

ART Events Website – How to sign up

1 Introduction

This document describes how to sign up for a username at the ART Events Website <u>https://events.bellringing.org</u>

2. The new site is NOT SmART Ringer!



- SmART Ringer users, please read this paragraph carefully!
- The new ART Events site **is not** SmART Ringer
- Your SmART Ringer login and password will not work here
- You need to register for a **separate**, **new ART Events username** and password, as described in this document

3. Preamble

- 3.1 In Summer 2019, ART is moving to a new Events Website at https://events.bellringing.org. The new site will become the listing and registration hub for all ART events, with a phased transition from the previous SmART Ringer-based system between September and November 2019.
- 3.2 An event is defined as 'something run by ART, that people attend'. Events may be free, or paid. Events include courses, workshops, conferences, festivals, and anything else ART thinks up.
- 3.3 The new Events site contains:
 - Information about the types of event on offer (courses for teachers, workshops, other)
 - Information about specific events (event listings)
 - A registration system allowing signed-up users register (and pay for) places at events
 - A 'My registrations' page where you can see information about your registrations, download your invoices, tickets, etc.,

4. Introducing tickets for all ART events

- 4.1 In order to attend an event, you must register, pay (if necessary) and obtain a **ticket**, which must be brought to the event. The system only issues tickets on completion of payment.
- 4.2 Tutors and workshop leaders will expect to see event tickets when course delegates or workshop participants arrive. For larger events, attendees will be expected to present their ticket at the event registration desk.



5. How do I sign up?

- 5.1 You need a working e-mail address which you can access during the signup process. Have this ready as the signup robot will send you emails during the signup process.
- 5.2 Visit <u>https://events.bellringing.org</u>
- 5.3 Find the **Login** panel. Depending on your device, it may be close to the top of the screen (on a mobile device) or to the upper left (tablets and PCs).



Click on the 'Signup... link as shown. You'll see a Username Signup form

5.4 Fill out the form.

Username Signup		
for the ART Events Website		Enter your firstname
First Name	Steve	and your lastname
Last Name	Johnson	You can pick your own username
Username	Steve123 The username 'Steve123' is available. 	The system will tell you if your chosen usename is available (or not)
Email	steve@staybender.org	Enter your email address
Password	•••••	and a password
Verify Password	•••••	This bar shows you how strong your password is - the further to the right and the more green, the better
		Enter your password a second time to confirm

You may need to scroll down to see all the form fields



5.5 If you are **not** (yet) a bell ringer, leave the bell ringer question set to **No** and enter the **county** you live in:

, ,	⊛No ⊖Yes ★	E	nter the county you live in
County you live in	London	-	* 👁

5.6 If you **are** a bell ringer, answer the bell ringer question with a **Yes**, and then tell us your home tower:

Are you a bell ringer?	ONo ©Yes Answer Yes		
	**0	• and select your home tower	
Home Tower		*	- * @ 0

On the home tower dropdown, find and select your home tower:

If your browser allows it, it's quicker to mouse click in the field and type a few characters	
Bow Brickhilf, Bucks, All Saints, (4 bells in A)	0
Bourne, Lincs, S Peter & S Paul, (6 bells in F#)	^
Bournemouth, Dorset, S Peter, (8 bells in E)	
Bournemouth, Dorset, Sacred Heart, (6 bells in Eb)	
Bournville, Birmingham, W Mids, S Lazar (Serb Orth), (3 bells in Ab)	
Bourton on Dunsmore, Warks, S Peter, (3 bells in Bb)	
Bourton on the Hill, Glos, S Lawrence, (6 bells in F)	
Bourton on the Water, Glos, S Lawrence, (8 bells in F#)	
Bourton, Dorset, S George, (6 bells in G)	
Bourton, Shrops, Holy Trinity, (4 bells in G)	
Boveney, Bucks, S Mary Magd, (3 bells in Bb)	
Bovey Tracey, Devon, S Peter, S Paul & S Thomas of Canterbury, (8 bells in F#)	
Bow Brickhill, Bucks, All Saints, (4 bells in A)	U.

5.7 You may need to scroll down again to see and complete all the form fields:

	Once you have selected your home tower
Home Tower	Bow, Gr London, S Mary, (8 bells in E#) Click to accept our terms and conditions
Terms and Conditions	✓ Please confirm you accept our Terms and Conditions ★ ● …which you can read by clicking here
Human?	✓ I'm not a robot Complete the Captcha challenge Complete the Captcha challenge
	Signup for your own ART Events Usernameand click the blue button to sign up



5.8 If your password is too weak, or there are other problems, you'll see an error message at the top of the form:

Error Use of insecure password not allowed. Password Fred1 is very weak since it's included inside attackers dictionaries.

If this happens, follow the advice in the message to resolve the problem, and then click the blue sign up button again.

5.9 The system may take a few seconds to process the form. When this is done you will see the message:

Check your email - confirmation required!

An email with further instructions on how to **confirm your ART Events Username Signup** has been sent to the email address you entered. Please **read this email and follow the instructions** to confirm your signup.

To have the confirmation email sent again, simply try logging in with the username and password you chose at registration.

Remember to check your spam filters if you can\'t find the email

5.10 Now go to your email. After a short while, you should receive an email from **ART Events Signup**. Here's what it looks like in Outlook. In your mail software, it may look different:

⊟ 5 ″ ↑	🔶 👻 🗧 ART Events - Y	our ART Events Username	- Please confirm y	our signup - Mess	age (P 📧	1.50	
File Message	Help Q Tell me what	ou want to do					
Image: Second secon	Reply Reply Forward All Respond	Drafts	Move Move	Mark Unread	Translate	Read Zoo Aloud Speech Zoo	
ART Ever	nts Signup <events-websi< td=""><td></td><td>steve@stayber</td><td></td><td></td><td></td><td>09:56</td></events-websi<>		steve@stayber				09:56
AE ART Eve	ents - Your ART Events l	Isername - Please co	onfirm your sig	Inup			~
To confirm your si	ing up for an ART Events u gnup, please click on the h	yperlink below:		your web	this link, or cu		t into
https://events.bel	lringing.org/cb-profile/co	firm?confirmcode=re	g5d751 66 98eb	2b6520f25c4528	93bca10c60b1e	<u>20</u>	
If you cannot click	on the link directly, pleas	e cut and paste the line	e into a web bro	wser.			
Your account deta	ils are:						
Email: <u>steve@stay</u> Name: Steve John Username: Steve1	son						
Best regards,							
The ART Events Ac	dministration Team						
NOTE: This email	was automatically generat	ed by the mailing robo	t at the ART Eve	nts Website (<u>http</u>	os://events.bell	ringing.org).	•

To confirm your email address, click on the link in the mail (or cut-and-paste it into your web browser, if you can't click on it directly).

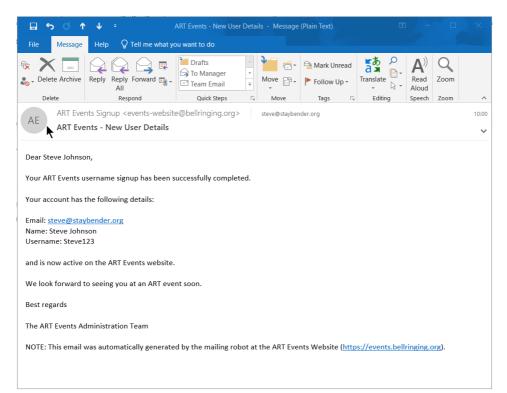


5.11 When you click on the link, it may take a few seconds for things to happen. You should see a web page with this message:

Your ART Events Username Signup has been successfully completed!



You will also get a second email, confirming that your account has been set up. Here's what it looks like in Outlook. In your mail software, it may look different:





5.12 Now go to the homepage (by clicking as shown in 5.11 above) and find the login panel again. Fill out the fields, using the username and password you chose at signup:



5.13 The <u>first time</u> you log in, the system will show you your user details. This is so you can check that they are all correct, and that you have not mis-typed anything.

Click here if you need to	edit anything
Edit Connections	
Steve Johnson (Steve123) * 0 Connections © 0 Views	
Contact Info	
First Name	Steve
Last Name	Johnson
Username	Steve123
Email	Send Email
Are you a bell ringer?	Yes
Home Tower	Bow, Gr London, S Mary, (8 bells in F#)

If you need to change any of the details, use the grey **Edit** link shown above.

5.14 If everything is OK, go to the home page using the blue menu at the top.

		Find Event listing	s and make ev	ent registration	ns		
Home	Terms and Conditions	Courses for Teachers	Workshops	Conferences	Events List	Document Library	My Registrations
	• Home screen				See details of (if you have m	your registrations ade any)	Y

As shown above, there are many things you can find and do from this menu.

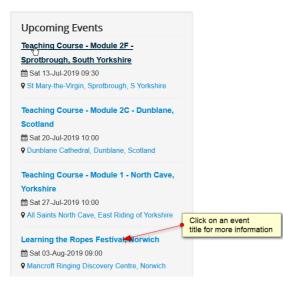


6. OK, I've signed up! How do I register for the event I'm interested in?

6.1 The first step is to find the event you are interested in. You can do this from the interactive map on the home page:



... or from the upcoming events list, which shows only the next 10 events:





... or from the **Events List** option on the main menu:



You can also use the various search boxes on the site to find events by distance, or by keyword.

6.2 Once you have found an event of interest, you will notice 2 registration buttons:

Learning the Register for an individual place vich
Register (Individual) Register (Group)
An exciting one-day event inor for a group of up to 5 places. In the group of up to 5 places.
Making the most of the new Mancroft Ringing Discovery Centre and other city-centre teaching towers, the day offers a series of focused sessions led by experienced ART teachers.
The sessions are geared towards building and improving foundation skills, and so are particularly aimed at ringers up to and including LTR Level 3.
In addition there are a host of other bellringing related activities and events to dip into - mini ring, history, a bookstall and open towers.

6.3 In each case, clicking on a button will show a registration form. Here's an example of an individual form:

Individual Registration

Please enter information in the form below to process registration for event Learning the Ropes Festival, Norwich

First Name *	Steve
Last Name *	Johnson
Phone Number *	
Email *	steve@staybender.org
Are you on a Learning	⊖ Yes
the Ropes programme? *	⊖ No
Add an AM Workshop? *	No (+£0)
	○ Yes (+£5)
Add a PM workshop? *	No (+£0)
	○ Yes (+£5)

Complete the form, scrolling down if needed to see all the fields. Note that different events may ask different registration questions, and so may not look exactly like the example above.



6.4 When you've processed your registration, depending on the payment method available for that event, you may need to make a BACS payment to secure your place. The system will display clear instructions on the screen if you need to do this, and will also send you the same information by email. On screen, it will look something like this:

0	Completed event Teaching Course - Module 2F - New Alresford, Hampshire on Sat 02-Nov-2019 09:30
ACTION REQUIF	ED FROM YOU NOW:
To socure your place, placed	send payment direct to our bank account:
to secure your place, please	asing payment direct to our bank account.
Bank Details:	sena payment anect to our bank account.
	40-10-07
Bank Details:	
Bank Details: Sort Code:	40-10-07

6.5 When your payment is logged by our Events Admin Team, you'll get another email:

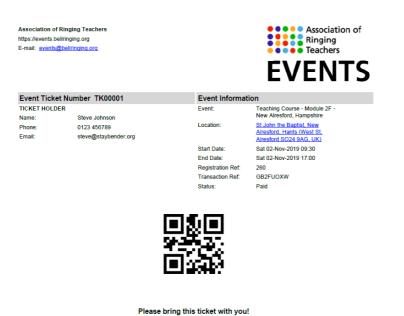
We will email your event tickets to you when payment has been received.

Delete Archive	All	Drafts	Move D.	💁 Mark Unread	Translate	A) Q Read Zoom Aloud	
Delete	Respond ents Website <events@beli< td=""><td>Quick Steps</td><td>steve@staybender.org</td><td>Tags 15</td><td>Editing</td><td>Speech Zoom</td><td>11:</td></events@beli<>	Quick Steps	steve@staybender.org	Tags 15	Editing	Speech Zoom	11:
F	ayment for ART Event Te	0.0.0		Alresford, Hamp	oshire has bee		33
			1				
	00037.pdf ticke	t 00260.pdf					
AE-IN000000 26 KB	27 K		*:				
26 KB	tion of		Your ticket.				
26 KB	tion of TS						
26 KB	e Johnson hent for event Teaching Cr	B Durse - Module 2F	Your ticket.	Hampshire (Sa	t 02-Nov-2019	0 09:30)	
26 KB	too of TS e Johnson	B Durse - Module 2F	Your ticket.	Hampshire (Sa	t 02-Nov-2019	0 09:30)	
26 KB	e Johnson hent for event Teaching Cr	B Durse - Module 2F Management Tean	Your ticket.	Hampshire (Sa	t 02-Nov-2019	0 09:30)	

Note that your ticket is attached to the email as a PDF. **Please be sure to print it out and bring it to the event.**



6.6 Your ticket will look something like this:



6.6 You can also find tickets and details of your event registration(s) by going to **My registrations** from the menu:

		Find Event listing	s and make ev	<mark>ent registratio</mark>	ns		
Home	Terms and Conditions	Courses for Teachers	Workshops	Conferences	Events List	Document Library	My Registrations
	Home screen				See details of y (if you have ma	our registrations	Y

6.7 Once in **My Registrations**, you will see details of your event registrations (if any).

		٩	X Select Ev	rent		Ψ.				
	Last Name	Event	Event Start	Registration Date	Registrants	Amount	Registration Status	Invoice Number	Ticket	
Steve	Johnson	Teaching Course - Module 2F - New	Sat 02- Nov-2019	Fri 12- Jul-2019	1	£20.00	Paid	AE-	TK00001	Click to access

As shown above, you can access your ticket for an event from this screen. You can also see your registration status (pending payment, paid, cancelled) and cancel a registration if you need to.



7. How to get help if you are stuck

If you get totally stuck, send an email to <u>events@bellringing.org</u> making sure to include:

- Your name
- Phone numbers we can call you on, and good times to call
- A clear description of your issue, and what you did leading up to the issue happening.

-- End of document --

Document Revision History

Date	Version	Author	Comment
12 July 2019	1.1	Steve J	Initial version v1
			Minor typos corrected in v1.1
13 July 2019	1.2	Steve J	More typos fixed