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.

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

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:

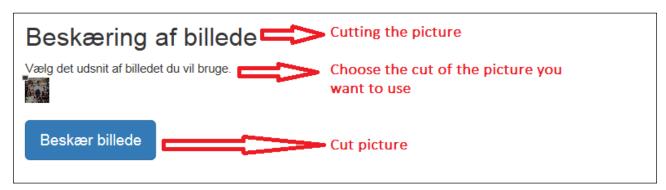Now you will see the following page where you can register your event:

Opret ny event

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

CCFF

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

Gennemse...

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 descripe 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

Videre >> Next

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

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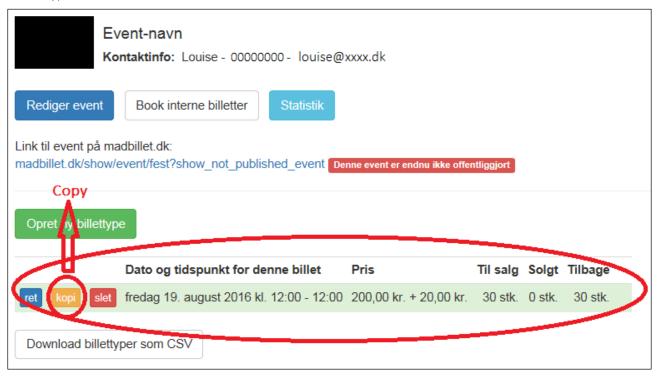
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The formula to register the ticket type and format for your event:

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

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

`2016-08-19`   `12:00 ▾`

Sluttidspunkt for denne billet   End time for this ticket

`12:00 ▾`

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

`          ` kr.

CC&FF 2016 billetgebyrer
Der bliver tilføjet følgende billetgebyrer:
fra 1,00 til 99,99 kr. er billegebyr 10 kr.
fra 100,00 kr. og op er billetgebyr 20 kr.

Ticket fees
Following fees will be added:
from 1.00 to 99.99 Danish kroner the fee is 10 Danish kroner
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

`1` billetter

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

`30` billetter

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

`2016-06-01`   `12:00 ▾`

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

`2016-08-19`   `00:00 ▾`

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

`[                    ]`

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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.

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

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