

# Nova Scotia Festivals & Events Manager – Tutorial

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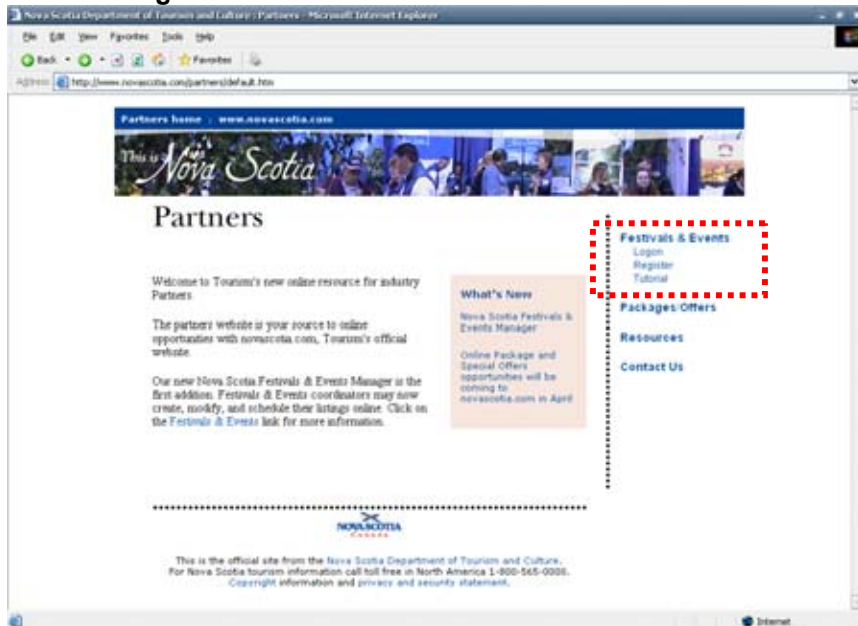
## How to Access the Festivals & Events Manager:

1. Visit [www.novascotia.com/partners](http://www.novascotia.com/partners).
2. Once you are on the partners page, you must 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 for you).

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

## Partners Page



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## How to Logon

- On the Logon page, enter your e-mail address and password into the boxes provided, then click the “Logon” button. The system will use your e-mail address as your username for future sessions.
- Once your username and password are verified and you have logged on successfully, the home page for the Festivals & Events Manager displays.
- You now have access to manage your festival or event listing online.

Please Note: If you **forget your password** at any time, simply click on the “Forget your password?” button. Follow the online instructions and your password will be automatically sent to you via e-mail.

## Logon Page

Partners: Festivals & Events Manager [www.novascotia.com](http://www.novascotia.com)

This is Nova Scotia

### Logon

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

This system will allow you to maintain your Festivals & Events listings on the novascotia.com website. If you already have a logon, please enter your username and password in the fields below and click the "Logon" button.

If you have an account but have forgotten your password, please click the "Forgot 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 \*

Logon Register Forgot your password?

Support: (902) 424-4170 | [festivals@gov.ns.ca](mailto:festivals@gov.ns.ca)

## Festivals & Events Manager - Home Page

Partners: Festivals & Events Manager [www.novascotia.com](http://www.novascotia.com)

This is Nova Scotia

Home Manage Users Manage Events Schedule Events Logout

### Welcome Matthew Hogg, you are logged on as an Admin.

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.

Event - Add

English Event Details

Name:

Category:

Choose a Location:

Topic(s):

Choose a Description:

Step 2: Schedule an event =

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

Schedule Event - Add

Event Schedule Dates

Options:  Recurring

If your event spans over or more dates or dates is scheduled to have dates from an additional date from the main event, use this field to add additional dates.

Date:

This event spans multiple dates

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.

Event Manager

All Events:

All Locations:

All Categories:

All Descriptions:

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

Event:

Participate Description:

Single Date:

Support: (902) 424-4170 | [festivals@gov.ns.ca](mailto:festivals@gov.ns.ca)

## How to Register

- On the Register page, click on the Register link under the Festivals & Events section.
- The Register form displays.
- Enter your information, including the password of your choice by completing the online form. You will not be asked to enter a username, as the system will use your e-mail address for your username.
- You are only required to complete this form once, however this information is required in order to register as a user with the system.

- Our office must approve your registration before your user account can be activated.
- Once you have successfully registered and been approved as a new user, you can logon to create your new listing online.

### Register Page

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### To Create New a Festival or Event:

- Click on “Add an event”.
- Enter the Event Details by completing the form.
- Once your event is created, you will need to create a schedule for the event, in the Schedule events section.

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### To Schedule a Festival or Event:

- From the Schedule Events tab, click the Schedule an Event link.
- The Schedule Event page displays.
- Choose your event from the drop-down list and specify your event date(s).

There are two options for scheduling your event.

- 1<sup>st</sup> option: To be used 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).
- 2<sup>nd</sup> option: To be used if your event occurs multiple times on a regular weekly schedule. (i.e. If you have a tour 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, you must submit the information to the Festivals & Events Manager for approval on the Event Manager page. Our office will receive notice that you have made additions or edits to your information and we will ensure that you have provided the necessary information. Generally you should allow 24-48 hours for approval before the listing displays on the novascotia.com website.

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**To Edit Your Festival or Event:**

Once you have an event established in the system, the Event Manager screen will be the first to display upon logging on. The Festivals & Events Manager allows you to edit, copy, or delete events and schedules.

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**Note to Remember:**

When entering information using the online forms, a \* (red **asterisk**) indicates that the information is required in order to proceed.