

BAROSSA
VINTAGE
FESTIVAL

23RD — 27TH APRIL — 2025

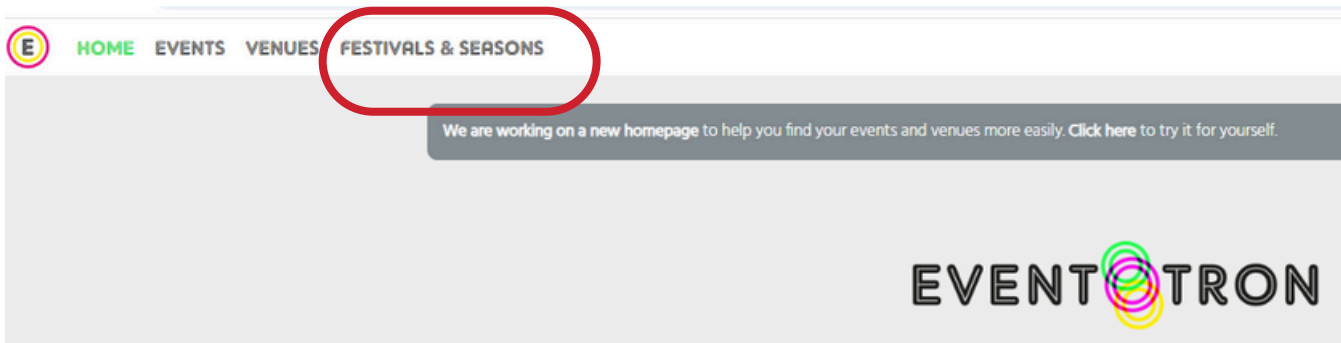
BAROSSAVINTAGEFESTIVAL.COM.AU

EVENTOTRON
REGISTRATION
INSTRUCTIONS

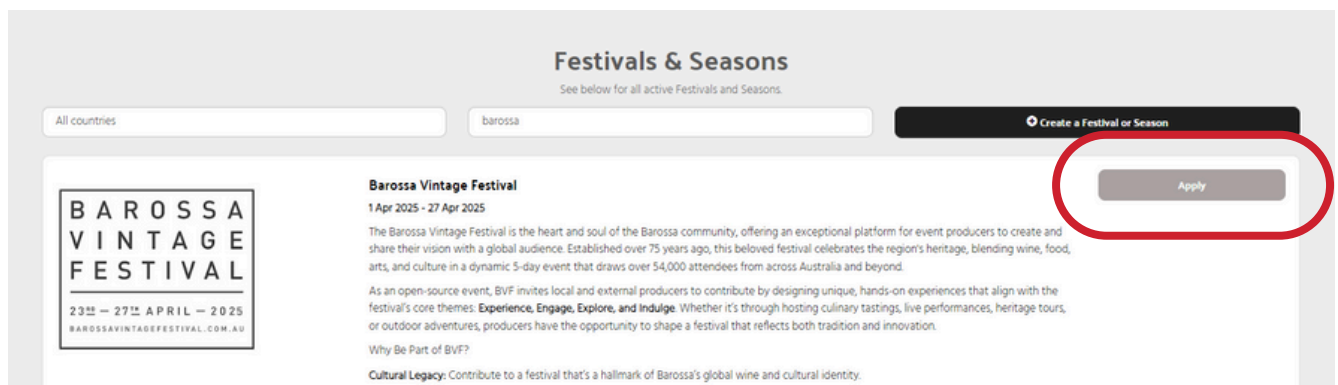
Visit eventotron.com

Click **Login / Sign up**

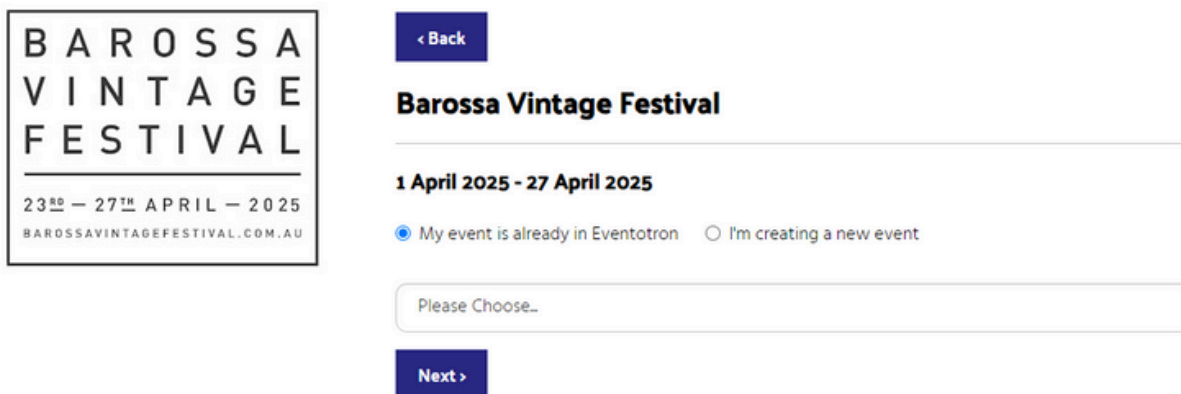
Click on **Festivals & Seasons** and search for **Barossa Vintage Festival**



Click **Apply**



You will be asked if your event is already in Eventotron or if you are creating a new event.



NOTE: If at any time you log out, click on **Events** and **My Events** and click on your event profile and click on **Barossa Vintage Festival**


Enter a name for your event and click **next**

Assign a main contact and secondary contact (if required) by clicking on the **red person icon**. Once details are filled in click **submit**

Main Admin Contact

ashleighhogan10@gmail.com

This will be the key person Festivals and Venues contact about your event(s)



• Step 1: Contact Details

This will pre-fill from the first page

Step 1: Contact Details

Main Admin Contact

Ashleigh Hogan

This will be the key person Festivals and Venues contact about your event(s)

Secondary Admin Contact

Please Choose

Add contact details for a secondary contact for this event. This could be a co-producer, venue manager or publicist. The secondary contact will receive the same e-communications as the primary contact.

[Step 2: Event Producer Details >](#)

• Step 2: Event Producer Details

Enter your organisation / community group name and select the category that applies to your organisation.

Organisation / Community Group Name

Tell us which category applies to your organisation

Community 1 - Organisations with less than 20 members or annual turnover of less than \$5000.00. Must be non-profit. **\$75+GST**
Community 2 - Organisations with 21 – 50 members or annual turnover of less than \$15000. Must be non-profit. **\$125+GST**
Community 3 - Organisations with 51+ members of annual turnover of more than \$15000. Must be non-profit. **\$175+GST**
School or NGO - Primary or Secondary School of Non-Government Organisation with Staff. **\$200+GST**
Small Business 1 - Small Businesses with less than 5 FTE employed. **\$280+GST**
Small Business 2 - Small Business with 5-14 FTE employed. **\$400+GST**
Commercial 1 - Larger Business with 15 – 30 FTE employed. **\$500+GST**
Commercial 2 - Larger Business with 31+ FTE employed. **\$750+GST**

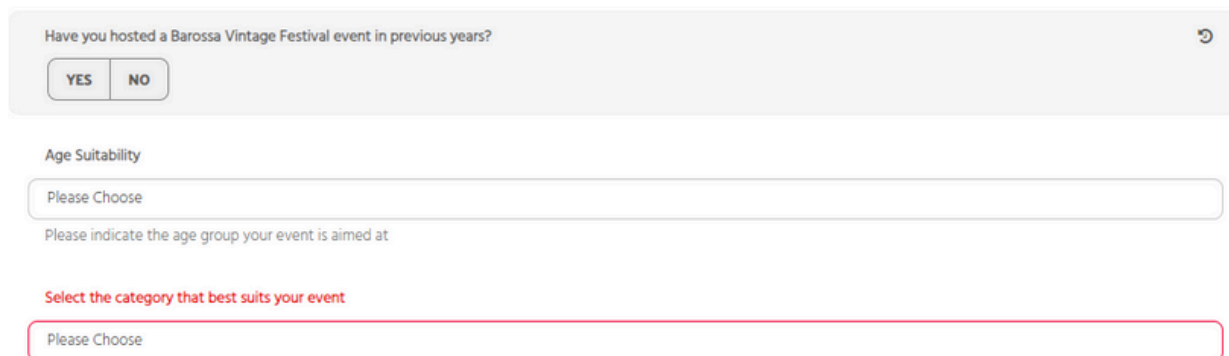
If you do not have a website, Facebook or Instagram, these questions can be left blank.

Note: We highly recommend including at least one of these, it will make your event much easier to promote. **Contact RDA Barossa Gawler Light Adelaide Plains** if this is an area you need assistance with.

• Step 3: Event Details

Add the details of your Barossa Vintage Festival event.

Step 3: Event Details



Have you hosted a Barossa Vintage Festival event in previous years?

YES NO

Age Suitability

Please Choose

Please indicate the age group your event is aimed at

Select the category that best suits your event

Please Choose

Upload an image for the printed program and website, ensuring you follow the guidelines.

- Image to be 1600 x 1200, JPEG, landscape orientation
- Do not use words, logos or borders on your image

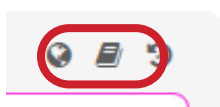
There is also an option to upload an instagram and facebook image, so we can share your event on our social channels.

Enter your event description for the printed program (max 50 words) and website (max 100 words).

Start with a catchy statement explaining what makes your event exciting or interesting e.g *"Ready to experience Barossa like never before?"*

Paint a vivid picture of what attendees can expect, focusing on the atmosphere, activities, and value. *"Immerse yourself in a day of live music and delicious wines as you celebrate with friends and family under the warm autumn sun."*

Eventotron Tools



- The globe icon means it will appear online
- The book icon means it will appear in the printed program

- Blurbatron - an AI tool you can use to create descriptions
- Scrapbook - a tool you can use to copy text that you have entered elsewhere in the registration



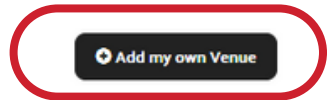
- **Step 4: Venue, Date, Time and Ticket Prices**

Click **Add my own Venue**

Once you have entered all your details, click **Create Venue**

Step 4: Venue, Date, Time & Ticket Prices

Venue search



If you have used Eventotron before, you can search for your venue here.

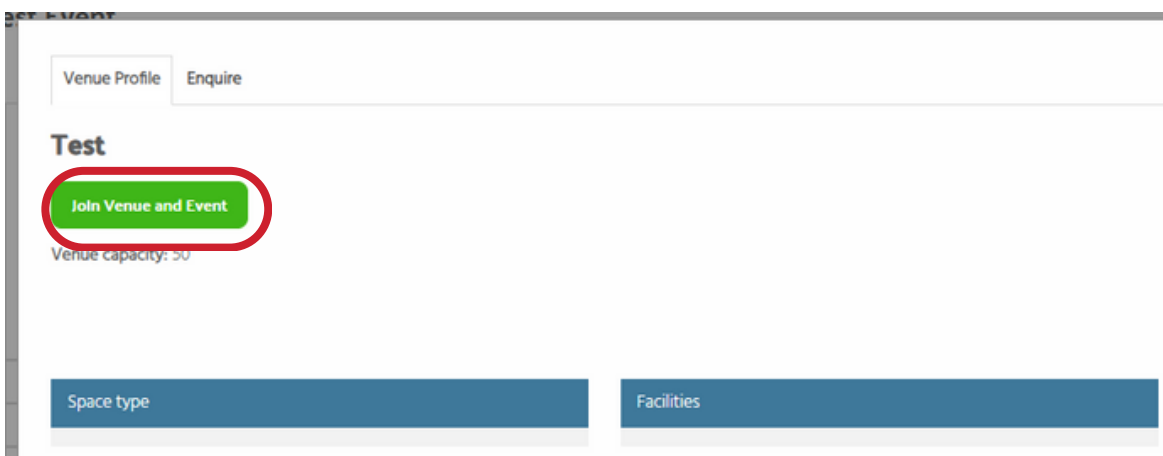
Capacity

Wheelchair Accessible
You can add more detail later.

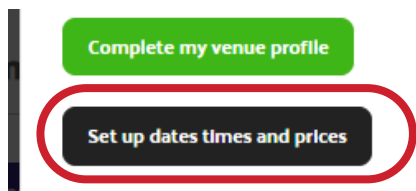
Live Streaming
Events can be live streamed from this venue.

Appear in Venue Finder
Tick this box if you are a venue manger and intend to host events from other artists and producers.

You then have to **click on your venue** in the list and select **join venue and event**

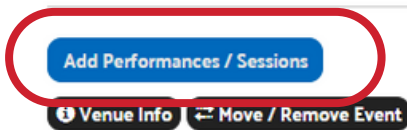


Once your venue is successfully linked click **Set up dates times and prices**

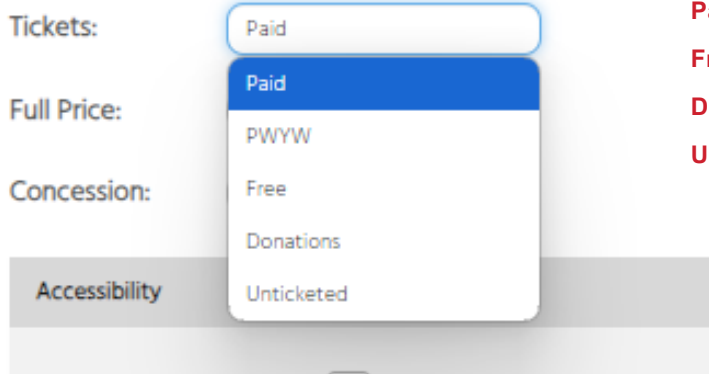
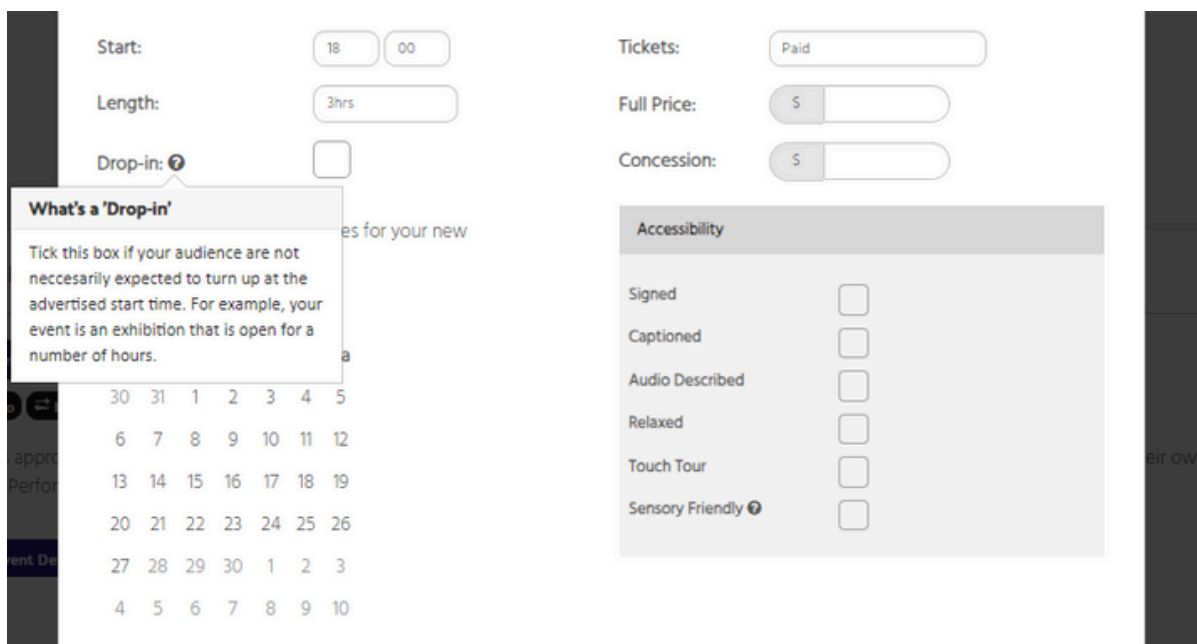


Click the **add performances/sessions** button

The Barossa Cellar Dates, Times and Prices



Enter the start time, length, date of event and ticket options on this screen.



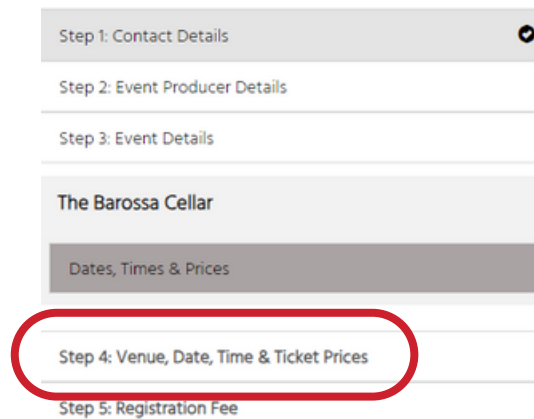
Paid = Ticketed & Paid Event

Free = Ticketed & Free Event

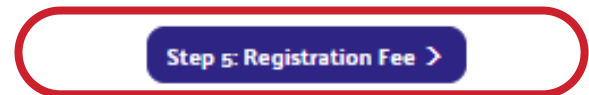
Donations = Pay a nominal amount at the door e.g gold coin

Unticketed = Unticketed & Free Event

Once your sessions are created click **Step 4: Venue, Date, Time & Ticket Prices** on the right menu to review your sessions.



Once reviewed click **Step 5: Registration Fee**



Step 5: Registration Fee

Add a payment ▾

- Community 1 - Organisations with less than 20 members or annual turnover of less than \$5000.00. Must be non-profit. \$75.00+GST
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Barossa Australia			
Description	Amount	Due	Status
Community 3	\$192.50 (inc GST)	On finalise	Unpaid

[Edit](#) [Invoice](#) [Delete](#)

[< Step 4: Venue, Date, Time & Ticket Prices](#)

[Step 6: Bank Details >](#)

A fee will automatically be applied, depending on which category you selected in Step 2. If you want to edit your category, go back to Step 2.

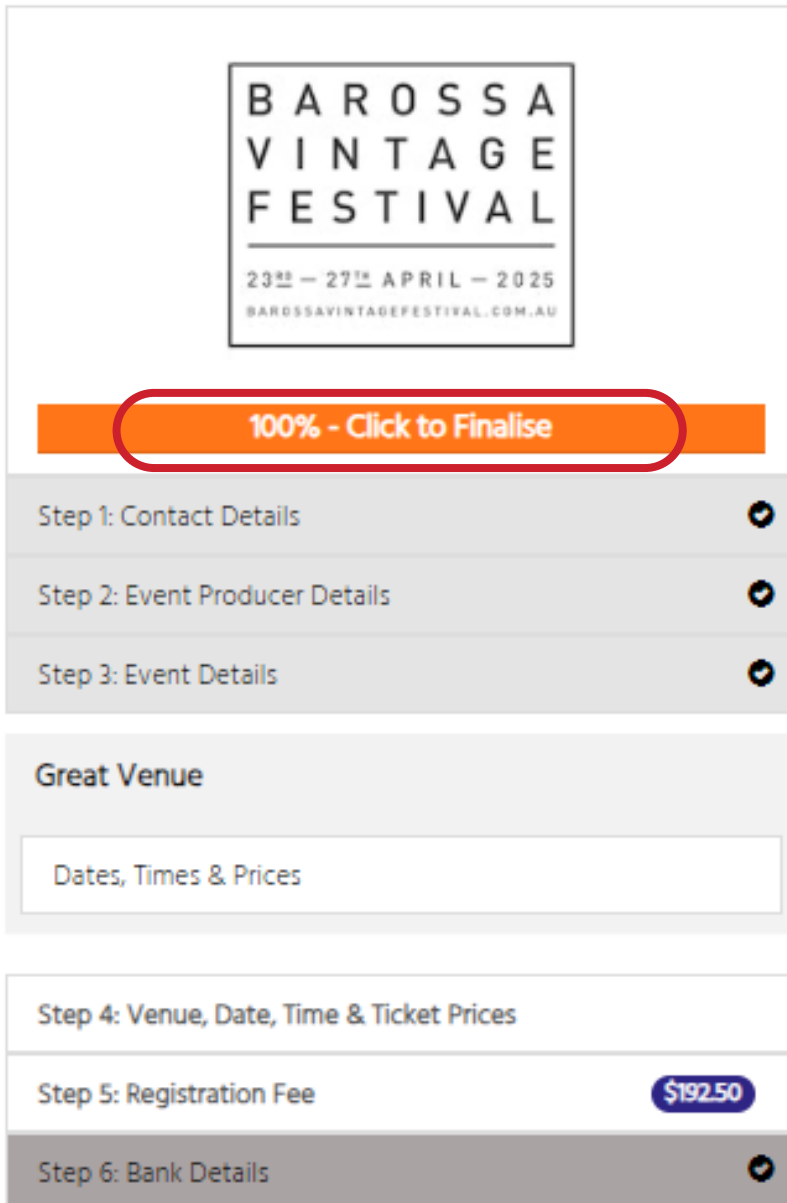
You will be required to make payment once you click the finalise button.

Step 6: Bank Details

Please enter the bank details you would like the ticketing income paid out to post-event.

Once you have completed steps 1 - 6 you will be able to finalise the event.

Click the **orange finalise button**



The screenshot displays the registration progress for the Barossa Vintage Festival. At the top, the festival logo is shown, indicating the dates 23rd - 27th April 2025 and the website BAROSSAVINTAGEFESTIVAL.COM.AU. Below the logo is a progress bar with an orange segment labeled "100% - Click to Finalise". The progress bar is followed by a list of steps: Step 1: Contact Details, Step 2: Event Producer Details, and Step 3: Event Details, each with a checkmark icon. Below this is a section titled "Great Venue" with a text input field containing "Dates, Times & Prices". The next section is "Step 4: Venue, Date, Time & Ticket Prices". Below that is "Step 5: Registration Fee" with a blue button labeled "\$192.50". Finally, "Step 6: Bank Details" is shown with a checkmark icon.

**BAROSSA
VINTAGE
FESTIVAL**

23rd - 27th APRIL - 2025
BAROSSAVINTAGEFESTIVAL.COM.AU

100% - Click to Finalise

Step 1: Contact Details ✓

Step 2: Event Producer Details ✓

Step 3: Event Details ✓

Great Venue

Dates, Times & Prices

Step 4: Venue, Date, Time & Ticket Prices

Step 5: Registration Fee **\$192.50**



Step 6: Bank Details ✓

Finalise Your Registration



Great! You're ready to finalise your registration with Barossa Vintage Festival

Once you hit the button below you are confirming that all information provided is correct and final.

By finalising your registration, you are confirming you have answered and reviewed all questions thoroughly. Please pay extra attention to the answers listed below, which will appear publicly online  or in print .

You will be asked to read and agree to the terms and conditions of the festival.

Double check all details are correct and then enter credit card details to pay your registration fee and finalise your event.