Guide to using the TCF online application system

Before beginning your application, please download and read the appropriate General Information document found at http://www.tascraftfair.com.au/exhibitors/become-an-exhibitor on the TCF website. You must also read the Terms and Conditions – as part of the application process you will be confirming that you accept all information in both documents.

After you complete any page in the online application, and then move either forward or back, the information you have entered is automatically saved. If you log out of your application, you can log back in to complete or edit it, up until the closing date. Remember to **Submit** the application (I.e. complete the final page) by the closing date!

As part of your application you must upload certain documents and photos. This can be done after submission, up to the closing date. If you do not yet have a Certificate of Insurance which covers the period of the Craft Fair, it can be sent by email at a later time (we will send out reminders).

Note: The online application system cannot be used on a mobile phone. Some features, such as the dropdown menus, may not work optimally on tablets – you can type in information if necessary, rather than using a dropdown (e.g. to select the number of passes you require).

Restrictions on Trading Names: Because of the way information is stored on our database, you cannot enter a trading name with characters such as "/" "\" or "?". If you do have a trading name which the system does not allow you to enter in full, make a note of it under "Special Requirements" so that we can have your site signage made as you wish.

Applying for two sites or stalls: A single account can be used to create two separate applications, with the condition that you cannot enter exactly the trading name for both applications. If you wish both sites to have the same name, just enter one slightly differently in the online application (e.g. add "Pty Ltd"), and make a comment under "Special Requirements" of what you want written on the site signage.

If you have any difficulties with the application system, email secretary@tascraftfair.com.au or call Greg Burgess on 0477 120 683.
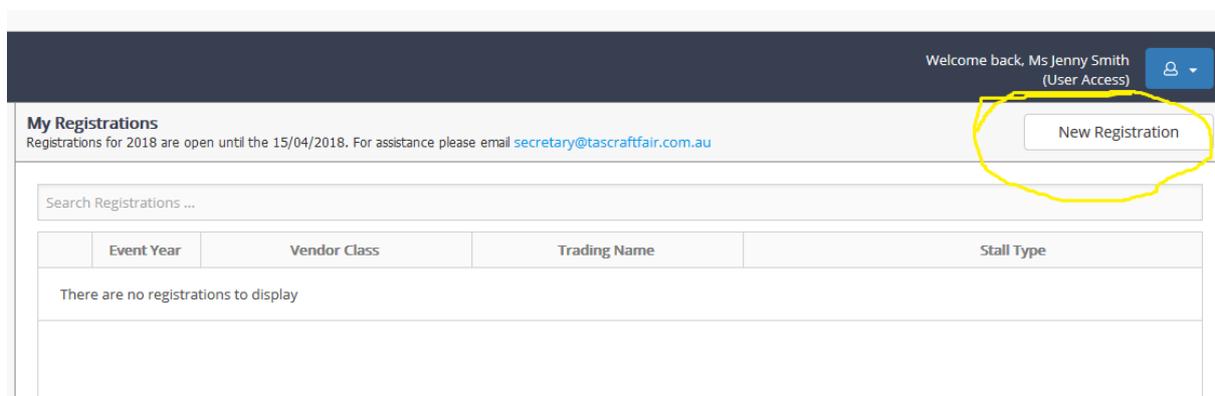
Login / Create Account

When you enter the online application system for the first time, you will need to create an account. To do this click on "Create an account!" as shown in the picture below.
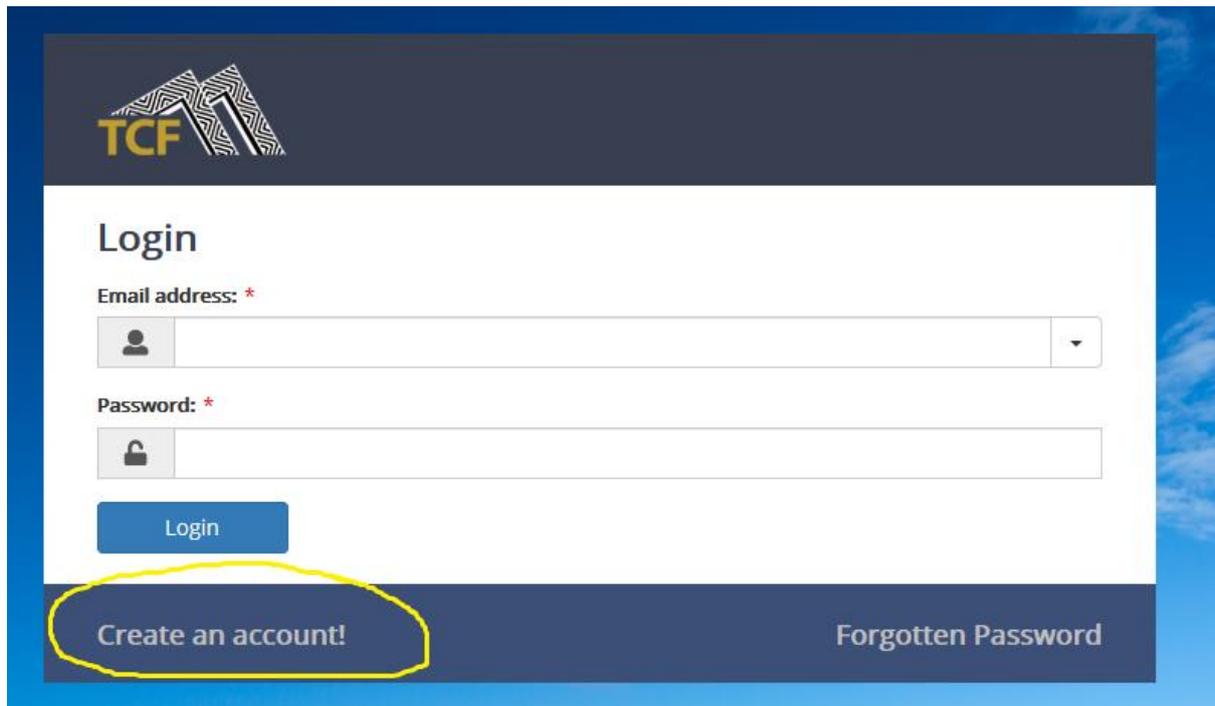
Once you have created the account you will be sent back to the Login page as above – this time enter the email address and password you have just used. (If you receive a message saying the login is not secure, just ignore it).

Next click on the New Registration button at the top right of the screen as shown below.

Registration

You will now see the **Registration** screen.

Choose the appropriate class of vendor - this will affect the pricing and information seen in the following screens. You must complete every box with an asterix above it.

If you only have one phone number just enter the same number in both the the "Phone" and "Mobile" boxes.

Once you have filled in the required information click on the Next button to go to the **Pricing** screen.

On this and other pages you will not be able to go to the next screen if any required information has not been provided.

You can use the Back button to return to earlier screens, and change information if desired, up to the point when you Submit your application.

Pricing

Here you can choose the size of stall and other items such as any hire tables or extra

On this and some following pages there is a button at the top right labelled "**What you need to know**". Click on this to get additional important information about your application.

File Upload

On this page you upload any requested documents, such as a Certificate of Insurance or a menu. You can also upload photos (of your product lines in the case of an exhibitor, or your stall or van if you are a caterer).

You can upload documents and photos after your application has been submitted, so you can skip this page if you wish to submit and provide the files later – **but you must upload any required files by the closing date.**

To upload files first select the appropriate folder (Documents or Photos), then click on the Browse button at the bottom of the screen. You will then be able to browse your device and select the desired files - more than one can be selected. Finally click on Upload (to the right of the Browse button).

A good file size for photos is between 200 kb to 500 kb. We will be putting some photos on the TCF website and facebook pages; if you provide good quality photos there is more chance of your products getting exposure this way.

Submit

Once you are satisfied with your application (remembering that you can upload documents and photos at a later time), click on the Submit button. A message should appear indicating that your application has been submitted successfully. You will be advised at the end of April or early May whether you have been accepted to be an exhibitor or vendor.

Returning to your application

You can return to a submitted application, either to review the application (but not make changes) or upload documents. First login to the account you created, then select the registration by clicking on the circular button to the left of it (the system allows for multiple registrations or review of registrations from previous years). Next click on the **Open Registration** button at the top right.

My Registrations

Registrations for 2018 are open until the 15/04/2018. For assistance please e

Search Registrations ...

		Event Year	Vendor Class	
◯		2018	A (Exhibitor)	T