EventApp - An applicant's guide





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 make enquiries, 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.



Getting Started

Eventapp Front Page

To see an example of a Front Page go to: 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 an enquiry: 'Make Enquiry',
- 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.

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/ 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.

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.

From the front page you can reach the login page by clicking 'Apply for Permit'.

From 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?'. 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 Enquiry

Some permitting authorities allow you to submit enquiries before a full application. This allows you to quickly get information without having to submit a full application. If you need a permit you will still need to submit the full application after the enquiry.

If a permitting authority allows enquiries there is a 'Make Enquiry' button on the front page.

In order to make an enquiry, once you are registered and logged in, you click on this button. You then **answer all the questions** marked with a * and **click submit**. The questions asked in an enquiry vary depending on the permitting authority.

Information about your enquiry will appear on your dashboard. For further information on dashboards click here.



Making an Application

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.



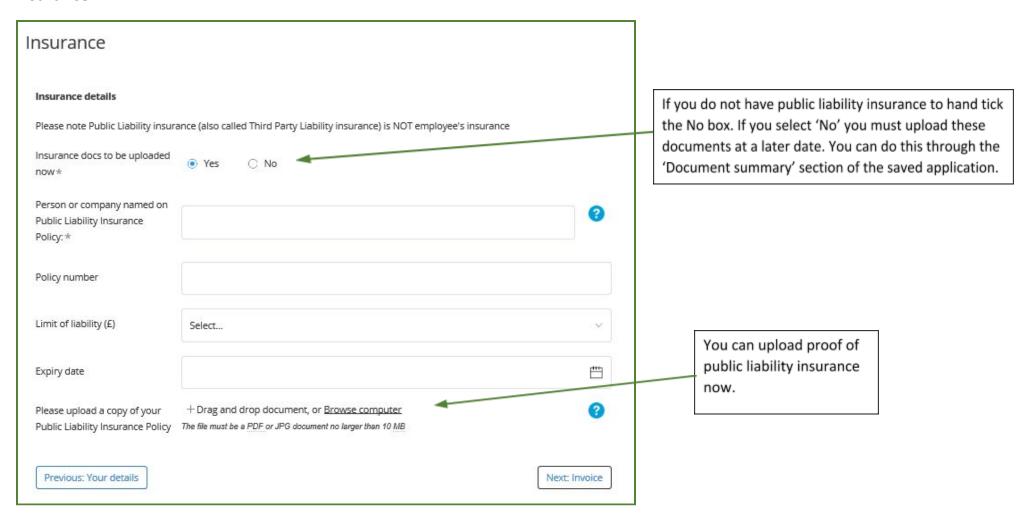
Your Details

Enter details of the organiser or company responsible for the event. Your details Your details If you are not authorised to enter into legal Insurance Person or company responsible for events agreements, the contact details of that Organiser type * Select... person needs to be provided. Invoice Add invoice details Next: Insurance Event Are you authorised to enter Documents into legal agreements on behalf Person or company responsible for events Add documents of the above named Yes ○ No individual/company/organisation? Organiser type * Limited Company Summary Event organiser New / Existing Select... Address * The company who is legally responsible for the running of the event. Company registered number Specifying the organiser type ensures that Postcode * the correct information is provided Organiser's mobile phone number: * Please enter your website Next you are asked for previous event address if you have one management experience. Previous event management experience



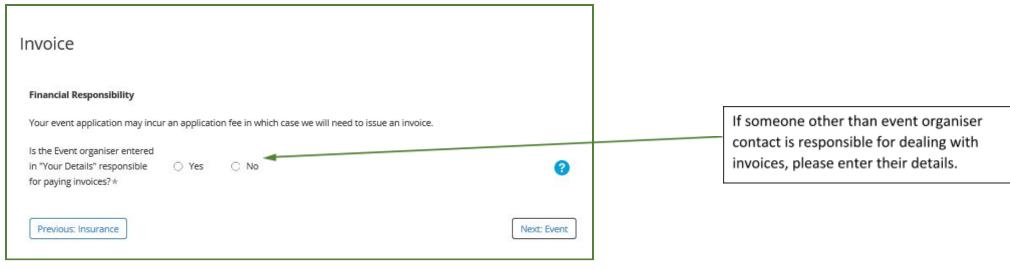
Word limit is approximately 250 words.

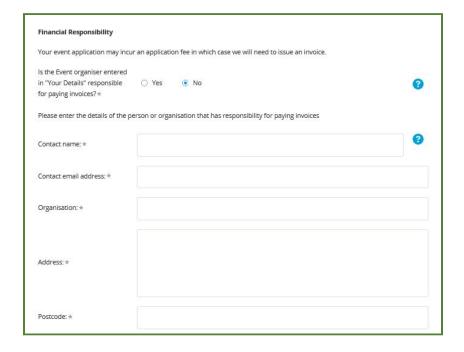
Insurance

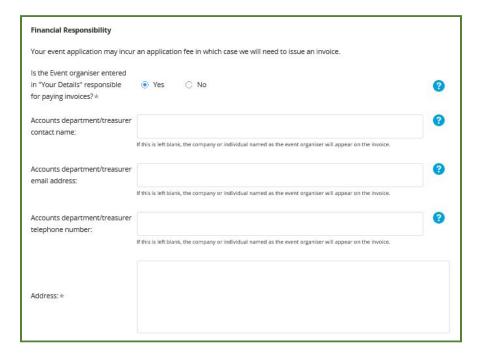




Invoice









Event Information

EVENT INFORMATION

In the first part of this section you are asked to name and describe the event.

If a website for the event exits, please enter the address.

Describe how you will promote the event.

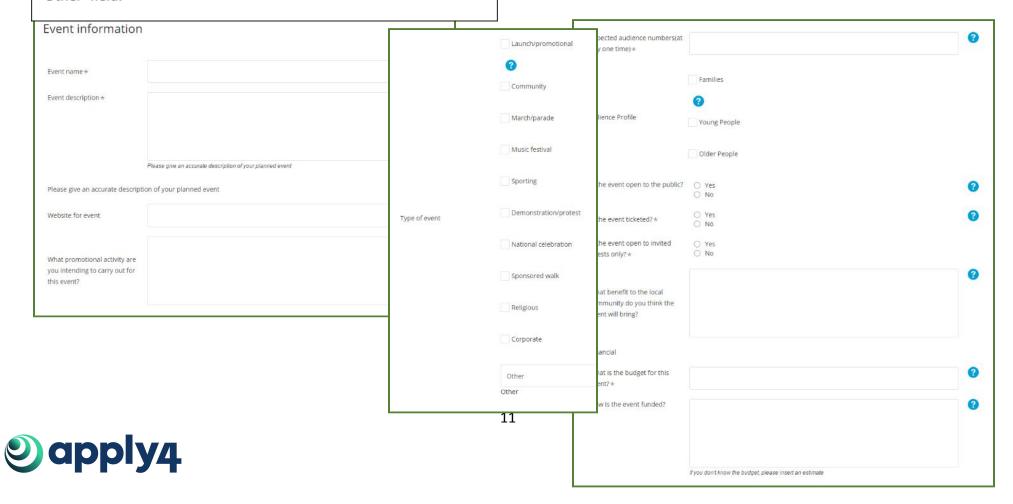
Using the tick boxes select the event type or add your own using the 'Other' field.

In the second part of the event information section you are asked to enter more detailed information such.

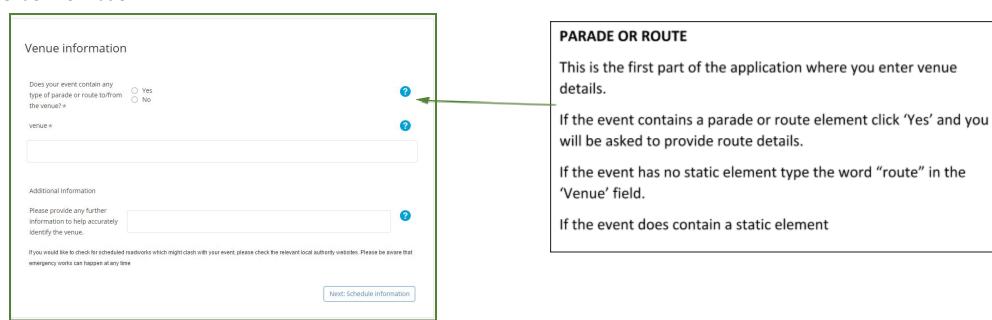
Enter information about the target audience.

You must specify if the event is open to the public, if it is ticketed and if it is by invitation only.

Finally enter information about funding.



Venue information







STATIC LOCATION

If the event does contain a static element enter the location name in the 'Venue' field.

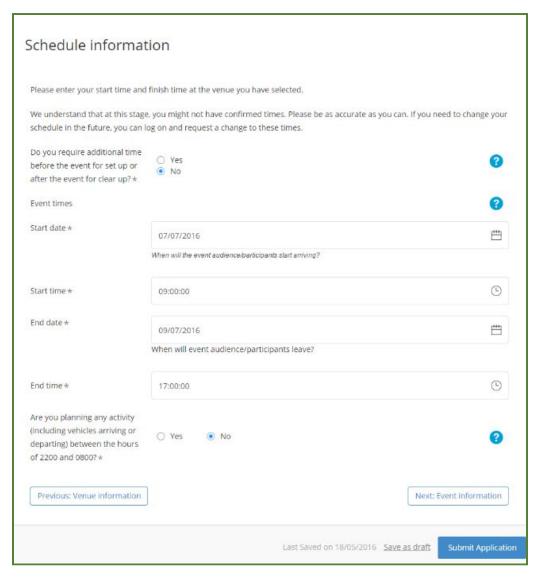
If you type in the name of a location which already exists in our database you will be able to select it from the list which appears.

If it is not in our database select 'NOT ON LIST - FIND ON MAP'.

You will then need to select the type of location (e.g. Park) and enter information to accurately locate the venue.



Schedule information



SCHEDULE INFORMATION

Start and end dates and times are specified in this section.

Clicking in the date fields will display a calendar. The same is the case for the time fields.

If preparation time is needed further fields will be displayed to capture this information.

If there is filming out of hours a free text field will appear to capture details about this.



Event Checklist

EVENT INFORMATION

This section collects detailed information about event activities and safety aspects of event planning.

The first question tackles event activities. Tick the relevant boxes or use the free text box to enter anything not covered by the multiple choice answers.

Do the same for the waste management and facilities questions.

After this you are asked to provide event safety information by answering a number of questions by indicating 'Yes' or 'No'.

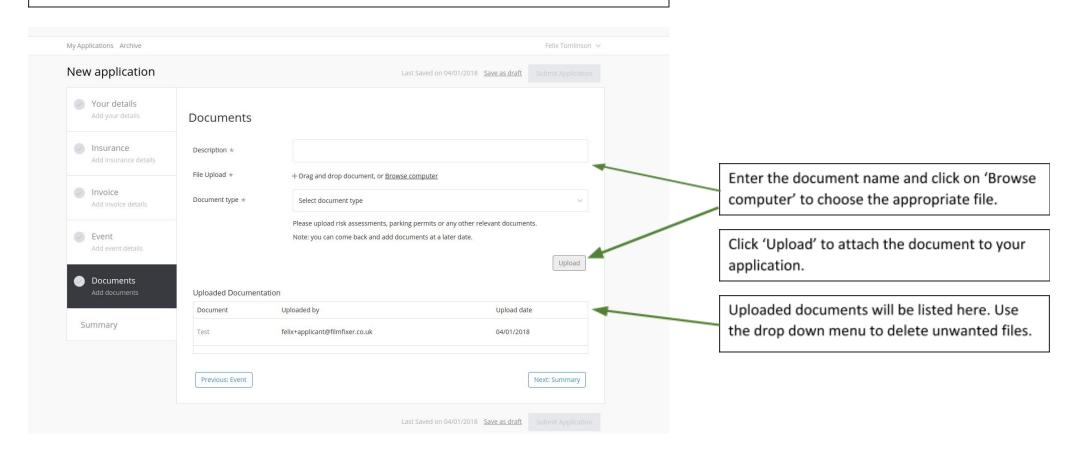
Do the same for required consent and permissions.





Supporting Documents

If you have additional documents to submit (e.g. site map, additional planning documents) you should upload them here.

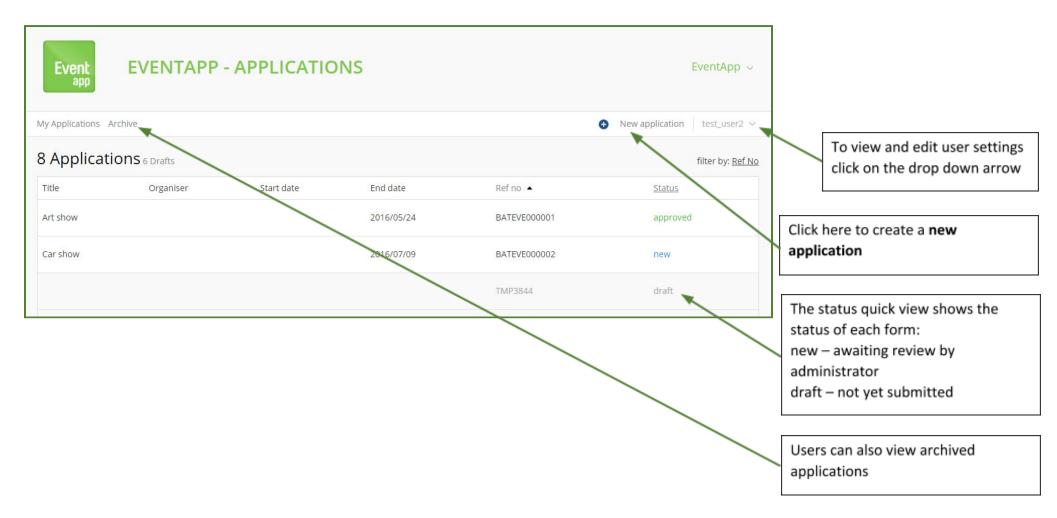




Managing your application

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 additional documents (info req)

When the permitting authority has requested additional information, it will frequently require you to upload additional documents.

To do this follow the link in the notification email or log in and click on the application in the 'My applications' view.

Once opened, use the navigation bar on the left and select 'Documents'.

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

After any changes you will need to RESUBMIT the application by **Submit Application** button

