



ISLINGTON

EventApp v4 Upgrade

Items Covered

- Reasons for the upgrade
- How to use the new the new system
 - Registration
 - Creating an application
 - Your home page
 - Using applications as templates

Reasons for the Upgrade

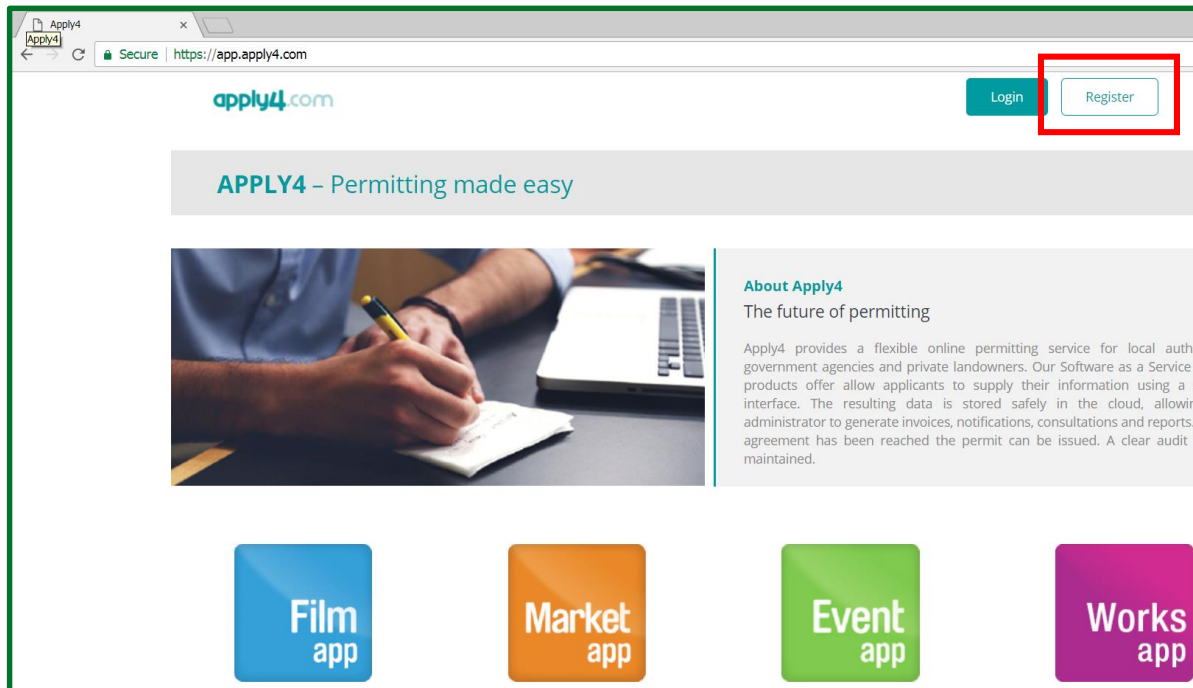
- EventApp has to change to be compliant with the law – from 25 May 2018 version 3 will not be compliant.
- The General Data Protection Regulations (GDPR) will replace the current Data Protection Directive from 25 May 2018.
- GDPR is designed to make data protection laws across Europe consistent and protect and empower EU citizens.
- Changes include citizens have the ‘right to be forgotten’. Consent needs to be agreed to use specific information.
- Organisation who do not comply with the new regulations will be fined.

Reasons for the Upgrade

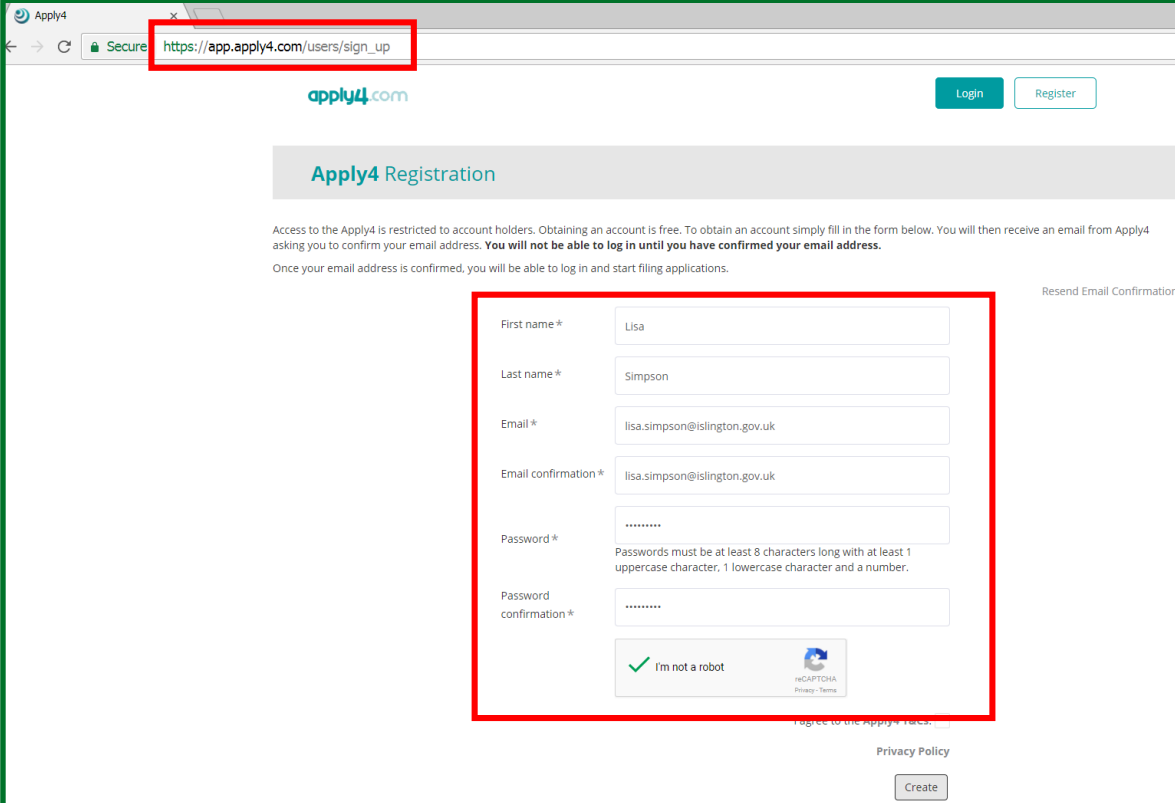
- The changes to the system was an opportunity to improve the site for users.
- The application process is similar to how it was in version 3. (Most changes have been made to the administrators side rather than the users side.)
- Like with most systems EventApp will constantly be developed and improved over time. Whilst there may be shortcomings or things we don't like – it will improve!

Registration

- Version 4 has been built from scratch and is on a different website entirely so old applications and information cannot be transferred across. This means you will have open a new account: <https://app.apply4.com/>



Registration



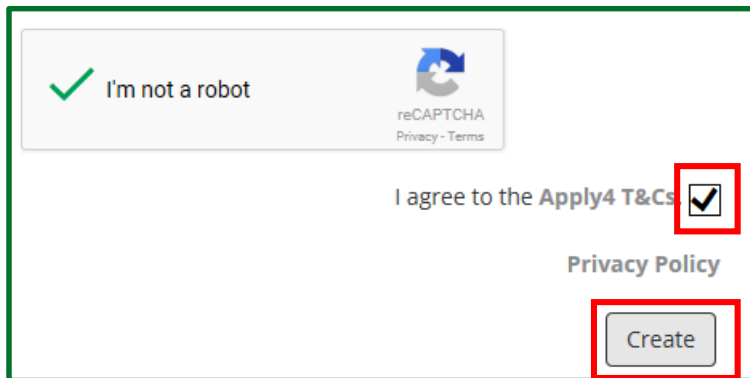
The screenshot shows a web browser window with the URL https://app.apply4.com/users/sign_up highlighted in red. The page title is "Apply4 Registration". The form fields are also highlighted in red:

- First name *: Lisa
- Last name *: Simpson
- Email *: lisa.simpson@islington.gov.uk
- Email confirmation *: lisa.simpson@islington.gov.uk
- Password *:
Passwords must be at least 8 characters long with at least 1 uppercase character, 1 lowercase character and a number.
- Password confirmation *:

Below the password fields is a reCAPTCHA widget with the text "I'm not a robot" and a green checkmark. At the bottom right, there is a "Create" button and a "Privacy Policy" link.

Registration

- Complete the fields and agree to Apply4's terms and conditions. (To view the T&Cs click onto the link.)



A screenshot of a registration form. At the top left, there is a green checkmark and the text "I'm not a robot". To the right of this is a reCAPTCHA logo with the text "reCAPTCHA" and "Privacy - Terms" below it. Below the reCAPTCHA, the text "I agree to the Apply4 T&Cs" is followed by a checked checkbox, which is highlighted with a red square. Below the checkbox is the text "Privacy Policy". At the bottom right, there is a "Create" button, also highlighted with a red square.

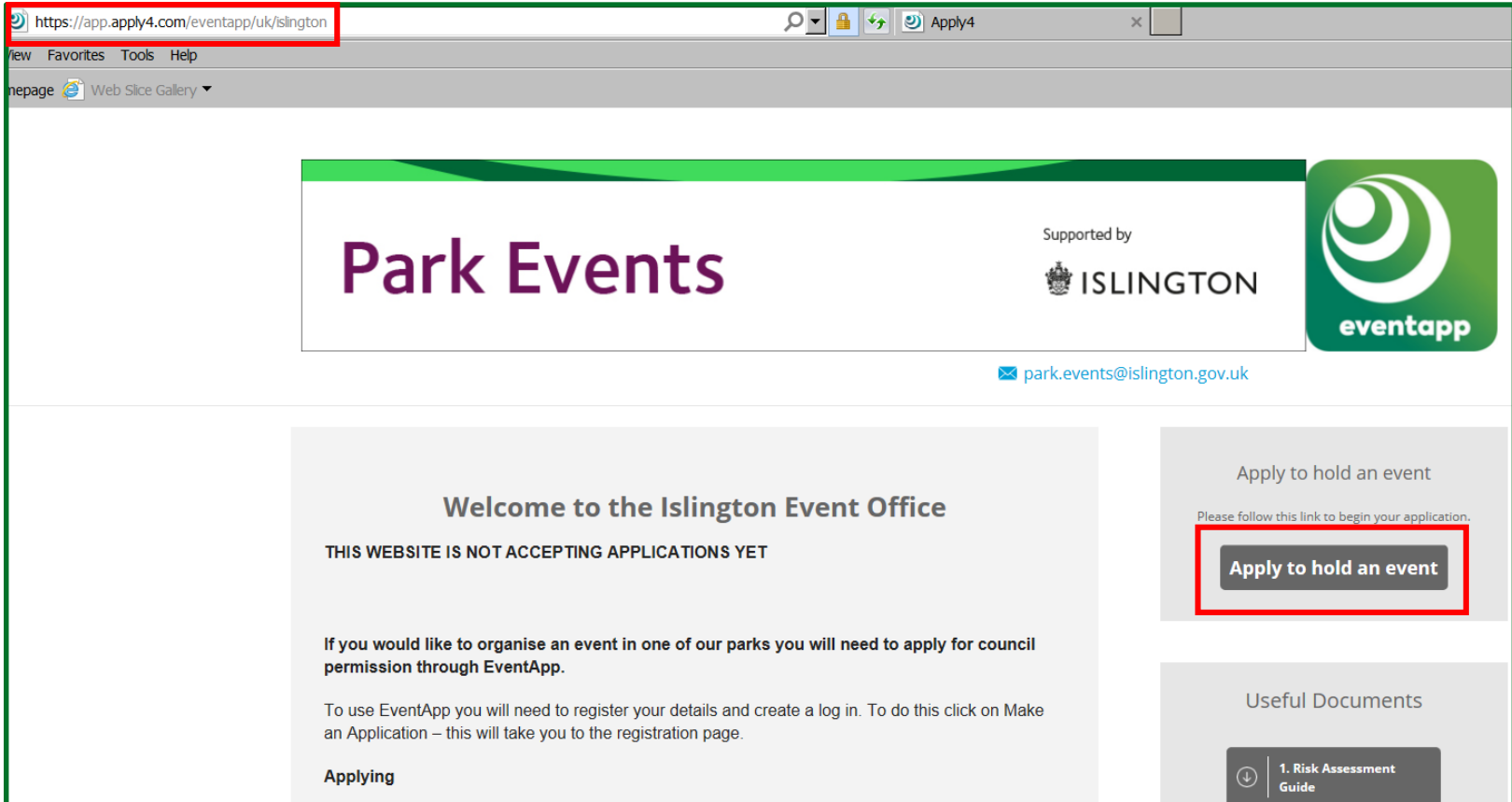
- An activation email will be sent to the email address registered.

New Applications

- The application process is similar to how it was in version 3.
- Your applications can be used as a templates for future ones.
- Complete your first application in as much detail as possible and upload all of your supporting documents onto it.
- The next time you submit an application you can base it on your initial one and just amend your event details.

New Applications

Log on: <https://app.apply4.com/eventapp/uk/islington> . This link takes you straight to Islington's Eventapp webpage.



The screenshot shows a web browser window with the URL <https://app.apply4.com/eventapp/uk/islington> in the address bar. The page features a green header with the text "Park Events" and "Supported by ISLINGTON" next to the Islington Council logo. The "eventapp" logo is also present. Below the header, there is a message: "Welcome to the Islington Event Office" followed by "THIS WEBSITE IS NOT ACCEPTING APPLICATIONS YET". A note states: "If you would like to organise an event in one of our parks you will need to apply for council permission through EventApp." and "To use EventApp you will need to register your details and create a log in. To do this click on Make an Application – this will take you to the registration page." A section titled "Applying" is partially visible. On the right side, there is a button labeled "Apply to hold an event" which is highlighted with a red box. Below this, there is a section for "Useful Documents" with a link for "1. Risk Assessment Guide".

New Applications

Log in.

APPLY4 LOGIN

IMPORTANT NOTE for existing FilmApp and EventApp users
FilmApp and EventApp have moved. Please create a new user and password to create an application and view your application dashboard. Thank You.

LOGIN

Email

Password *

I am not registered, [open a new account](#)

[Forgot your password?](#)

[Resend your account activation email?](#)

New Applications

- Complete the application – your details.

My Applications Archive Lisa Gani ▾

New application

Last Saved on 05/01/2018 [Save as draft](#) [Submit Application](#)

- Your details**
Add your details
- Insurance**
Add insurance details
- Invoice**
Add invoice details
- Event**
Add event details
- Documents**
Add documents

Your details

Event organiser
The event organiser is the company, organisation or individual who is responsible for the event

Event organisers name: *

[Next: Insurance](#)


Summary

New Applications

- Complete the application – your details.

Please enter your website address if you have one

Previous event management experience

Word limit is approximately 250 words.

[Next: Insurance](#)



New Applications

- Complete the application – insurance.

New application Last Saved on 10/01/2018 [Save as draft](#) [Submit Application](#)

- Your details
[Add your details](#)
- Insurance
[Add insurance details](#)
- Invoice
[Add invoice details](#)
- Event
[Add event details](#)
- Documents
[Add documents](#)
- Summary

Insurance

Insurance details

Please note Public Liability insurance (also called Third Party Liability insurance) is NOT employee's insurance

Insurance docs to be uploaded now * Yes No

Insurance company

Person or company named on Public Liability Insurance Policy: * ?

Policy number

Limit of liability (£) v

Expiry date 📅

Please upload a copy of your Public Liability Insurance Policy + Drag and drop document, or [Browse computer](#) ? Public Liability Insurance.docx ?
The file must be a PDF or JPG document no larger than 10 MB

[Previous: Your details](#)[Next: Invoice](#)

New Applications

- Complete the application – invoice.

My Applications Archive Park Events

New application Last Saved on 10/01/2018 [Save as draft](#) [Submit Application](#)

Your details
[Add your details](#)

Insurance
[Add insurance details](#)

Invoice
[Add invoice details](#)

Event
[Add event details](#)

Documents
[Add documents](#)

Summary

Invoice

Financial Responsibility

Your event may incur a fee in which case we will need to issue an invoice.

Is the Event organiser entered in "Your Details" responsible for paying invoices? * Yes No [?](#)

Accounts department/treasurer contact name: [?](#)
If this is left blank, the company or individual named as the event organiser will appear on the invoice.

Accounts department/treasurer email address: [?](#)
If this is left blank, the company or individual named as the event organiser will appear on the invoice.

Accounts department/treasurer telephone number: [?](#)
If this is left blank, the company or individual named as the event organiser will appear on the invoice.

Address:
The address of the company/individual/organisation that you insert here will appear on any invoices.

PO number:

[Previous: Insurance](#) [Next: Event](#)

New Applications

- Complete the application - event

My Applications Archive Park Events ▾

You are viewing TMP16981 Last Saved on 05/01/2018 [Save as draft](#) [Submit Application](#)

✓ Your details [Add your details](#)

✓ Insurance [Add insurance details](#)

✓ Invoice [Add invoice details](#)

○ **Event** [Add event details](#)

Event

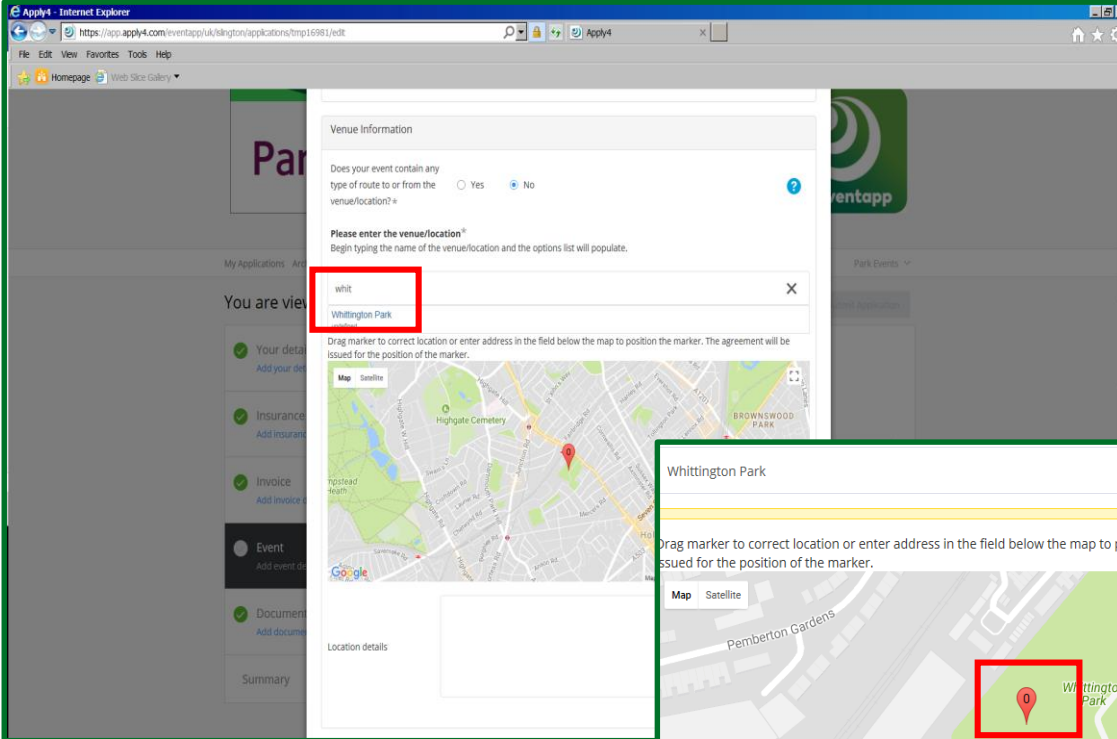
[Add new event](#)

<u>Description</u>	<u>Start/duration</u>	<u>Attendance</u>	<u>Requirements</u>	<u>Documents</u>
				0

[Previous: Invoice](#) [Next: Documents](#)

New Applications

- Complete the application – event / locations



Apply4 - Internet Explorer
https://app.apply4.com/eventapp/uk/islington/applications/tmp16981/edit

File Edit View Favorites Tools Help

Homepage Web Slice gallery

Venue Information

Does your event contain any type of route to or from the venue/location? * Yes No

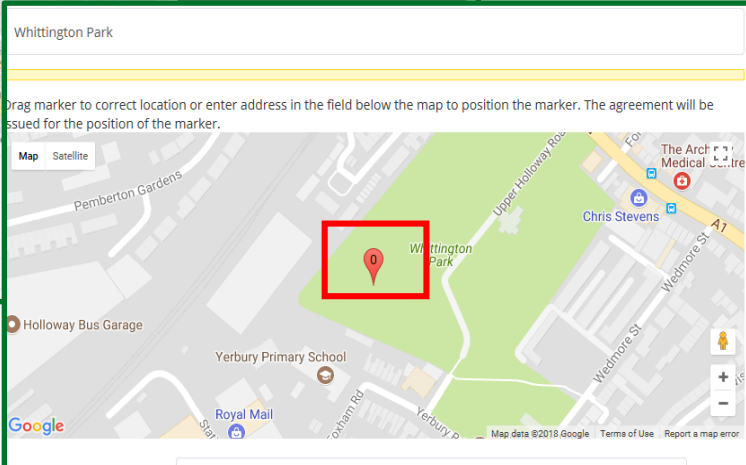
Please enter the venue/location*
Begin typing the name of the venue/location and the options list will populate.

whit

Whittington Park

Drag marker to correct location or enter address in the field below the map to position the marker. The agreement will be issued for the position of the marker.

Map Satellite



Whittington Park

Drag marker to correct location or enter address in the field below the map to position the marker. The agreement will be issued for the position of the marker.

Map Satellite

Pemberton Gardens

Upper Holloway Road

Wedmore St

Whittington Park

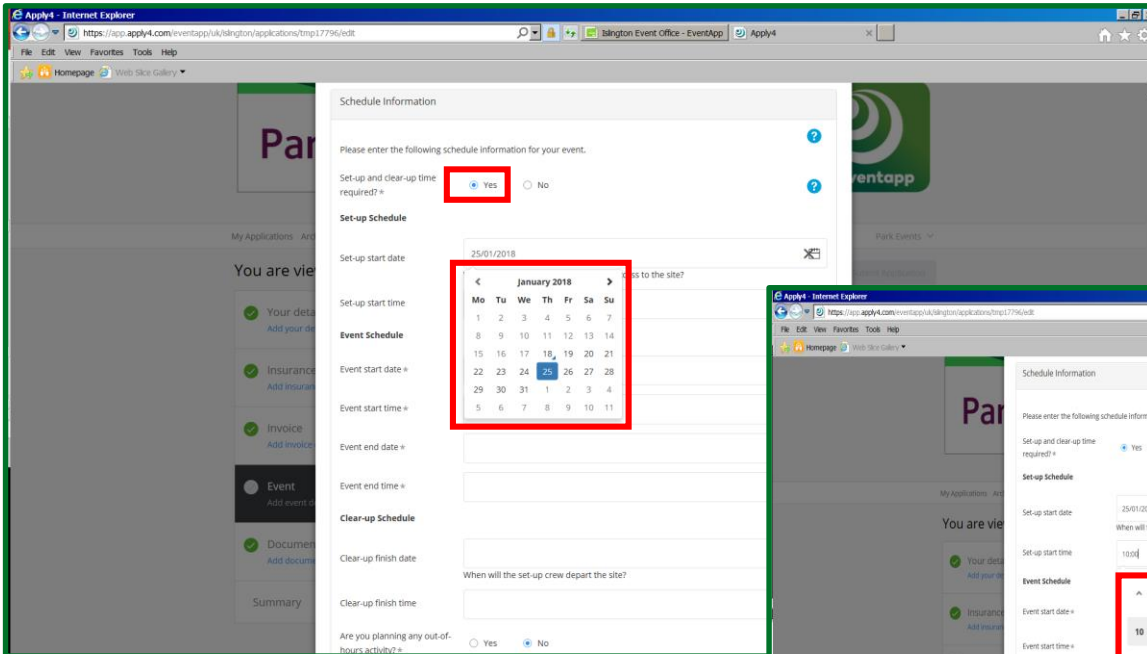
Yerbury Primary School

Royal Mail

Map data ©2019 Google Terms of Use Report a map error

New Applications

- Complete the application – event / schedule information



Schedule Information

Please enter the following schedule information for your event.

Set-up and clear-up time required? Yes No

Set-up Schedule

Set-up start date: 25/01/2018

Set-up start time

Event Schedule

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

Event start date +

Event start time +

Event end date +

Event end time +

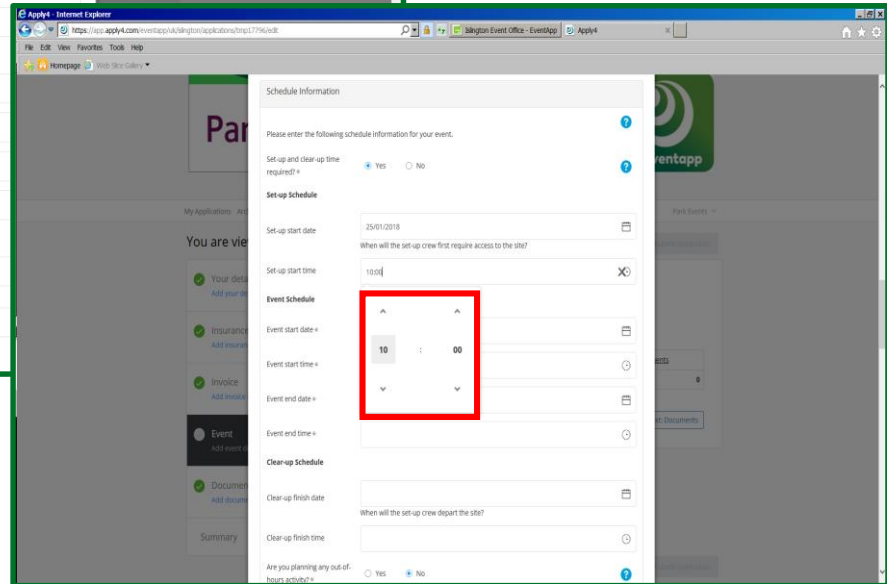
Clear-up Schedule

Clear-up finish date

Clear-up finish time

When will the set-up crew depart the site?

Are you planning any out-of-hours activity? Yes No



Schedule Information

Please enter the following schedule information for your event.

Set-up and clear-up time required? Yes No

Set-up Schedule

Set-up start date: 25/01/2018

When will the set-up crew first require access to the site?

Set-up start time: 10:00

Event Schedule

Event start date +

Event start time +: 10 : 00

Event end date +

Event end time +

Clear-up Schedule

Clear-up finish date

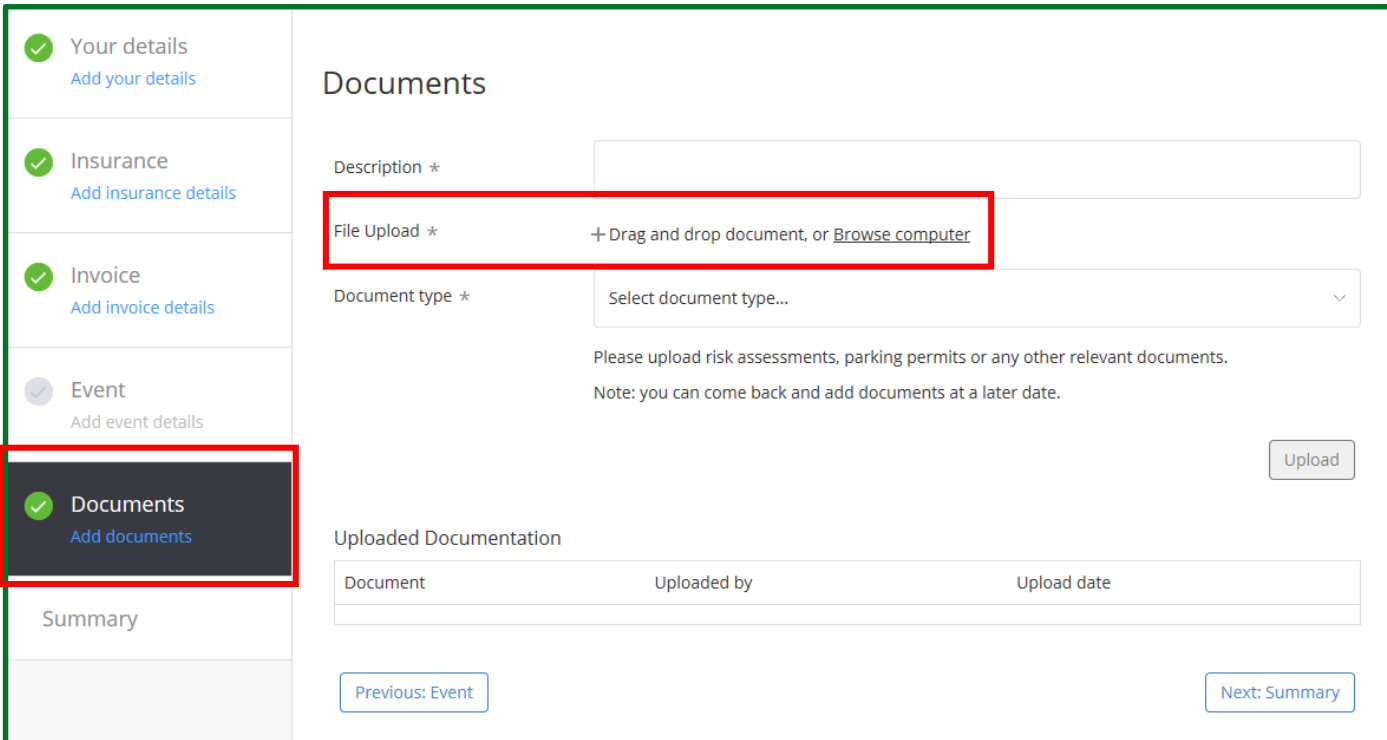
Clear-up finish time

When will the set-up crew depart the site?

Are you planning any out-of-hours activity? Yes No

New Applications

- You can drag and drop documents (or use the browser to upload)



Documents

Description *

File Upload * [+ Drag and drop document, or Browse computer](#)

Document type * Select document type...

Please upload risk assessments, parking permits or any other relevant documents.
Note: you can come back and add documents at a later date.

Upload

Uploaded Documentation

Document	Uploaded by	Upload date

Previous: Event Next: Summary

New Applications

- You will receive an automated 'confirmation of submission' email to the registered email address.
- This will contain event details and will be a record of your application for your files.
- This email is not consent to hold your event in the park.

My Applications

- To see drafts, submitted and approved applications log on and go to My Applications.

LOGIN

Email

Password *

I am not registered, [open a new account](#)
[Forgot your password?](#)
[Resend your account activation email?](#)

ISLINGTON **eventapp**

park.events@islington.gov.uk

[My Applications](#) [Archive](#) [+ New application](#) [Park Event](#)

Welcome to the Islington Event Office

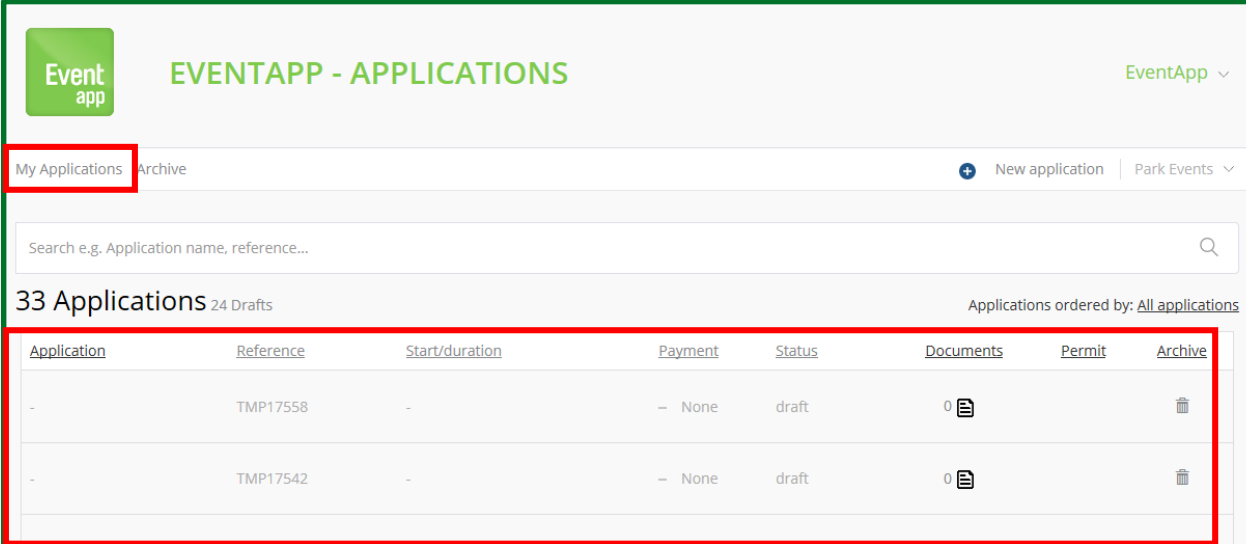
THIS WEBSITE IS NOT ACCEPTING APPLICATIONS YET

Apply to hold an event

Please follow this link to begin your application.

My Applications

- You will be able to see your drafts, submitted and approved applications.



Event app

EVENTAPP - APPLICATIONS

EventApp ▾

My Applications | Archive

+ New application | Park Events ▾

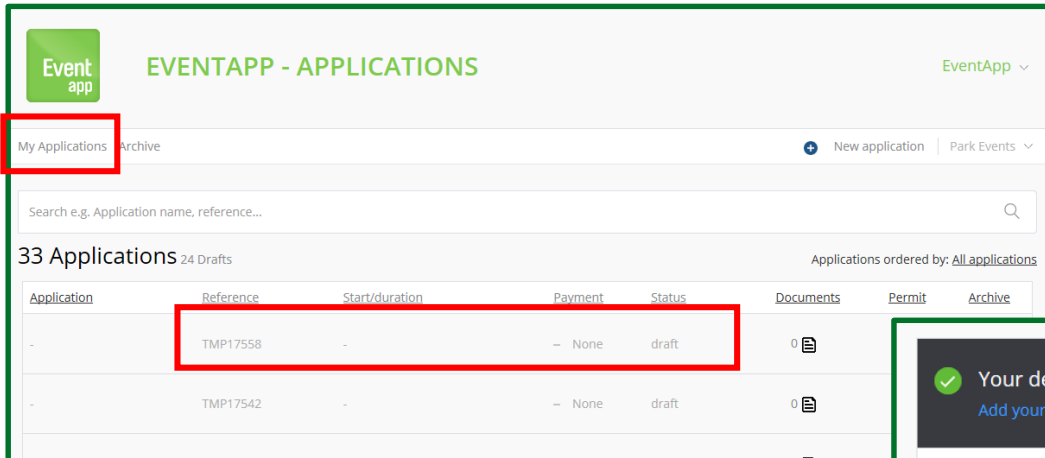
Search e.g. Application name, reference... 🔍

33 Applications 24 Drafts Applications ordered by: All applications

Application	Reference	Start/duration	Payment	Status	Documents	Permit	Archive
-	TMP17558	-	- None	draft	0 📄		🗑️
-	TMP17542	-	- None	draft	0 📄		🗑️

My Applications

- Draft applications can be completed in My Application / select your application. Then continue your application.



Event app

EVENTAPP - APPLICATIONS

EventApp ▾

My Applications Archive

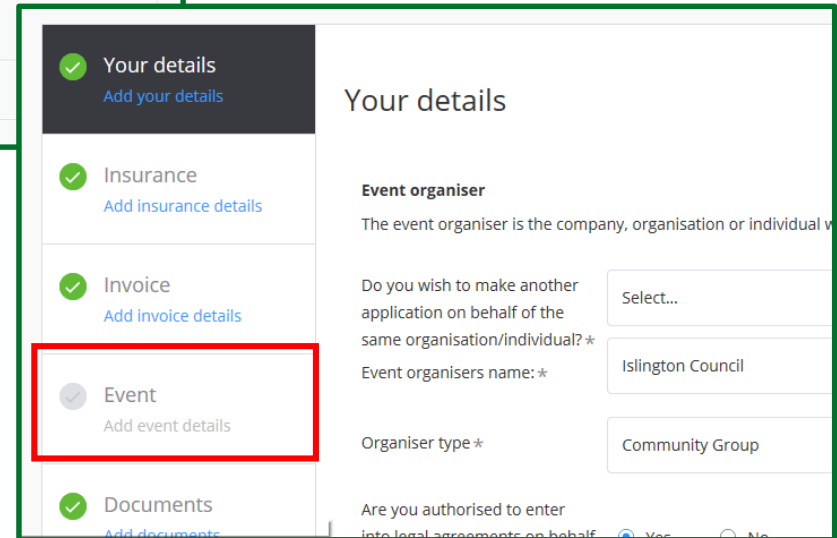
New application | Park Events ▾

Search e.g. Application name, reference...

33 Applications 24 Drafts Applications ordered by: All applications

Application	Reference	Start/duration	Payment	Status	Documents	Permit	Archive
-	TMP17558	-	- None	draft			
-	TMP17542	-	- None	draft			

- Remember to 'Submit' your application when complete! (See slide 19.)



Your details

[Add your details](#)

Insurance [Add insurance details](#)

Invoice [Add invoice details](#)

Event [Add event details](#)

Documents [Add documents](#)

Your details

Event organiser
The event organiser is the company, organisation or individual v

Do you wish to make another application on behalf of the same organisation/individual? *

Event organisers name: *

Organiser type *

Are you authorised to enter into legal agreements on behalf

Select...








Islington Council

Community Group

Yes No

My Applications

- If an application is 'current' you will not be able to open it and amend the applications (as with v3) but you can add new documents by clicking on the document icon in the strip view.

Abracadabra -Wray Crescent	ISLEVE000002	16/12/2017 - -22h	- None	approved	4 		
-	TMP16408	-	- None	draft	0 		
Test Lisa -Highbury Fields	ISLEVE000003	20/11/2017 - 1h	- None	current	6 		

My Applications Archive Park Events ▾

Description *

File Upload * + Drag and drop document, or [Browse computer](#)

Document type * ▾

Please upload risk assessments, parking permits or any other relevant documents.
Note: you can come back and add documents at a later date.

Unloaded Documentation



My Applications

- To view documents click on the below strip.

Park Events

ISLINGTON

✉ park.events@islington.gov.uk

My Applications Archive Park Events ▾

Description *

File Upload * + Drag and drop document, or [Browse computer](#)

Document type * Select document type...

Please upload risk assessments, parking permits or any other relevant documents.
Note: you can come back and add documents at a later date.

Uploaded Documentation

Document	Uploaded by	Upload date
TSL doc	lisa.gani@islington.gov.uk	27/11/2017
Test	lisa.gani@islington.gov.uk	27/11/2017
ISLEVE000003-general-notification.pdf	lisa.gani@islington.gov.uk	20/11/2017
ISLEVE000003-consultation.pdf	lisa.gani@islington.gov.uk	20/11/2017
application-ISLEVE000003-confirmation-V-1.pdf	park.events@islington.gov.uk	20/11/2017

Greenspace Events Office

APPLICATION SUMMARY

This document is NOT a permit to hold an event

Ref No: **ISLEVE000003**
 Title of event: **Test Lisa**
 Submission date: **20/11/2017 | 15:27**
 Submission number: **1**

Venue **Highbury Fields**

Route

On site: N/A N/A	On site contact: Lisa
Start event: 20/11/2017 00:00	On site phone: 020 7527 2000
End event: 20/11/2017 01:00	Ticketed: No
Off site: N/A N/A	Open to Public: Yes
Event type: Community Event	Invited guests only: No
Total Attendance: 2	Audience profile: All ages

© 2017 Google

Event details:

Event description: **free music event**

Type of activity: **Festival, Run/Walk**

Event activities: **Live Entertainment, Live music, Recorded Music**

Waste management: **Litter Bins, Litter Pickers**

Other facilities: **Marquees, PA system, Stages/Gantries**

Event Safety Information:

Required Consents and Permissions:

Note: Only question that were answered in the checklist will appear on the application summary or permit

SUPPORTING DOCUMENTS

Document name	Type	Event
ISLEVE000003-consultation.pdf	pdf	Test Lisa
application-ISLEVE000003-confirmation-V-1.pdf	pdf	Test Lisa

My Applications

- If you realise you need to make a change to your application, as with v3, you need to make a request to the Event Team via the system.

Test Party in the park -Islington Green	ISLEVE000005	30/11/2017 - 30m	- None	current	6 		
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My Applications Archive Park Events ▾

You are viewing ISLEVE000005 Last Saved on 01/12/2017 [Save as draft](#) [Submit Application](#)

Your application is being processed and changes cannot be made at this time. If you wish to modify your application, the administrator will need to unlock it for you. To request this, please send a brief description of the proposed change to the administrator.

Request the Events Team unlock the application so the event organiser can amend the application.

[Send](#)

My Applications

- You can also view your current agreement document.

Test Party in the park -Islington Green	ISLEVE000005	30/11/2017 - 30m	- None	current	6 		
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Park Events

Supported by
 ISLINGTON



Permit ID: ISLEVE000005
Date of Agreement: 16/01/2017

park.events@islington.gov.uk

Agreement to hold an event in Islington

Title of event:
Test Party in the park

This conditional license agreement is made between: _____ And:
Event organizer company's name and address _____



My Applications

- This document outlines the council’s general Terms and Conditions for events but will also describe any specific conditions added by other teams such as Environmental Health or the Noise Team.
- Please ensure you check this document before we issue your final agreement as these will be the terms of our consent for your event.



Park Events

Supported by



ISLINGTON



Permit Number:
ISLEVE000004

Date of this Agreement:
18/01/2018

park.events@islington.gov.uk

Agreement to hold an event in Islington

Title of event:
ddddddddd

<p>This conditional license agreement is made between:</p> <p>(1) London Borough of Islington (the "Council" also referred to as "we" or "We" in this conditional agreement)</p>	<p>And: Event organizer company's name and address Test Lisa - 1 Cottage Road The Event organiser's representative - name and mobil phone no: Park - N/A</p>
---	--

Further to the application made by the Licensee to hold an event on property belonging to **London Borough of Islington** which application the terms and conditions that are set out in this Conditional Licence Agreement were accepted by the Lic the Council hereby offers conditional approval to hold the event described below at the Site(s) listed below (the "Permitted at the times mentioned below (the "Permitted Times") in accordance with the terms and conditions of this Conditional Licence Agreement and in consideration of payment by the Licencee of the Licence fee in accordance with this Conditional Licence Agreement.

The Licensee accepts and understands that there may be further relevant legislation, acts of parliament, statutory regulati orders, guidance and codes of practice including any subsequent amendments or comparable legislation, required permis licences which will need to be obtained before full permission can be granted.

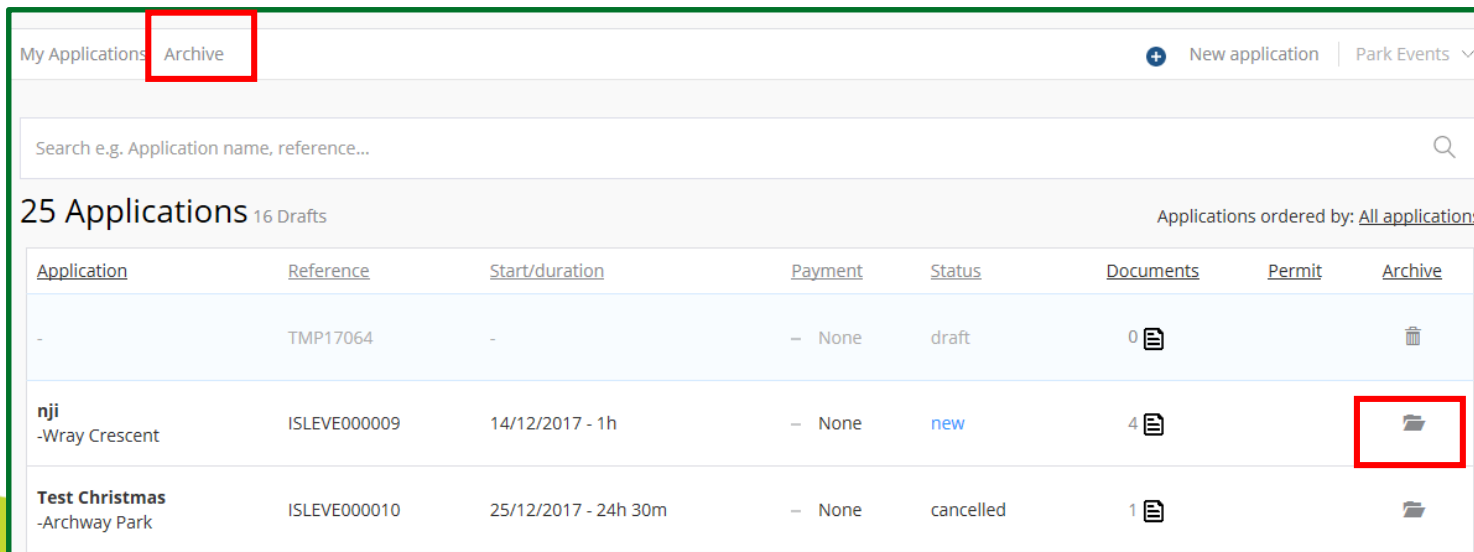
The parties agree that the Conditional Licence Agreement is made up of:
CONDITIONAL LICENCE AGREEMENT FRONT PAGE
SPECIFIC TERMS
GENERAL TERMS AND CONDITIONS
And agree to be bound by these terms.

Venue	Islington Green	
Route		
On site:	N/A N/A	On site contact: ffffff
Start event:	27/11/2017 12:00	On site phone: 00000000



My Applications

- If you want to remove any applications that are no longer wanted you can archive them by clicking on the folder icon on the right hand side of the application.
- Archived applications can be viewed by clicking onto 'Archive' at the top of the screen.
- Items can be moved back into 'My Applications'.
- Draft applications cannot be archived but they can be deleted.



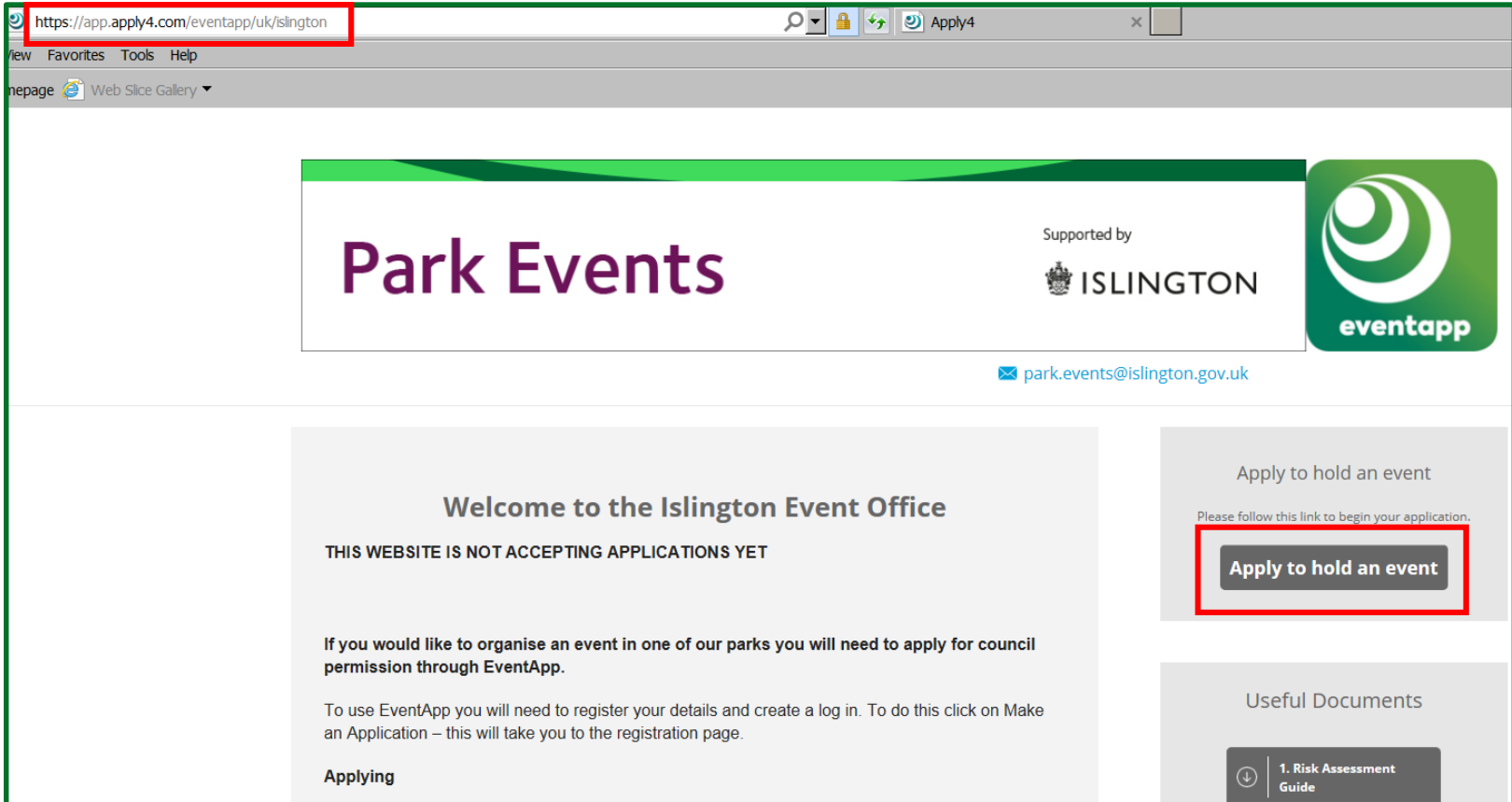
The screenshot shows the 'My Applications' interface. At the top, there are two tabs: 'My Applications' and 'Archive', with the 'Archive' tab highlighted in red. Below the tabs is a search bar with the placeholder text 'Search e.g. Application name, reference...'. The main content area displays a table of 25 applications, with 16 drafts. The table has columns for Application, Reference, Start/duration, Payment, Status, Documents, Permit, and Archive. The 'Archive' column contains folder icons, with the icon for the 'nji -Wray Crescent' application highlighted in red.

Application	Reference	Start/duration	Payment	Status	Documents	Permit	Archive
-	TMP17064	-	- None	draft	0		
nji -Wray Crescent	ISLEVE000009	14/12/2017 - 1h	- None	new	4		
Test Christmas -Archway Park	ISLEVE000010	25/12/2017 - 24h 30m	- None	cancelled	1		

Successive Applications

- Start subsequent applications as you initially did:

<https://app.apply4.com/eventapp/uk/islington>



The screenshot shows a web browser window with the URL <https://app.apply4.com/eventapp/uk/islington> in the address bar. The page features a green header with the text "Park Events" and "Supported by ISLINGTON" next to the Islington Council logo. The "eventapp" logo is also present. Below the header, there is a message: "Welcome to the Islington Event Office" and "THIS WEBSITE IS NOT ACCEPTING APPLICATIONS YET". A button labeled "Apply to hold an event" is highlighted with a red box. Below this, there is a section for "Useful Documents" with a link to "1. Risk Assessment Guide".


<https://app.apply4.com/eventapp/uk/islington>

View Favorites Tools Help

Web Slice Gallery

Park Events

Supported by

 ISLINGTON

Successive Applications

Log in.

APPLY4 LOGIN

IMPORTANT NOTE for existing FilmApp and EventApp users
FilmApp and EventApp have moved. Please create a new user and password to create an application and view your application dashboard. Thank You.

LOGIN

Email

Password *

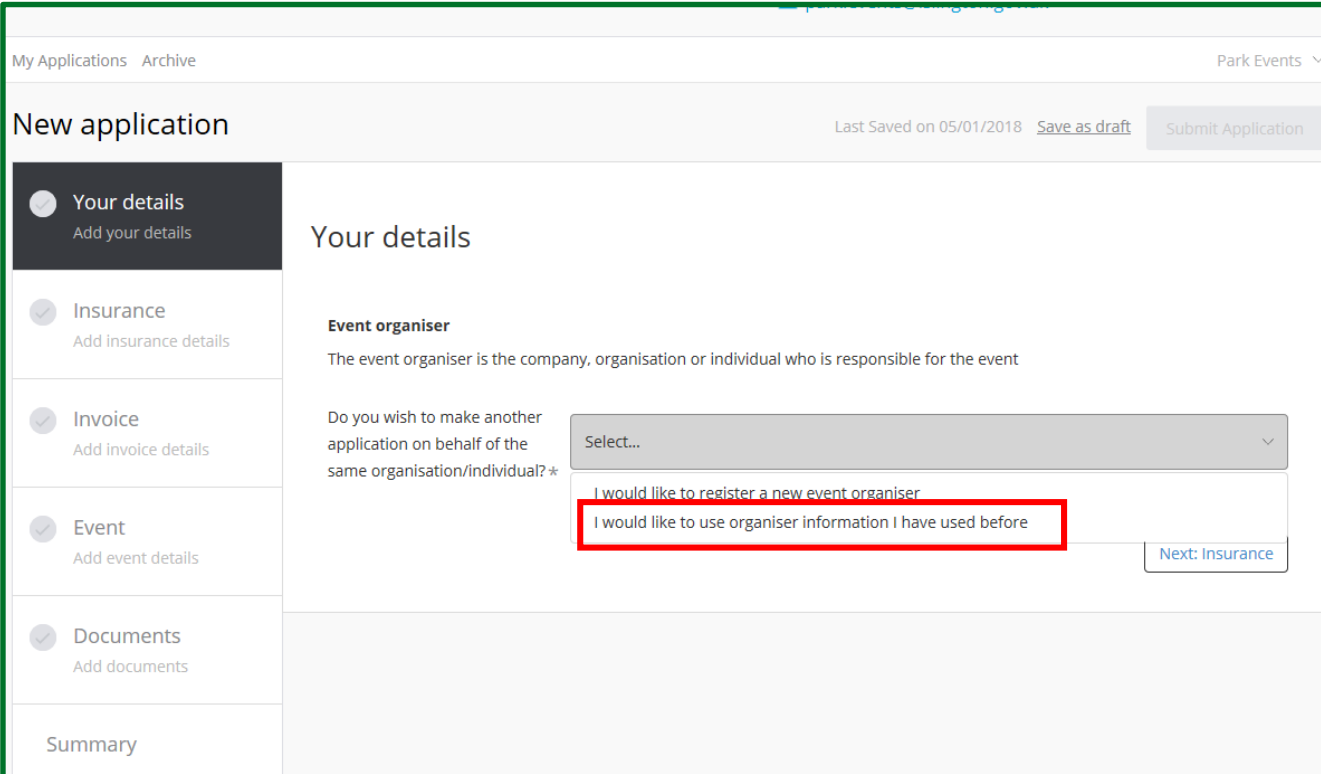
I am not registered, [open a new account](#)

[Forgot your password?](#)

[Resend your account activation email?](#)

Successive Applications

- Select the below option to use a previous application.



My Applications Archive Park Events ▾

New application Last Saved on 05/01/2018 [Save as draft](#) [Submit Application](#)

- ✓ Your details
Add your details
- ✓ Insurance
Add insurance details
- ✓ Invoice
Add invoice details
- ✓ Event
Add event details
- ✓ Documents
Add documents
- Summary

Your details

Event organiser
The event organiser is the company, organisation or individual who is responsible for the event

Do you wish to make another application on behalf of the same organisation/individual? *

Select... ▾

- I would like to register a new event organiser
- I would like to use organiser information I have used before**

[Next: Insurance](#)

Successive Applications

- Select the previous application which you wish to use.

New application

Last Saved on 05/01/2018 [Save as draft](#) [Submit Application](#)

- ✓ **Your details**
Add your details
- ✓ Insurance
Add insurance details
- ✓ Invoice
Add invoice details
- ✓ Event
Add event details
- Documents

Your details

Event organiser
The event organiser is the company, organisation or individual who is responsible for the event

Do you wish to make another application on behalf of the same organisation/individual? *

Event organisers name: *

I would like to use organiser information I have used before

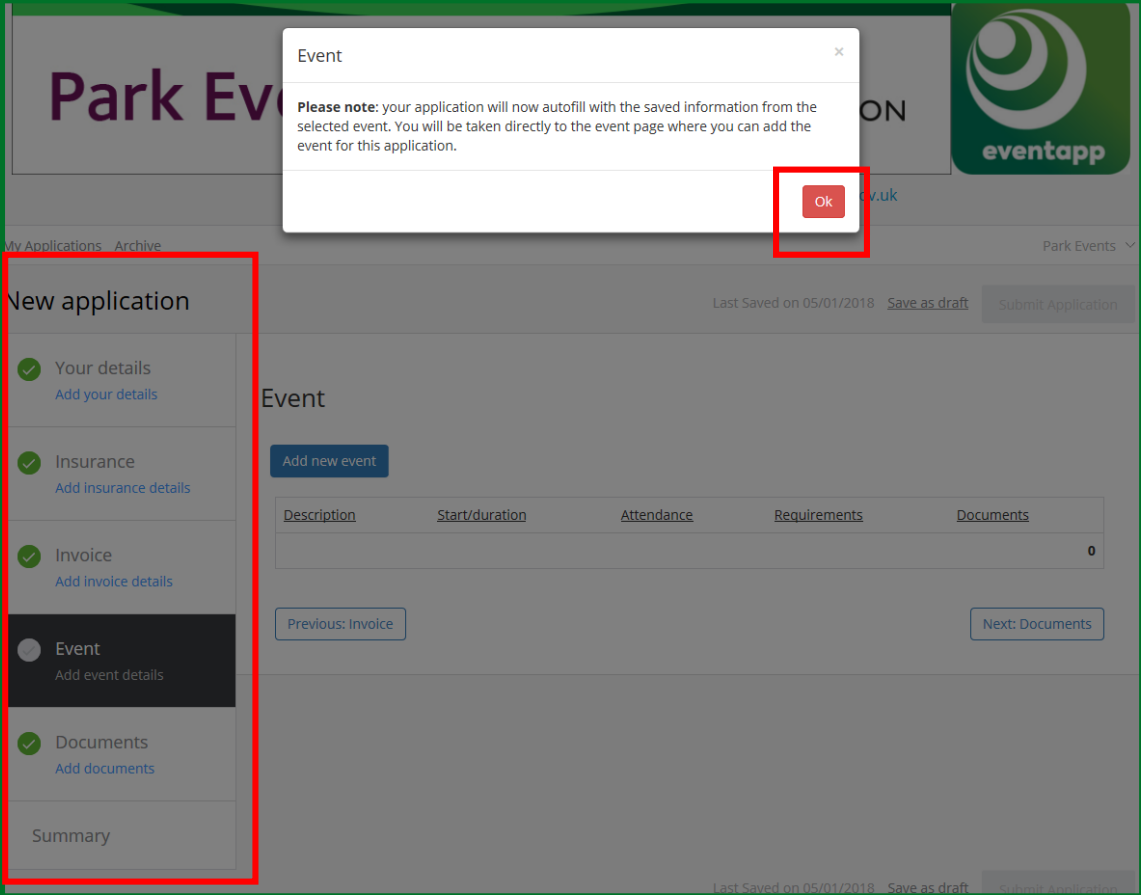
Please select the event

Please select the event

- Islington Council
- Test Lisa**

Successive Applications

- You'll be promoted to confirm you want information to be autofilled- click on 'OK'
- You will need to complete the Event section again as that is specific to each event
- Some documents may be out of date so you will need to update them



The screenshot displays the 'Park Events' application interface. A modal dialog box titled 'Event' is open, containing the following text: 'Please note: your application will now autofill with the saved information from the selected event. You will be taken directly to the event page where you can add the event for this application.' A red box highlights the 'Ok' button in the dialog. In the background, the 'New application' sidebar is visible, with a red box highlighting the 'Event' section, which is currently selected and highlighted in black. The sidebar also shows 'Your details', 'Insurance', 'Invoice', and 'Documents' sections, each with a green checkmark and a link to 'Add [section] details'. The main content area shows the 'Event' section with an 'Add new event' button and a table with columns for 'Description', 'Start/duration', 'Attendance', 'Requirements', and 'Documents'. The table currently has one row with a '0' in the 'Documents' column. Navigation buttons for 'Previous: Invoice' and 'Next: Documents' are also visible.

Contact Details

- Park.Events@Islington.gov.uk
- Contact.Islington@Islington.gov.uk