

Guide to Madbillet.dk's registration system

When you enter Madbillet.dk's registration system <http://madbillet.dk/cc2016/>, the first page that will appear is the one shown on page 2. It starts with introducing you to our guidelines that reads as follows:

Dear Food Organizers,

While Copenhagen Cooking & Food Festival is working hard on the new website, we ask you to register for this year's program by typing in your event(s) and ticket(s) in the following event formula and ticket system. Deadline for registration is May 14 if you wish to be part of the printed program, and the ticket sales start June 1 2016 at 12 pm. Events registered after this deadline will appear in our online program, but will not be part of the printed program.

It is important that you fill out every sections so far it is possible and that all information is correct as the festival do not take responsibility for the correctness of your registered information. Read our disclaimer [here](#) ("Guidelines for participation 2016").

The festival secretariat revises all registered events and make sure that they include the theme "Breaking the New". If there are discrepancies, the secretariat will get back to the stated contact person with feedback. Copenhagen Cooking & Food Festival reserves the right to adjust all the descriptions before and during the festival. Therefore, revise your event(s) before the program and the ticket sales are published June 1.

Important information

- Formulate a creative and at the same time precise event text in which you can describe a bit about yourself and the event and what you as a guest can experience or expect. Remember to describe shortly how you have related to the theme "Breaking the New. You can also describe the menu, drinks, program or similar practical information.
- Keep the ticket price as cheap as possible for you so we together ensure a greater sale and big influx of guests. It is possible to register more ticket types for the same event, e.g. for the purchase of a wine menu. Click "Register ticket type" under the certain event.
- If your event picture has to be applicable to the festival's Facebook page it needs the dimensions of 851x315 pixels – alternatively, you can send an extra picture to the secretariat.
- It is compulsory to contribute with a minimum of 2-5 tickets per event. The tickets are used for among others competitions through different media, press and for Copenhagen Cooking & Food Festival's collaborators and sponsors. The release of these free tickets is to be arranged with the festival secretariat.
- If you cannot move on or finish your registration it is due to the lack of information in some of the sections – you need to fill them in to be able to continue.

To enter Madbillet.dk's registration system click "Register event here" (see picture below):

**TILMELDING AF EVENTS TIL
COPENHAGEN COOKING & FOOD FESTIVAL 2016**

Kære Aktører, Arrangører og Eventholder

Mens Copenhagen Cooking & Food Festival knokler med den nye hjemmeside, bedes I tilmelde jer årets program ved at indtaste jeres event og billet i følgende eventformular og billetsystem. Deadline for tilmelding er nu rykket til d. 14. maj, hvis I ønsker at være med i det trykte program og billetsalget går i luften d. 1. juni 2016 kl. 12.00. Events tilmeldt efter deadline vil vises i det online program, men vil ikke indgå i det trykte program.

Det er vigtigt at I udfylder alle felter så vidt det er muligt, samt at alle oplysninger er korrekte, da festivalen ikke står til ansvar for rigtigheden af jeres indtastede oplysninger. Læs disclaimer [her](#).


Festivalsekretariatet gennemgår alle tilmeldte events og sikrer, at de inkluderer temaet "Breaking the New". Hvis der er uoverensstemmelser vender sekretariatet tilbage med feedback, til indtastede kontaktperson. Copenhagen Cooking & Food Festival forbeholder sig retten til at rette i alle beskrivelser op til og under festivalen. Tjek derfor jeres event igennem inden programmet og billetsalget offentliggøres d. 1. juni.

Vigtig information:

- Formulerer en kreativ og samtidig præcist eventtekst, hvor I kan beskrive lidt om jer selv og eventen, og hvad kan man som gæst opleve eller forvente. Husk ganske kort at beskrive hvordan I har forholdt jer til tema "Breaking the New". I kan også skrive menu, drikkevarer, program eller lignende praktiske ting.
- Hold billetprisen så billigt som det er muligt for jer, så vi sammen sikre et større salg og stor tilstrømning.
Det er muligt at oprette flere billettyper for samme event til fx tilkøb af vinmenu. Tryk "Opret billettype" under det pågældende event.
- Hvis jeres eventbillede skal kunne anvendes på festivalens facebookside, skal det have dimensionerne 851x315 pixels – alternativt kan du sende et ekstra billede til sekretariatet.
- Det er obligatorisk at bidrage med min. 2-5 billetter pr. arrangement. Billetterne går bl.a. til konkurrencer via forskellige medier, presse og til Copenhagen Cooking & Food Festivals samarbejdspartnere og sponsorer. Frigivelsen af disse fribilletter aftales med festivalsekretariatet.

Har I spørgsmål eller problemer med oprettelse, henvend jer da til info@madbillet.dk eller info@copenhagencooking.dk

Tilmeld event her » **Register event here**



The next page you will see is the one below where you have to enter your e-mail for future login, then press "Continue" at the bottom:

mad
BILLET.dk

Du er nu ved at oprette en eventmanager konto til:

Copenhagen Cooking & Food Festival 2016

Din e-mail til login

Fortsæt **Continue**

Now you will see the following page where you can register your event:

Opret ny event

Hvem præsenterer denne event: Who's representing this event (the name of your company)

Navn på Event Name of the event

Eventbillede (SKAL være minimum 360x240px, i .jpg format og MAX 5MB) Event picture (has to be minimum 360x240 pixels in .jpg format and maximum 5MB)
Der må ikke være tekst eller logoer på billedet

Beskrivelse
Skriv lidt om jer selv og eventen, fx hvem er I, hvad går arrangementet ud på, og hvad kan man som gæst opleve eller forvente. Husk ganske kort at beskrive hvordan I har forholdt jer til årets tema "Breaking the New". Eventteksten skal fylde mellem 500-1000 tegn.

0 tegn

Description - write something about yourself and the event, e.g. who are you, what event is it and what can you as a guest experience or expect. Remember to describe shortly how you have related to this years theme Breaking the New. The event text has to be between 500-1000 characters

Engelsk Beskrivelse English description. Also has to be between 500-1000 characters
Eventteksten skal fylde mellem 500-1000 tegn.

0 tegn

Adressen hvor denne event finder sted: **The address where the event takes place**

Evt. link til hjemmeside, hvor man kan læse mere: **If convenient, link to website where you can read more**

Kontaktperson eller firma til denne event: **Contact person or company for this event**

Telefonnummer til kontaktperson eller firma: **Phone number to contact person or company**

E-mail til kontaktperson eller firma: **E-mail to contact person or company**

Madbillet gør det muligt for jer at evaluere på jeres event, ved at udsende et spørgeskema til den tilmeldte gæst, efter endt arrangement

Ja tak, vi vil gerne udsende spørgeskema efter vores event Madbillet makes it possible for you to evaluate your event by sending out a questionnaire to the participating guest after the end of the event. Click the box if you would like to send out a questionnaire after your

Next

Now you have to cut the picture the way you want it to be:

Beskæring af billede → Cutting the picture

Vælg det udsnit af billedet du vil bruge. → Choose the cut of the picture you want to use

Beskær billede → Cut picture

The event is now registered. Here you can see the name of the event and contact information. Here you can also edit the event if you need to change something. At this point, the event is not public yet, Copenhagen Cooking & Food Festival has to revise it before it is made public. Now you have to decide the type of ticket this event should have (click the green button):

Event-navn → The name of your event will appear here

Kontaktinfo: Louise - 00000000 - louise@xxxx.dk
→ Your contact information will appear here

Rediger event (circled in red) → Edit event

Book interne billetter **Statistik**

Link til event på madbillet.dk: → Here you can see your event at Madbillet.dk
madbillet.dk/show/event/fest?show_not_published_event

Denne event er endnu ikke offentliggjort → This means that your event has not yet been made public - Copenhagen Cooking & Food Festival does that

Opret ny billettype (circled in green) → Click here to arrange the type of ticket for this event

Klik her for at oprette den første billettype til denne event.

The formula to register the ticket type and format for your event:

Opret ny billet til Event-navn Register new ticket for *event name*

Dato og tidspunkt for denne billet Date and time for this ticket

Sluttidspunkt for denne billet End time for this ticket

Pris for denne billet uden billetgebyr Price for this ticket without ticket fee
 kr.

CC&FF 2016 billetgebyrer Ticket fees
Der bliver tilføjet følgende billetgebyrer: **Following fees will be added:**
fra 1,00 til 99,99 kr. er billegebyr 10 kr. **from 1.00 to 99.99 Danish kroner the fee is 10 Danish kroner**
fra 100,00 kr. og op er billetgebyr 20 kr. **from 100.00 kroner and more the fee is 20 kroner**

Total antal billetter til salg Total number of tickets for sale
 billetter

Evt. tekst til denne billet If convenient, text for this ticket

Minimum antal billetter kunden kan købe Minimum number of tickets the guest can buy
 billetter

Maximum antal billetter kunden kan købe Maximum number of tickets the guest can buy
 billetter

Starttidspunkt for salg af denne billet Start time for sale of this ticket

Sluttidspunkt for salg af denne billet End time for sale of this ticket

Evt. linkkode som skal benyttes for at kunne se denne billet If convenient, link code that has to be used to see this ticket

Now the ticket format for one day is registered. If the event is being held more days, you click copy (marked in the picture below) and change the information (e.g. the date) that has to be changed to register a new ticket type.

Event-navn
Kontaktinfo: Louise - 00000000 - louise@xxxx.dk

[Rediger event](#) [Book interne billetter](#) [Statistik](#)

Link til event på madbillet.dk:
madbillet.dk/show/event/fest?show_not_published_event Denne event er endnu ikke offentliggjort

Copy

[Opret ny billettype](#)

	Dato og tidspunkt for denne billet	Pris	Til salg	Solgt	Tilbage
ret kopi slet	fredag 19. august 2016 kl. 12:00 - 12:00	200,00 kr. + 20,00 kr.	30 stk.	0 stk.	30 stk.

[Download billettyper som CSV](#)

Now it looks like below and when you have registered the event all the days it will take place, you are done.

Event-navn
Kontaktinfo: Louise - 00000000 - louise@xxxx.dk

[Rediger event](#) [Book interne billetter](#) [Statistik](#)

Link til event på madbillet.dk:
madbillet.dk/show/event/fest?show_not_published_event Denne event er endnu ikke offentliggjort

[Opret ny billettype](#)

	Dato og tidspunkt for denne billet	Pris	Til salg	Solgt	Tilbage
ret kopi slet	fredag 19. august 2016 kl. 12:00 - 12:00	200,00 kr. + 20,00 kr.	30 stk.	0 stk.	30 stk.
ret kopi slet	lørdag 20. august 2016 kl. 12:00 - 12:00	200,00 kr. + 20,00 kr.	30 stk.	0 stk.	30 stk.
	I alt		60 stk.	0 stk.	60 stk.

[Download billettyper som CSV](#)