

Nova Scotia Festivals & Events Manager – Tutorial

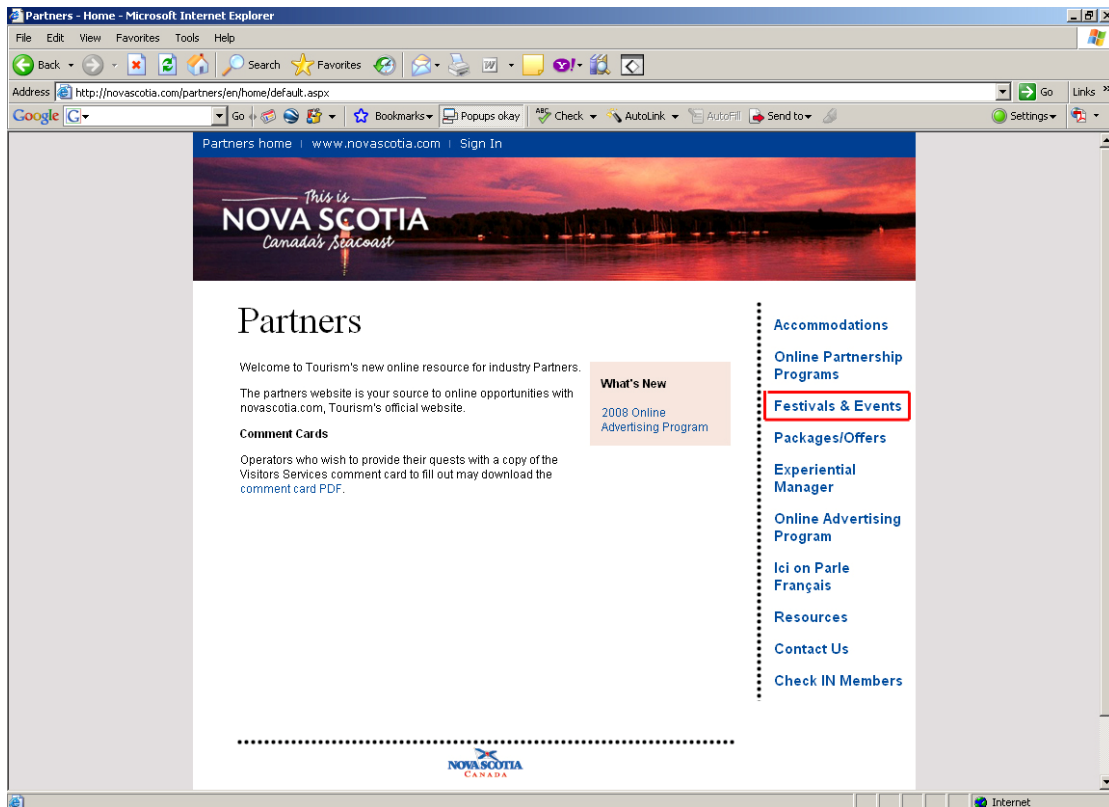
How to Access the Festivals & Events Manager

1. Visit www.novascotia.com/partners. On the right hand side of the screen you will see a list of options – select Festivals & Events

2. Once you are on the Festivals & Events page, you may choose to **Logon*** or **Register**** using the links provided under the Festivals & Events section.

* Choose Logon if you already have a Festival or Event listing on the novascotia.com (a username and password have already been created by you).

** Choose Register if you are a new user and would like to create a new Festival or Event listing.



How to Register

1. On the main Festivals & Events page, click on the **Register** link.
2. You will be asked for the following information:
 - Contact's first name
 - Contact's last name
 - E-mail address – this will be registered as your logon name
 - Password
 - Title (position held within the organization)
 - Organization name
 - Business address
 - City
 - Postal Code
 - Business telephone number
 - Fax number (if applicable)

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Once you have successfully registered and been approved as a new user (within 24-48 hours), you can logon to create your new listing online.

Partners: Festivals and Events Manager www.novascotia.com

Register

The character * denotes a required field.

Please complete the form provided to register. Upon submission, your account will be created. You will receive an email with your logon information, enabling you to manage your festivals and events listings. If you require further assistance, please e-mail or call us using the information provided below.

First name *	Last name *
<input type="text"/>	<input type="text"/>
E-mail address *	Password *
<input type="text"/>	<input type="password"/>
Re-enter password *	Title *
<input type="password"/>	<input type="text"/>
Organization *	Address *
<input type="text"/>	<input type="text"/>
City *	Province *
<input type="text" value="Select"/>	<input type="text" value="Nova Scotia"/>
Postal code *	Telephone *
<input type="text"/>	<input type="text" value="(e.g. '9023126063')"/>
Fax	
<input type="text" value="(e.g. '9023126063')"/>	

OK Cancel

Note: The privacy rights of online visitors to our Website are fully protected by Nova Scotia's *Freedom of Information and Protection of Privacy Act*. Any personal information collected from visitors relates directly to the operation of programs and will not be used for any other purpose. To obtain access to or correct personal information you have submitted, use [this form](#) to send your request.

Support: (902) 424-3282 | festivals@gov.ns.ca

How to Logon

1. From the main Festivals & Events page, choose the **Logon** link.
2. Enter the registered e-mail address and password into the fields provided, and then click the **Logon** button.

Please Note: If you forget your password, enter your registered e-mail address and click on the **Forget your password?** button. Follow the online instructions and your password will be automatically sent to you via e-mail.

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Logon

Welcome to the Nova Scotia Festivals & Events Manager for Partners.

This system will allow you to maintain your Festivals & Events listings on the museum.gov.ns.ca and on the novascotiaheritage.ca website. If you already have a logon, please enter your e-mail address and password in the fields below and click the "Logon" button.

If you have an account but have forgotten your password, please click the "Forget your password?" button and follow the prompts to have it automatically e-mailed to you.

If you do not already have an account and are interested in registering to maintain listings for your Festivals & Events, please click the "Register" button below.

E-mail address *

Password *

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Once your username and password are verified and you have logged on successfully, the home page for the Festivals & Events Manager displays. From here, you can **Add an event**, **Schedule an event**, or **Manage existing events**.

Partners: Festivals and Events Manager www.novascotia.com

Home | My Profile | Manage Events | Schedule Events

Welcome Laura Patrick, you are logged on as a Tourism Partner.

Get started with managing your events in 3 easy steps.

Step 1: [Add an event](#)

Complete the form to add an event. After providing the details, you will need to schedule the event and submit it for approval.

Step 2: [Schedule an event](#)

Complete the form to schedule your event. Keeping the schedule separate from the event details allows you to schedule reoccurring events.

Step 3: [Manage existing events](#)

Once you have an event(s) set up, use this screen to manage them. You can add, edit or delete events and schedules from this screen.

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To Create a New Event

1. Click on "Add an event".
2. Enter the Event Details by completing the form. Field descriptions are as follows:

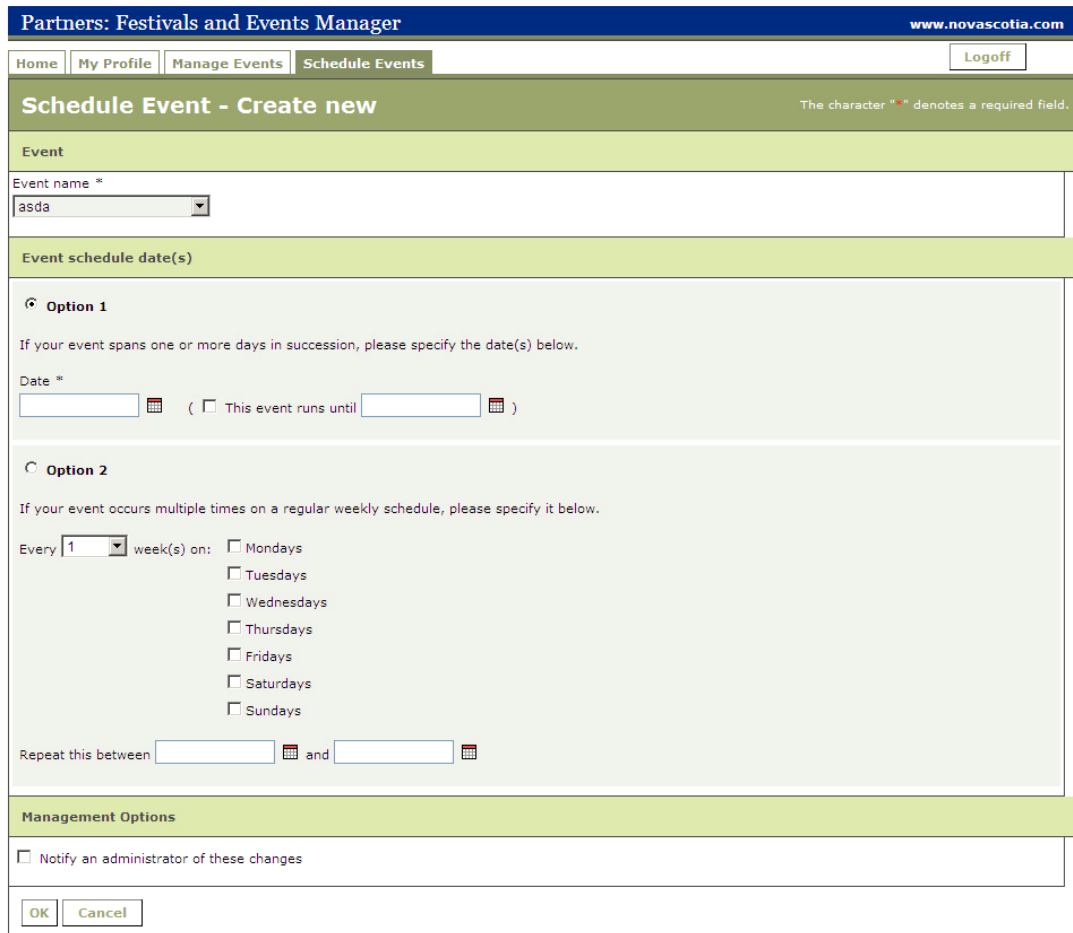
Event Details	
Event name *	Name of your event
Event description *	Provide the details behind the event such as any explanations of historical significance, hours of operations, special guests, information that the visitor should know, rain dates, etc. Do not include dates, locations, admission charges or contact information - this information is provided elsewhere in the listing. Maximum characters is 1000.
Category *	Select one of the following categories: Agriculture, Animals, Antiques, Arts/Crafts, Cars/Motorcycles, Celebrations, Children's Events, Clan/Family Gathering, Culture, Food, Heritage, Holidays, Marine, Military, Music, Nature, None, Outdoor, Sports/Recreation, Theatre
Related categories	You can select an additional two categories (see list above) that fit your event. To select, hold down the Ctrl button and click and the applicable categories.
Subcategory * (If you select Theatre as your main category)	You can select an additional two subcategories: Children's Theatre/Puppetry, Community Theatre, Dinner Theatre, Outdoor Theatre, Professional Theatre, Readings/Story Telling, Theatre Festivals. To select, hold down the Ctrl button and click and the applicable subcategories.
Subcategory * (If you select Music as your main category)	You can select an additional two subcategories: Award Shows/Competitions, Bar & Pub Entertainment, Ceilidhs/Kitchen Parties, Concerts, Dance, Jam Sessions/Open Mike, Music Festivals. To select, hold down the Ctrl button and click and the applicable subcategories.
Genre * (If you select Music as your main category)	You can select two applicable genres: Acadian/Aboriginal, Alternative, Blues, Celtic/Traditional, Children's, Classical, Country/Bluegrass, Folk, Gospel, Hip Hop/Urban, Jazz, Pop, Rock, World. To select, hold down the Ctrl button and click and the applicable genres.
Event location	
Specific venue	Location where the event is taking place
Address	Street address
Community *	Select the community from the drop-down menu provided
Event Contact Details	
Contact name	Name of the person who can be reached for more information on the event.
Website	Website address (if applicable)
E-mail address	Contact e-mail address that visitors may use to get more information.
Phone number	Contact phone number that visitors may use to get more information.
Toll-free number	Toll-free phone number that visitors may use to get more information (if applicable).
Years running	If this is a recurring event, please indicate how many years it has been running.
Previous attendance	Please indicate last year's attendance.
Admission details	

Included in general admission	Check box application only
Admission notes/details	Please advise if special rates are available, ie: \$2 discount for society members; \$10 for workshop; or, 20% discount for CAA card holders.
Extra cost	Any additional costs associated
Free	Check box application only
Food Bank donation	Check box application only
Services	
No smoking	Check box application only
Take-out	Check box application only
Wheelchair accessible	Check box application only
Concessions	Check box application only
Public washrooms	Check box application only
French spoken	Check box application only
Bus tours welcome	Check box application only
Parking available	Check box application only
Picnic tables	Check box application only
Parking spaces (car)	Number of available parking spaces for cars (if applicable)
Parking spaces (bus)	Number of available parking spaces for busses (if applicable)
Management Options	
Notify Administrator of these changes	Check box application only – This will notify the administrators at the Department of Tourism that a new event has been created or that changes have been made to an existing event.
Schedule this event now	Check box application only – Select this box only if this is a new event. From here, it will take you to the Schedule an event page (see below).

Note: All fields marked with an * indicate that this is a mandatory field.

To Schedule an Event:

You will arrive at this page either by having selected the **Schedule this event now** button from the **Add an event** page or from the **Schedule Events** tab from the main menu. If you selected the **Schedule Events** tab from the main menu, you will need to select the appropriate event from the list provided.



There are two options for scheduling your event:

1st option: Use this option if your event spans one or more days in succession. Click on the calendar image to specify the days for your festival or event. (i.e. If your event is scheduled for July 4-6, select those dates on the calendar).

2nd option: Use this option if your event occurs multiple times on a regular weekly schedule. (i.e. If you have an event that runs the first Saturday of every month from May to October, select this option). The system will automatically update the event calendar based on the schedule you have specified.

Once you have entered the details of your event, as well as the schedule, the information will be sent to the Department of Tourism for approval. Generally you should allow 24-48 hours for approval before the listing displays on the novascotia.com website.

Managing Your Event:

Once you have an event established in the system you can logon at any time to edit, copy, or delete events and schedules. Please note that if your event repeats annually, you only need to update the information in the current event listing and create a new schedule. Please do not recreate the event listing, as this causes duplications in both the Festival & Events Manager and novascotia.com.

Edit – Choose this button when you need to make updates to your listing

Partners: Festivals and Events Manager
www.novascotia.com

Home
My Profile
Manage Events
Schedule Events
Logoff

Event Manager

Any designation... ▾

Any category... ▾

Any region... ▾

Any community... ▾

Filter by letter: [A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#) | [All](#)

1 event(s) found
< back 1 next >
Showing 25 per page

	ID	Event ^	Region	Community	Category	User
<div style="display: flex; justify-content: space-around; font-size: 8px;"> EDIT COPY DELETE SCHEDULE DRAFT </div>	14330	Test	Halifax Metro	Halifax	Outdoor	Laura Patrick

< back 1 next >

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Copy – Create a duplicate of the original listing

Delete – Delete the listing

Schedule – Specify the date(s) of the event. Note: If your event is an annual event, you can enter the dates for upcoming years.

Draft – Indicates that the event information needs to be verified by an administrator at Tourism. This field will blank once the event is approved.

ID – Identification number of the event

Event – Event name – these will display in alphabetical order

Region – Tourism region where the event is taking place. This field is auto-populated once you choose the community when creating the event.

Community – Community where the event is taking place

Category – Category that you choose when creating the event

User – Your name

Note: Events may be added at any time of the year. For inclusion in the upcoming Festivals & Events Guide, entries should be included/updated by December 31 of the current year.