ART Events Website – How to sign up

1   Introduction

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

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 https://events.bellringing.org

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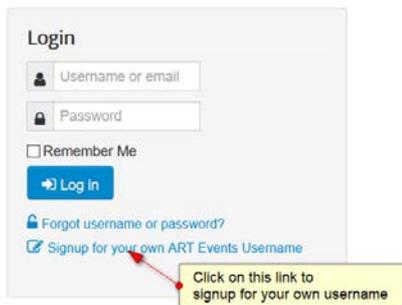
Click on the 'Signup… link as shown. You'll see a **Username Signup** form

5.4   Fill out the form.

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:

Are you a bell ringer?   ⦿No
                                ◯Yes
                                ★ ⊚ ❶   Enter 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?   ◯No
                                ⦿Yes   Answer Yes
                                ★ ⊚ ❶

                                                         ... and select your home tower

Home Tower   ★ ⊚ ❶

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 Brickhill, Bucks, All Saints, (4 bells in A)

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)

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 F#)   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
                                          reCAPTCHA
                                          Privacy - Terms
                        ★ ⊘   Complete the Captcha challenge

                        Signup for your own ART Events Username

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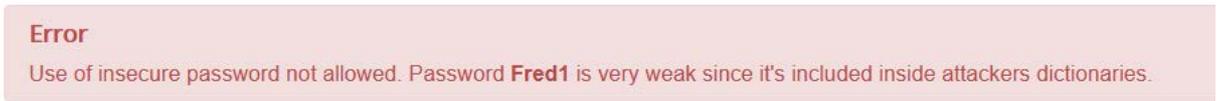
If this happens, follow the advice in the message to resolve the problem, and then click the blue sign up button again.

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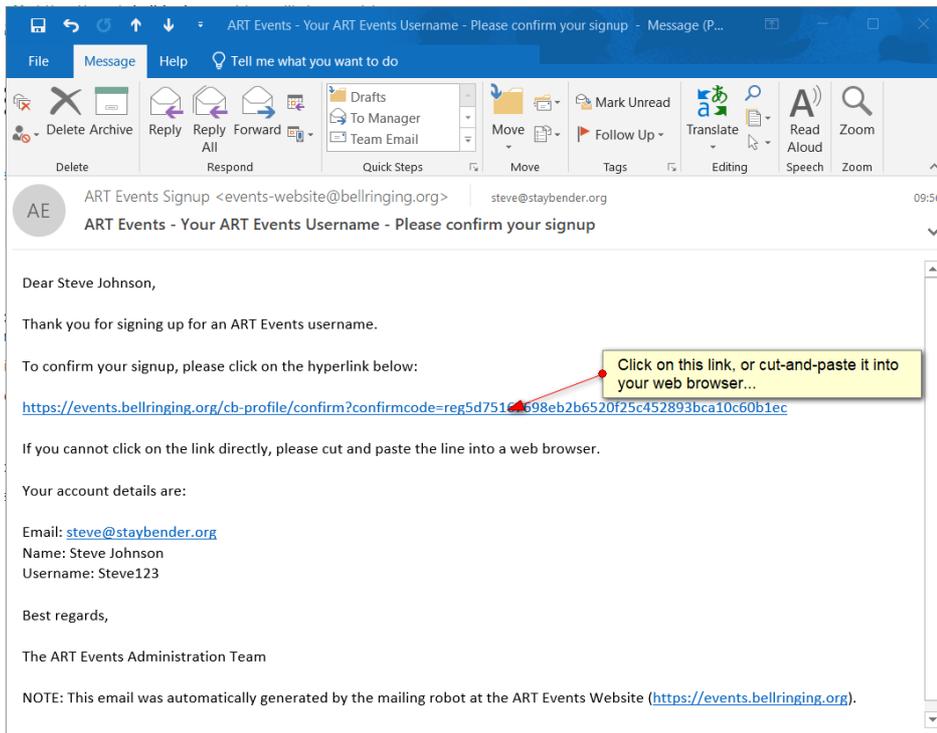
To confirm your email address, click on the link in the mail (or cut-and-paste it into your web browser, if you can't click on it directly).

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!

Go to the home page to log in.

Click here to go to the home page to log in...

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:

ART Events - New User Details - Message (Plain Text)

File   Message   Help   Tell me what you want to do

Delete Archive | Reply Reply All Forward | Drafts To Manager Team Email | Move | Mark Unread Follow Up | Translate | Read Aloud | Zoom

AE   ART Events Signup <events-website@bellringing.org>   steve@staybender.org   10:00
ART Events - New User Details

Dear Steve Johnson,

Your ART Events username signup has been successfully completed.

Your account has the following details:

Email: steve@staybender.org
Name: Steve Johnson
Username: Steve123

and is now active on the ART Events website.

We look forward to seeing you at an ART event soon.

Best regards

The ART Events Administration Team

NOTE: This email was automatically generated by the mailing robot at the ART Events Website (https://events.bellringing.org).

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.

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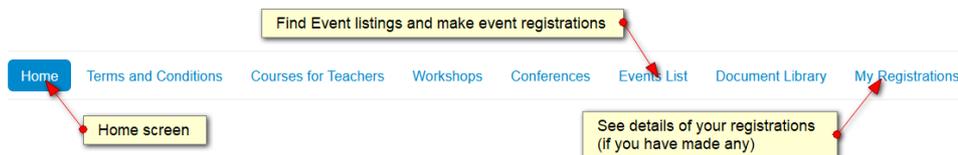
As shown above, there are many things you can find and do from this menu.

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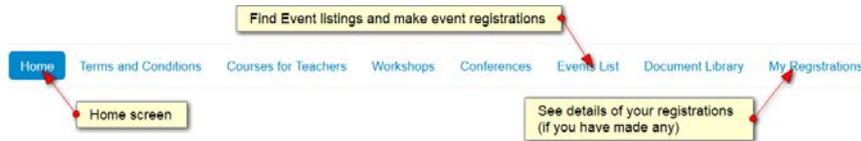
You can also use the various search boxes on the site to find events by distance, or by keyword.

6.2 Once you have found an event of interest, you will notice 2 registration buttons:
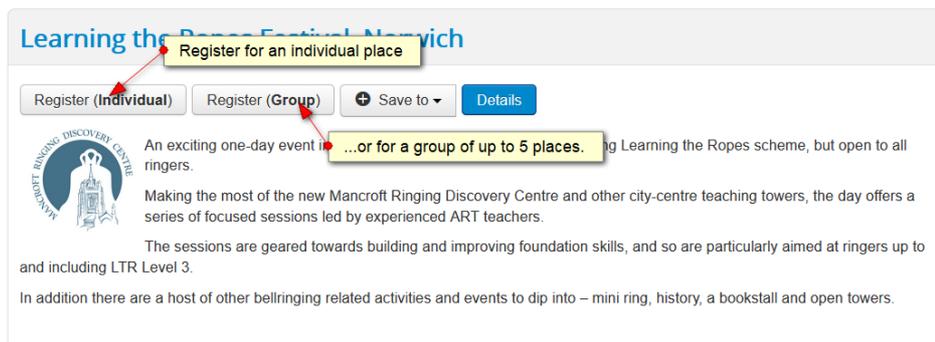
6.3 In each case, clicking on a button will show a registration form. Here's an example of an individual form:

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 the Ropes programme? *	○ Yes ○ 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:

Registration Completed

Thank you for registering for event **Teaching Course - Module 2F - New Alresford, Hampshire** on **Sat 02-Nov-2019 09:30**

ACTION REQUIRED FROM YOU NOW:

To secure your place, please **send payment direct to our bank account**:

Bank Details:	
Sort Code:	40-10-07
Account No:	51503723
Amount	£20.00
Reference:	GB2FUOXW

If we do not receive your payment **within 7 days**, we may cancel the registration and you will be unable to attend the event.

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

6.5   When your payment is logged by our Events Admin Team, you'll get another email:
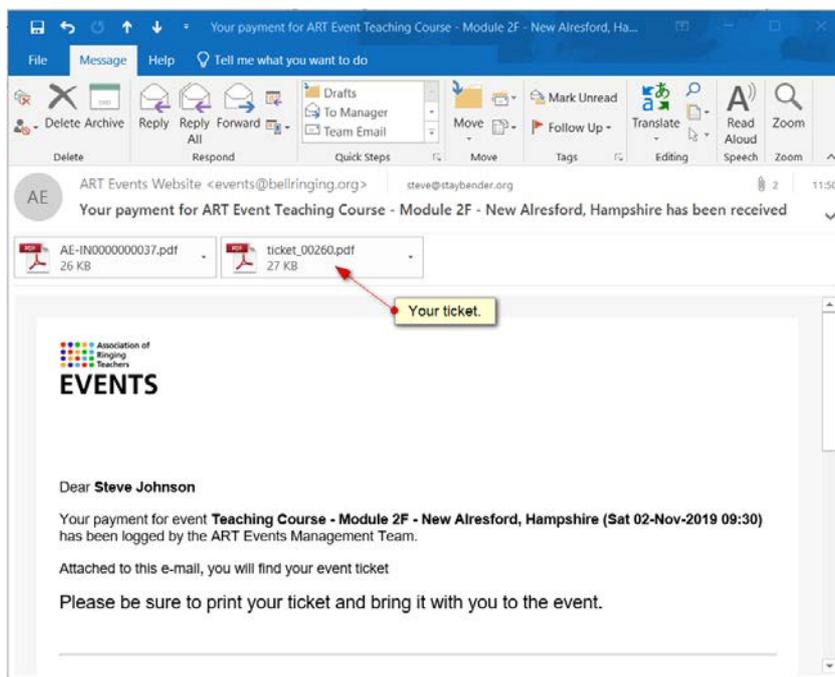
Note that your ticket is attached to the email as a PDF. **Please be sure to print it out and bring it to the event.**

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:

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

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 events@bellringing.org 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