assigned to it:

draft – an application has not been submitted   
new – a completed application has been created and is awaiting review by administrator  
current – the application has been received and is being processed  
approved - a licence for the event has been issued  
completed – the licence was issued and the event date has passed  
info req – the licencing authority has requested some additional information, an email would have been sent to you with details  
resubmitted – an application you resubmitted having provided additional information or documents

### **Uploading add**itional documents

When the permitting authority has requested additional information, it will frequently require you to upload additional documents. You can do this AT ANY TIME, regardless of whether the application is locked, by clicking on the folder icon under the documents column on your applicant dashboard.



Enter the document name, browse for the document on your computer, select to which event it relates to and click ‘Upload’.