

BAROSSA  
VINTAGE  
FESTIVAL

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23<sup>RD</sup> — 27<sup>TH</sup> APRIL — 2025

[BAROSSAVINTAGEFESTIVAL.COM.AU](http://BAROSSAVINTAGEFESTIVAL.COM.AU)

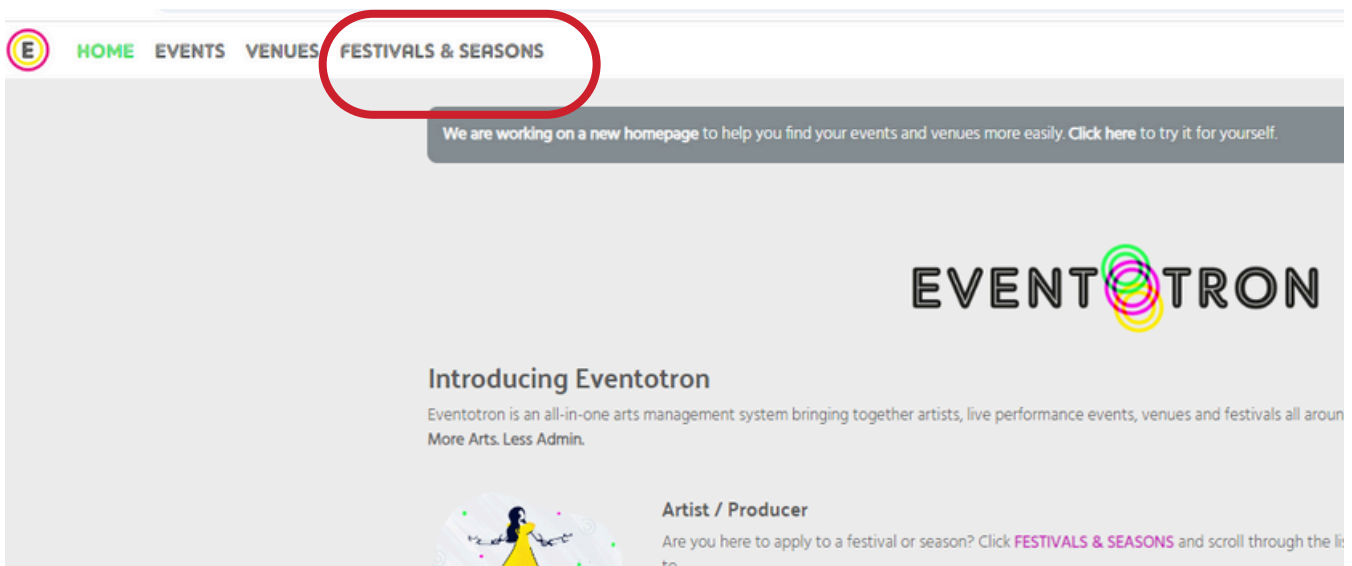
EVENTOTRON  
REGISTRATION  
INSTRUCTIONS

# HOW TO COMPLETE YOUR BVF EVENTOTRON APPLICATION

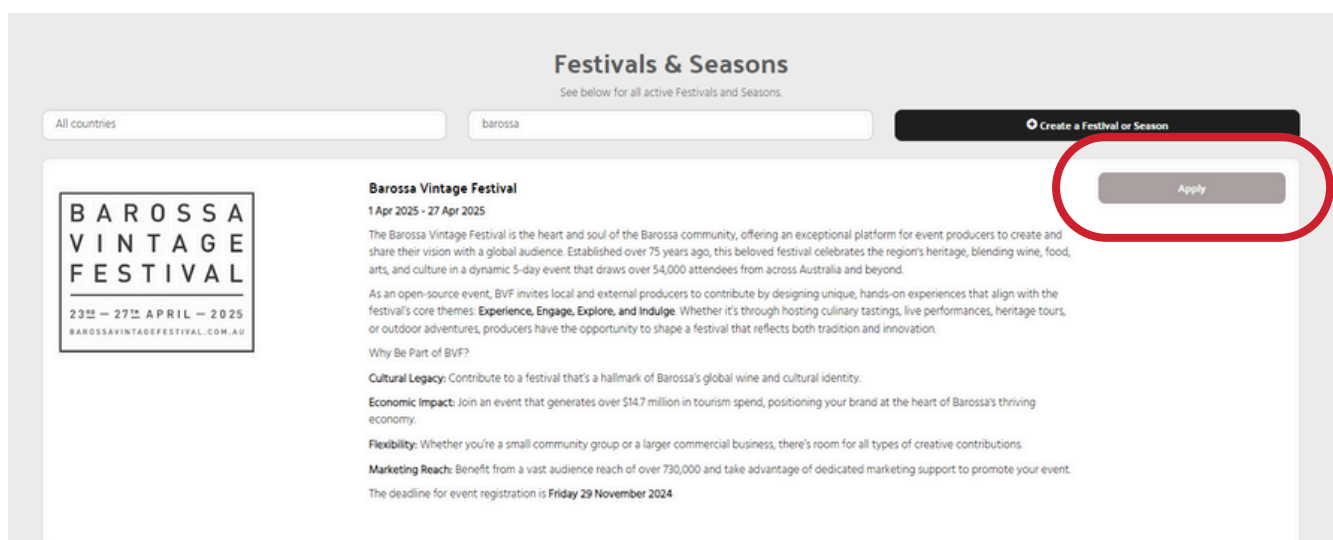
Visit [eventotron.com](https://eventotron.com)

Click **Login / Sign up**

Click on **Festivals & Seasons** and search for **Barossa Vintage Festival 2024**



Click **Apply**



If at any time you log out, click on **Events** and **My Events** and click on your event profile


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**

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**

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

**Secondary Admin Contact**

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** 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? 🔄

Age Suitability

Please Choose

Please indicate the age group your event is aimed at

Select the category that best suits your event

Please Choose

*Your event listing will sit within this category on the website and in the printed program*

Wine e.g Masterclasses, specialty tastings, behind the scenes of vintage

Food e.g Long lunches, high teas, cooking demonstratoins

Art and Music e.g concerts, live music, exhibitions

Community e.g family friendly events, markets

Heritage e.g historic displays, memorabilia

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

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

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

## • 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.

#### Create a new venue ×

If the venue you intend to perform in is not listed in the venue finder, you can create it here. Once created, you will be able to add more details about accessibility and facilities in the Venues section if Eventotron. It is important to do this to ensure performers and audience members are prepared to visit your venue. Some festivals will not progress your application without more venue details.

**IMPORTANT:** Please ensure your venue does not already exist in Eventotron before creating a new one.

Venue Name

Address

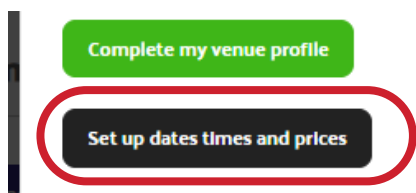
Town / City

Postcode / ZIP

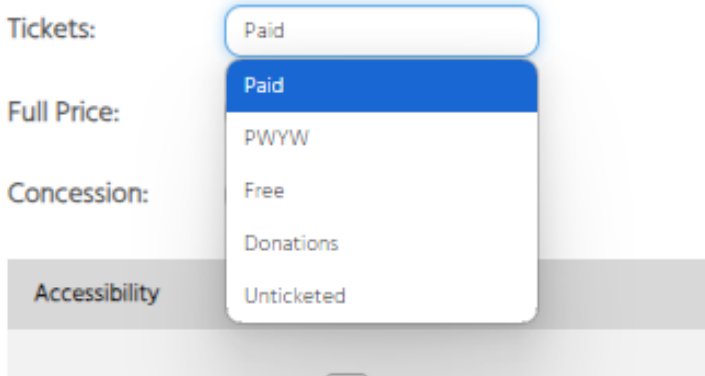
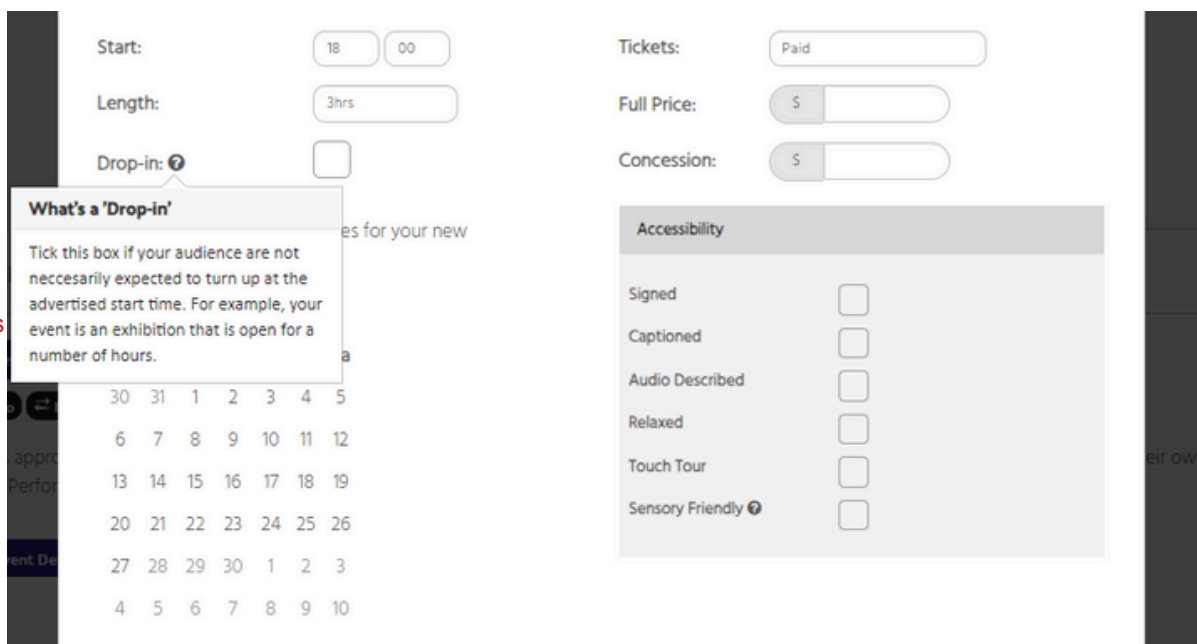
Capacity

- 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.

Once your venue is successfully created click **Set up 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** to review your sessions.

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

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

[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.

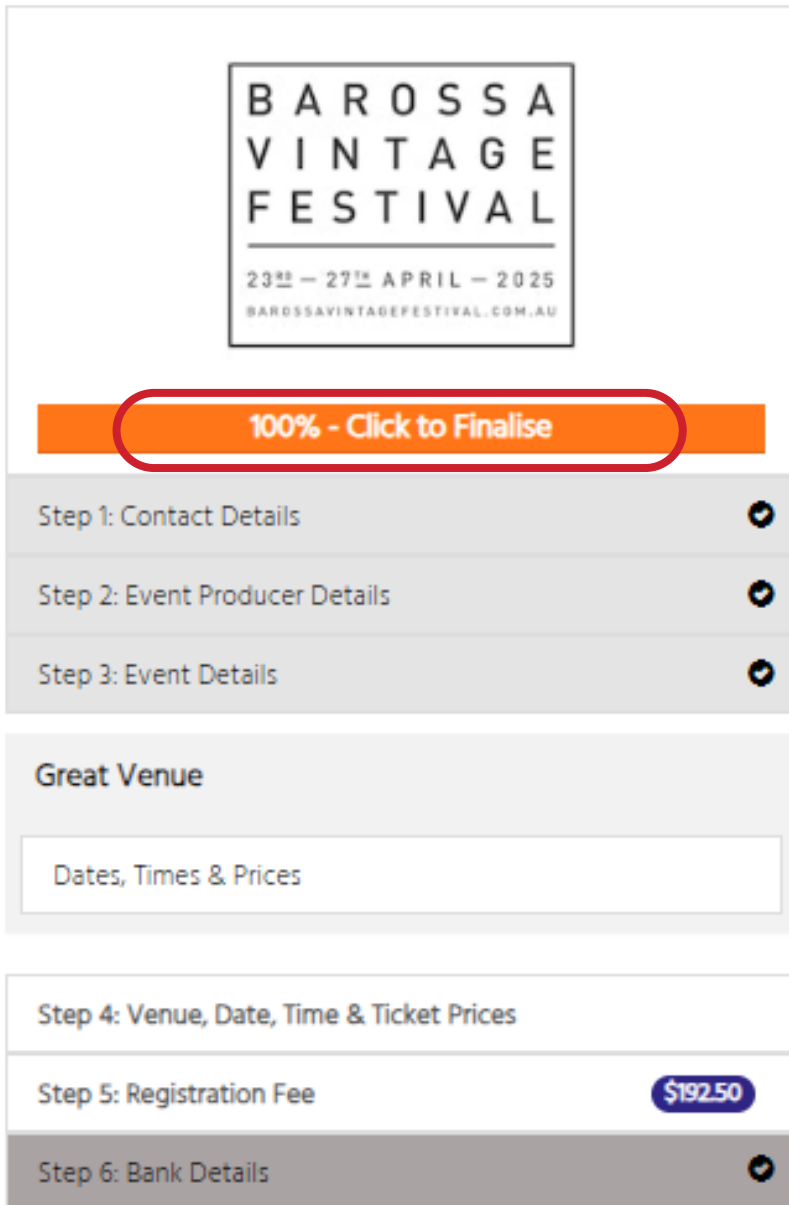
You will be required to make payment once you click the finalise button.

### 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 interface for the Barossa Vintage Festival. At the top, a logo for the festival is shown, including the dates 23rd - 27th April 2025 and the website URL. Below the logo is a prominent orange button with the text "100% - Click to Finalise", which is highlighted with a red oval. Underneath the button is a progress list with six steps, each accompanied by a checkmark icon:

- Step 1: Contact Details
- Step 2: Event Producer Details
- Step 3: Event Details
- Step 4: Venue, Date, Time & Ticket Prices
- Step 5: Registration Fee \$192.50
- Step 6: Bank Details

Below the progress list, there is a section titled "Great Venue" with a text input field containing "Dates, Times & Prices".





## Finalise Your Registration



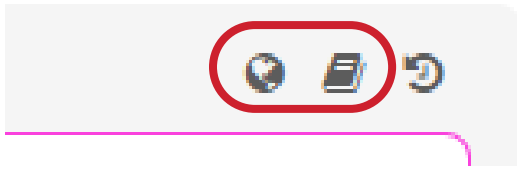
Great! You're ready to finalise your registration with Barossa Vintage Festival

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

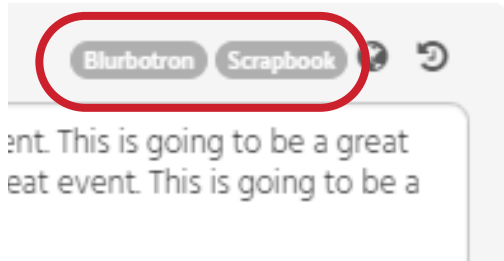
By finalising your registration, you are confirming you have answered and reviewed all questions thoroughly. Please pay extra attention to the answers listed below, which will appear publicly online  or in print .

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

# INDEX



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