

How to register as a Presenter

1. Go to: www.artour.com.au
2. At the top of the page, there are four blue and white tabs – *Register, Login, About us, and Contact us*. Select the **Register tab** at the top of the page
3. The Register page will open. On the left there are three tabs – *Register as User, Register As A Presenter, and Register As A Producer*. Select the **Register As A Presenter tab**
 - Please enter all fields on this page. Fields marked with an * are essential.
 - Contracting organisation, ABN and postal address should be for your organisation not for you, ie LAC, venue, etc.
 - You must tick the boxes for
 - i. I accept the Terms & Conditions and Privacy Policy
 - ii. I am at least 18 years of age
4. Select the **next button** at the bottom of the page
5. It will then pop up with a *Venues I Manage* page. Either you can
 - press one of the venues in the drop down menu; or
 - enter the venue you are associated with or work for. This is not arduous. All that needs to be entered is the venue's name and street address. Then click the next button at the bottom of the page; or
 - you can go to the bottom and click next
6. Then on the next page click finish.
7. Once arTour sends you a confirmation email you will be registered as a Presenter. You click on the link (in the confirmation email) to go directly to the login page of our website.

How to Vote

1. Login using your Username and Password
2. You will be taken to your **User Details** page.
3. Do not put in Current password/ new password/confirm new password unless you wish to change your password.
4. Click on the fawn menu item which says **Voting** (only Presenters will see this menu item).
5. Click [View](#) in the *2012 Menu – First Round* shortlist.
 - a. A page will appear which lists all productions which are eligible for subsidised touring;
6. Click view in any row & it will show you who has already voted for that Production
7. Click back to get back to the menu list
8. Then proceed to vote for the first production you would like to see in your community
9. You will be asked to accept or decline the voting agreement. Click accept or decline (If you click decline you will not be able to proceed with voting.)
10. Then you will be asked to enter the venue where you propose to hold the performance
 - a. Either select a from the drop down list or
 - b. Add a new venue
11. In the next field you must enter the dates you want the performance AND when you cannot have the performance
12. Lastly a text field where you can say if it will be part of a festival or any other comments you would like to add.
13. Then press vote
14. Then press back
15. Repeat steps above for more votes
16. You will notice that you also have the option to remove your vote at any time before the end of the voting round.