

Step-by-step instructions to apply to a 2020 Toronto Fringe Festival category on Eventotron

ALL APPLICANTS

1. Go to eventotron.com and click on "Festivals" in the top left corner. You will be prompted to register for an account, or sign into your existing account if you already have one.
2. Once you are registered and logged in to Eventotron, you will see a listing of festivals. You can narrow the list by selecting Canada from the dropdown list, or scroll down to find TORONTO FRINGE FESTIVAL 2020. Click on "Apply" in the 2020 Toronto Fringe Festival section to open the application.
3. You are now at the Toronto Fringe 2020 All Categories Application form. Choose "Create a new event" where you will enter a title for your project then click NEXT. You can input "TBC your company name" if you do not have a title. Please do not create duplicate events with the same name (see 9. for more details).
4. The application form will now be opened fully and your name will appear as "Main Admin Contact." To update this information, click the blue head icon to the right of the text box.
5. You will now you will be asked to submit a "Secondary Admin Contact." Click the text box, enter the contact's email address, then click "Add Contact." Input your secondary contact's First and Last Name, as well as their phone number. The Secondary Contact may not be changed once your application is submitted. Please double check this info before clicking "Save." To update this information, click the blue head icon to the right of the text box.
6. You will now be asked to submit a "Company Name," which will be credited as the Producing Company in the Fringe Program and printed materials. *This name cannot be changed once your application is submitted.*
7. Answer whether you have applied to the Toronto Fringe before, or whether you have participated in any other CAFF (Canadian Association of Fringe Festivals) festival.

Note: If you want to apply to the site-specific category and any lottery, you need to complete two separate applications. If you want to apply to the main lottery and either the CDAP or Accessible lottery, you can submit one application.

SITE-SPECIFIC CATEGORY

8. If you are only applying to the Site-Specific category, click "NO" to entering the Main Lottery, "NO" to entering the Accessible Lottery, and "NO" to entering the CDAP Lottery. Click "YES" to entering the Site-Specific category.
9. Answer all of the questions, paying attention to the help text within the form for exact instructions. You will need to upload images of your venue. If you run into any issues, or have any questions, please call Michael at **416-966-1062** or email general@fringetoronto.com.
10. **PAYMENT:** To pay the application fee by credit card, select "credit card" on the question "How will you pay the site-specific application fee of \$29?", and then select the type of credit card. If a payment window does not appear, it means you have not completed all of the mandatory fields (indicated by a RED question). Please ensure all questions are answered to prompt the payment window.

To pay the application fee by cheque, make it out to **The Fringe of Toronto Theatre Festival** and send it to us at 100 Broadview Avenue, Suite 322, Toronto, ON. M4M 3H3. We will begin to process a complete application once it is successfully submitted, and act in good faith that the application fee has been sent. If the application is approved, and a slot is offered with a participant fee, the application fee and participant fee need to be paid in full to confirm the slot.

11. **Submit your application only once your application is complete.** Your application will auto-save as you answer each question. To return to a saved application, sign into Eventotron and choose the "My

Step-by-step instructions to apply to a 2020 Toronto Fringe Festival category on Eventotron

event is already in Eventotron" option, then look up the title of your site-specific show.

12. If your company requires any accessibility accommodations in order to submit your site-specific application, please contact Susan Wolf, Accessibility Manager, access@fringetoronto.com or **416-966-1062 ext. 227**, and we will do our best to assist you.

MAIN LOTTERY

8. Follow steps 1 through 7 above.
9. If you are only applying to the Main Lottery, click "YES" to entering the Main Lottery. Click "NO" to entering the Accessible Lottery, "NO" to entering the CDAP Lottery, and "NO" to entering the Site-Specific Category. You can apply to more than one lottery (Main, CDAP, Accessible) by clicking "YES" where appropriate, if you are eligible.
10. Select the Main Lottery category you are applying to from the drop down list. Answer any of the supplementary questions that correspond to the category selected, paying attention to the help text within the form for exact instructions. If you run into any issues, or have any questions, please call Michael at **416-966-1062** or email general@fringetoronto.com.
11. Your application will auto-save as you answer each question. To return to a saved application, sign into Eventotron and choose the "My event is already in Eventotron" option, then look up the title of your Main Lottery show.
12. **PAYMENT:** To pay the application fee by credit card, select "credit card" on the question "How will you pay the application fee of \$29?", and then select the type of credit card. If a payment window does not appear, it means you have not completed all of the mandatory fields (indicated by a RED question). Please ensure all questions are answered to prompt the payment window.

To pay the application fee by cheque, make it out to **The Fringe of Toronto Theatre Festival** and send it to us at 100 Broadview Avenue, Suite 322, Toronto, ON. M4M 3H3. This payment needs to arrive by November 29, 2019 or else you will not be eligible to be entered into the lottery.

13. If your company requires any accessibility accommodations in order to submit your application to the main lottery, please contact Susan Wolf, Accessibility Manager, access@fringetoronto.com or **416-966-1062 ext. 227**, and we will do our best to assist you.

ACCESSIBLE LOTTERY

8. Follow steps 1 through 7 above.
9. If you are only applying to the Accessible Lottery, click "NO" to entering the Main Lottery, "YES" to entering the Accessible Lottery, "NO" to entering the CDAP Lottery, and "NO" to entering the Site-Specific category. You can apply to more than one lottery (Main, CDAP, Accessible) by clicking "YES" where appropriate, if you are eligible.
10. Answer the supplementary questions, paying attention to the help text within the form for exact instructions. If you run into any issues, or have any questions, please call Michael at **416-966-1062** or

Step-by-step instructions to apply to a 2020 Toronto Fringe Festival category on Eventotron

email general@fringetoronto.com.

11. Your application will auto-save as you answer each question. To return to a saved application, sign into Eventotron and choose the "My event is already in Eventotron" option, then look up the title of your show.
12. There is no fee associated with the Accessible Lottery. Submit your form when all answers are completed. If you are applying to the Main Lottery as well, you will be asked to pay the \$29 application fee by credit card or cheque.
13. If your company requires any accessibility accommodations in order to submit your application to the main lottery, please contact Susan Wolf, Accessibility Manager, access@fringetoronto.com or **416-966-1062 ext. 227**, and we will do our best to assist you.

CDAP LOTTERY

8. Follow steps 1 through 7 above.
9. If you are only applying to the CDAP Lottery, click "NO" to entering the Main Lottery, "NO" to entering the Accessible Lottery, "YES" to entering the CDAP Lottery, and "NO" to entering the Site-Specific category. You can apply to more than one lottery (Main, CDAP, Accessible) by clicking "YES" where appropriate, if you are eligible.
10. Answer the supplementary questions, paying attention to the help text within the form for exact instructions. If you run into any issues, or have any questions, please call Michael at **416-966-1062** or email general@fringetoronto.com.
11. Your application will auto-save as you answer each question. To return to a saved application, sign into Eventotron and choose the "My event is already in Eventotron" option, then look up the title of your show.
12. There is no fee associated with the CDAP Lottery. Submit your form when all answers are completed. If you are applying to the Main Lottery as well, you will be asked to pay the \$29 application fee by credit card or cheque.
13. If your company requires any accessibility accommodations in order to submit your application to the main lottery, please contact Susan Wolf, Accessibility Manager, access@fringetoronto.com or **416-966-1062 ext. 227**, and we will do our best to assist you.