ISLINGTON

EventApp v4 Upgrade

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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

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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.

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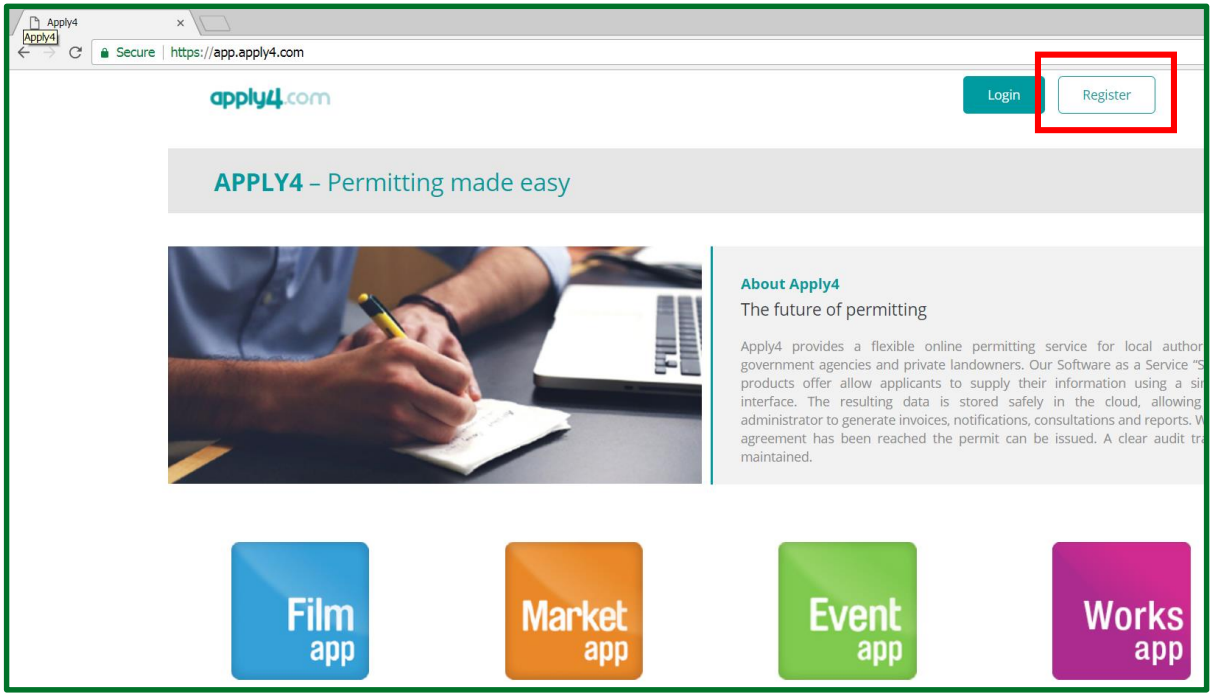
Reasons for the Upgrade

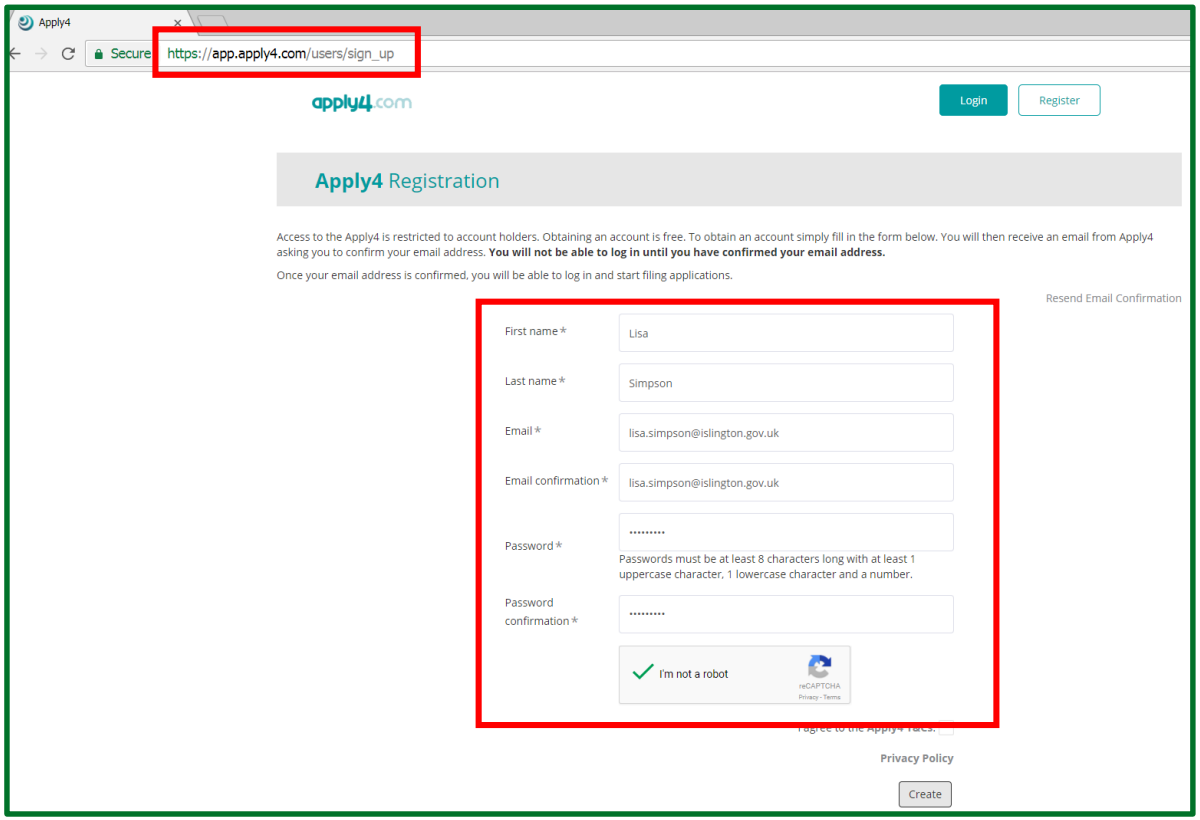
- The changes to the system was an opportunity to improve the site for users.
- The application process is similar to how it was in version 3. (Most changes have been made to the administrators side rather than the users side.)
- Like with most systems EventApp will constantly be developed and improved 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/

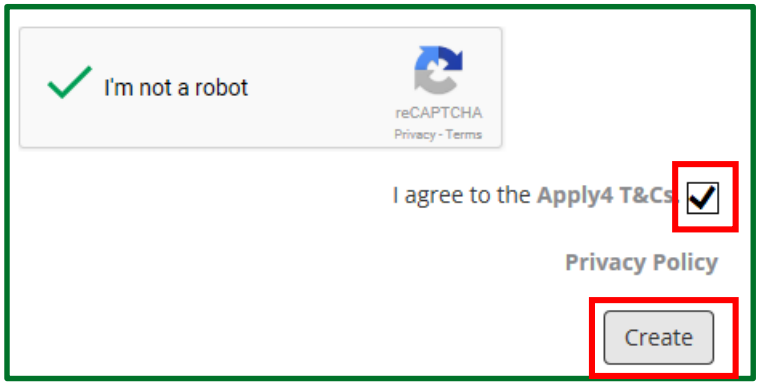


Registration



Registration

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



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

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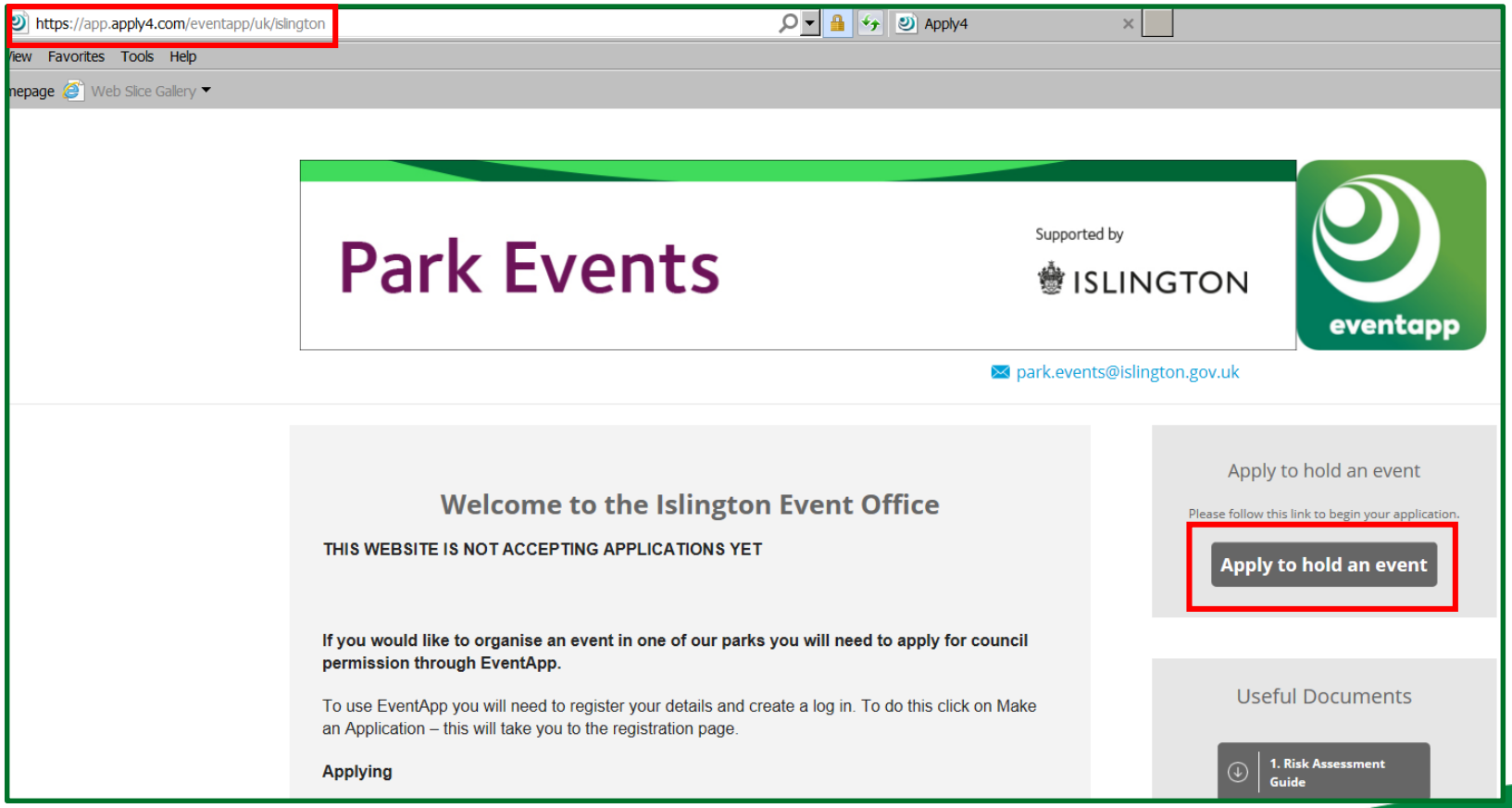
New Applications

- 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.

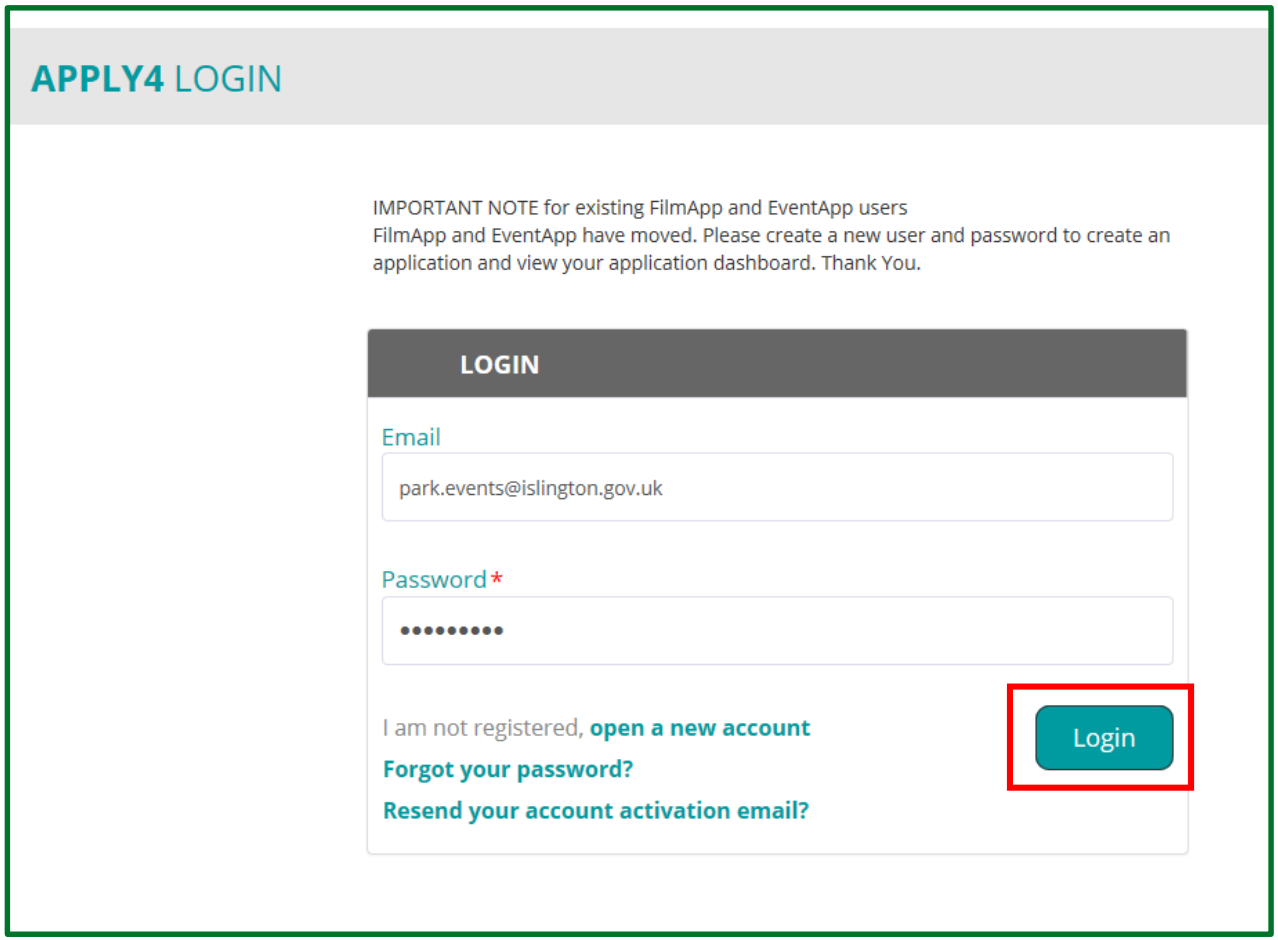
New Applications

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



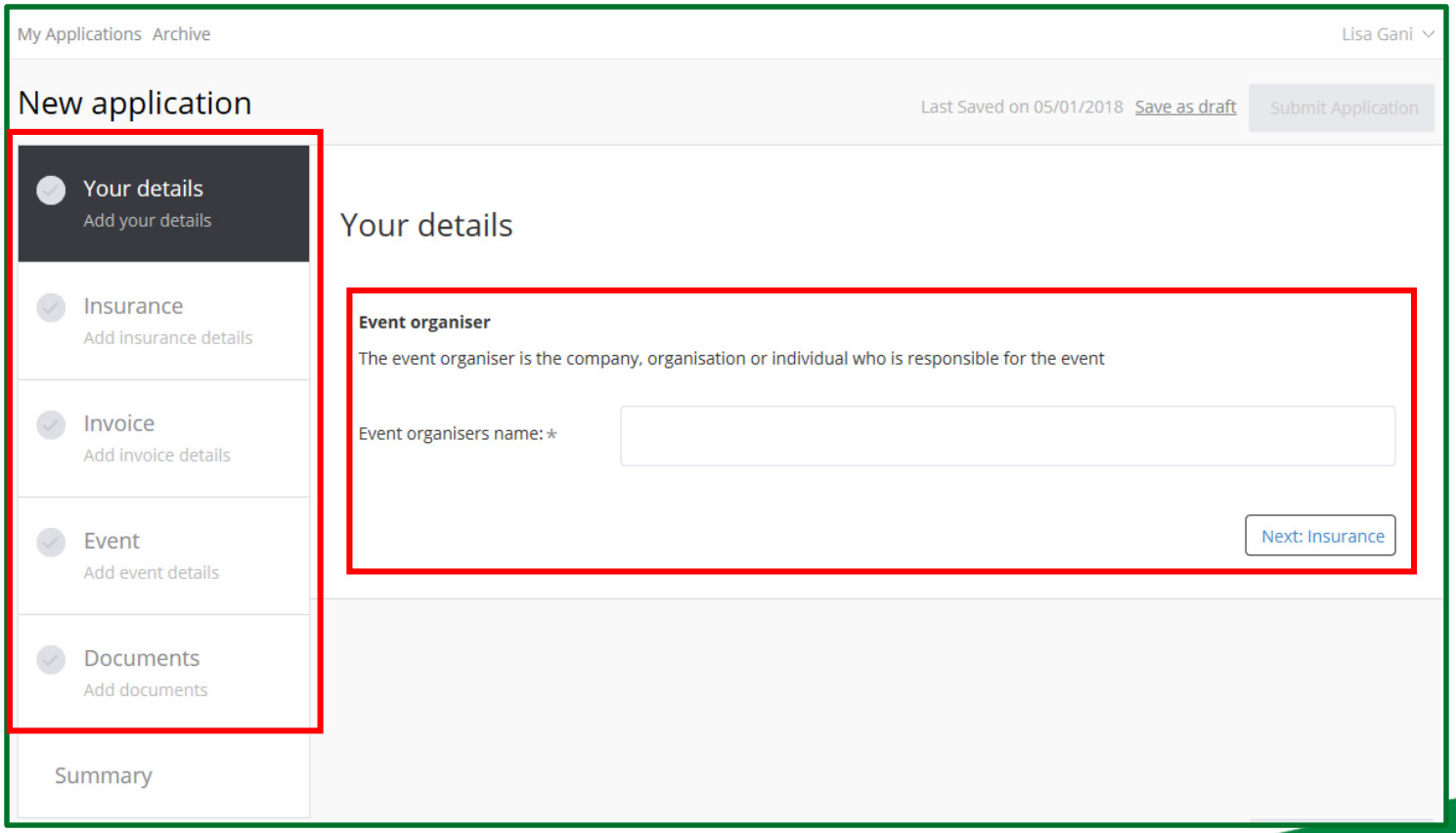
New Applications

Log in.



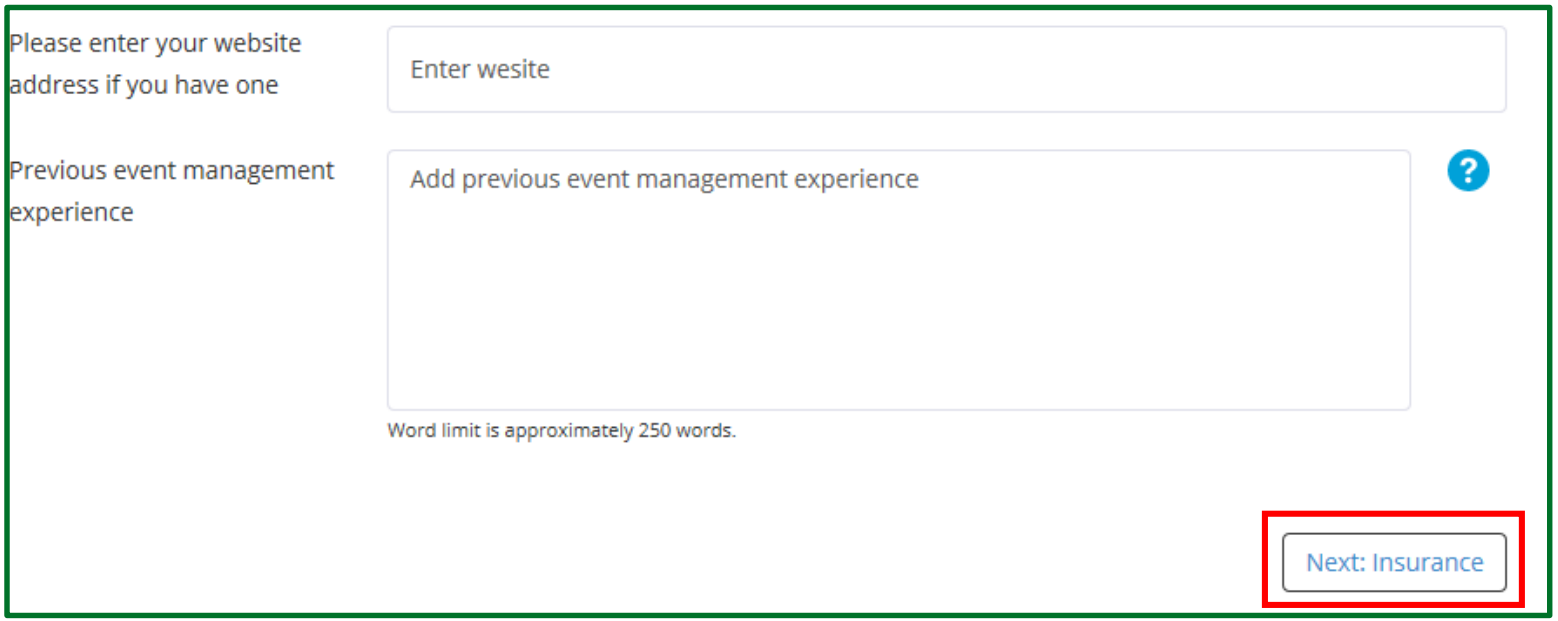
New Applications

- Complete the application – your details.



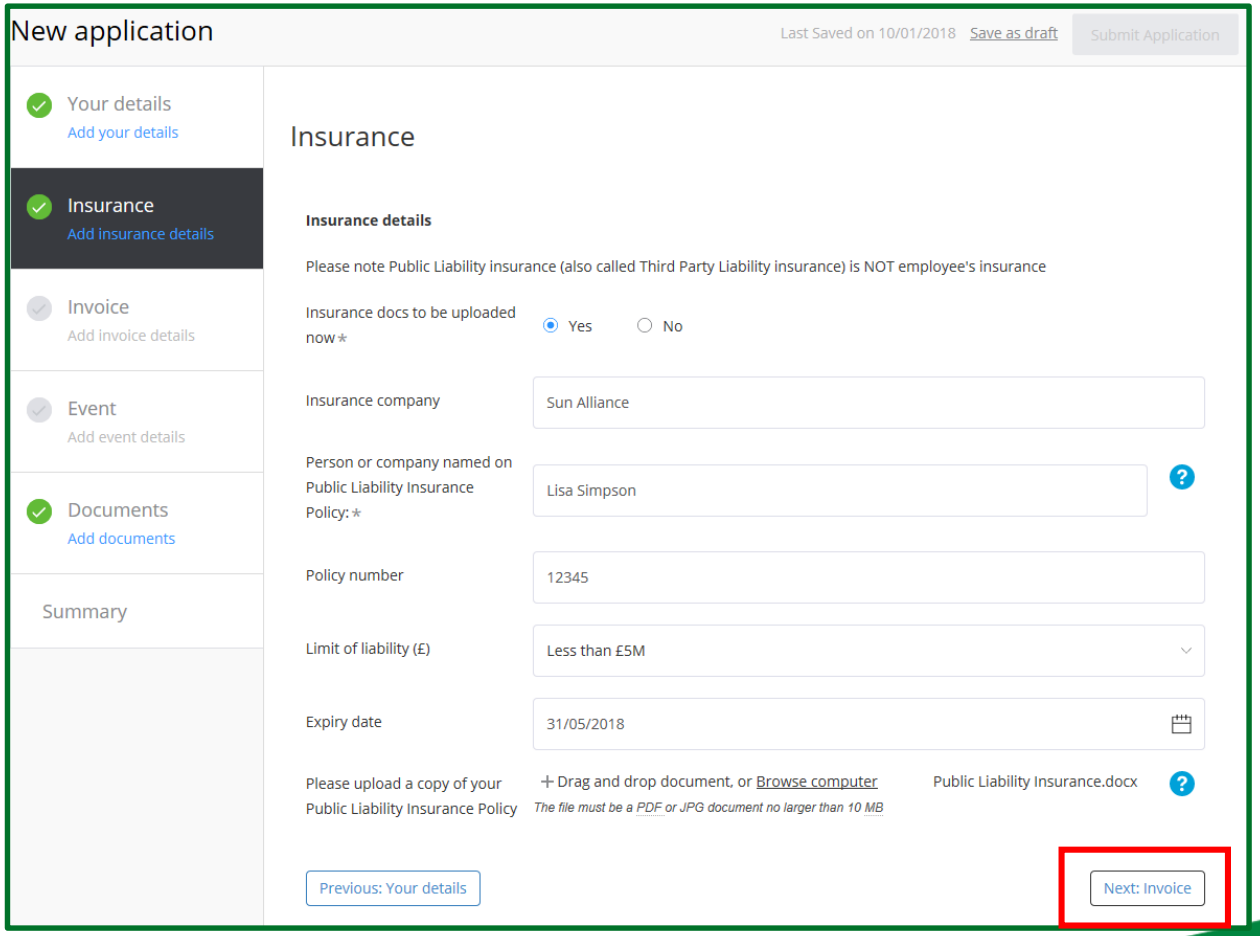
New Applications

- Complete the application – your details.



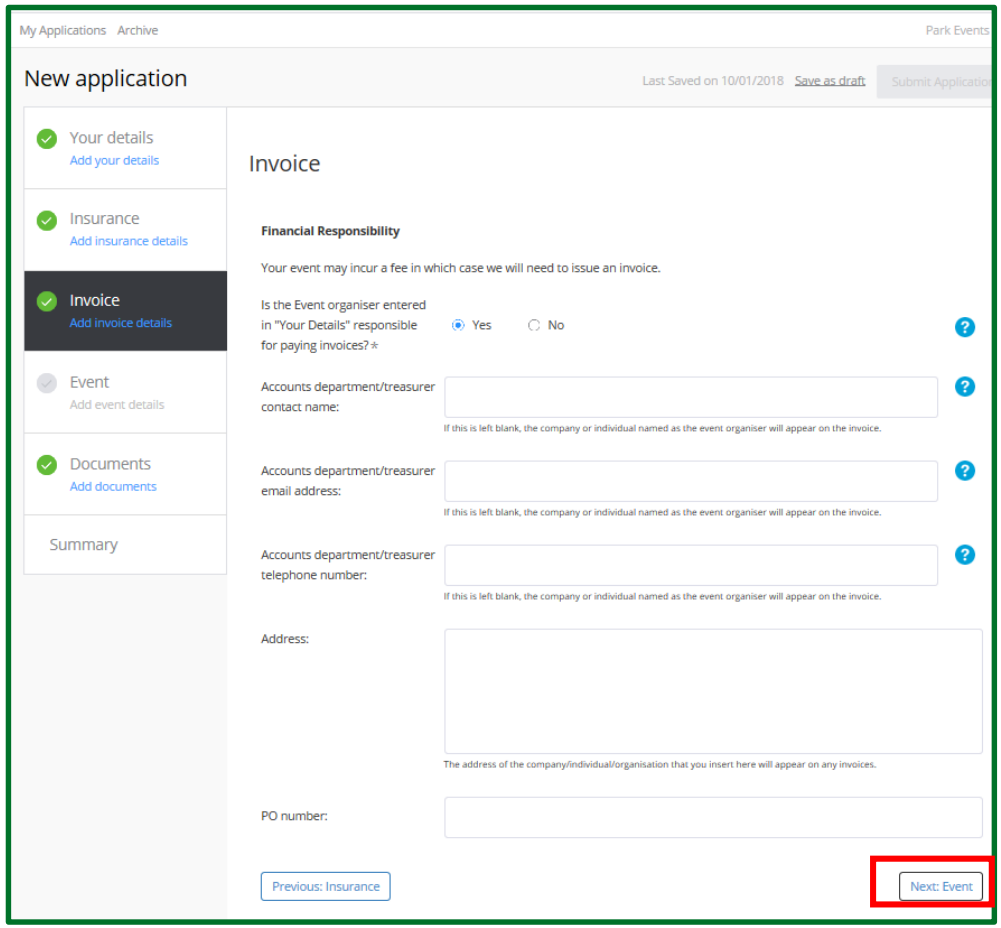
New Applications

- Complete the application – insurance.



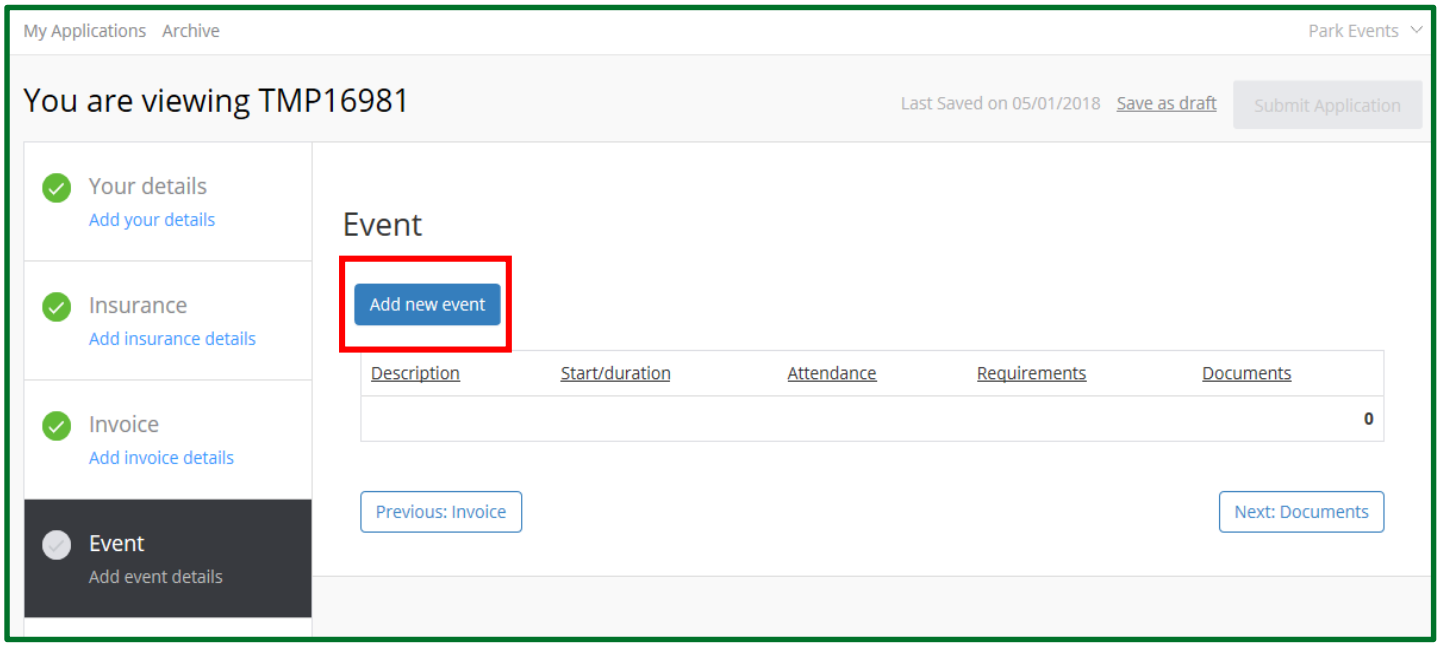
New Applications

- Complete the application – invoice.



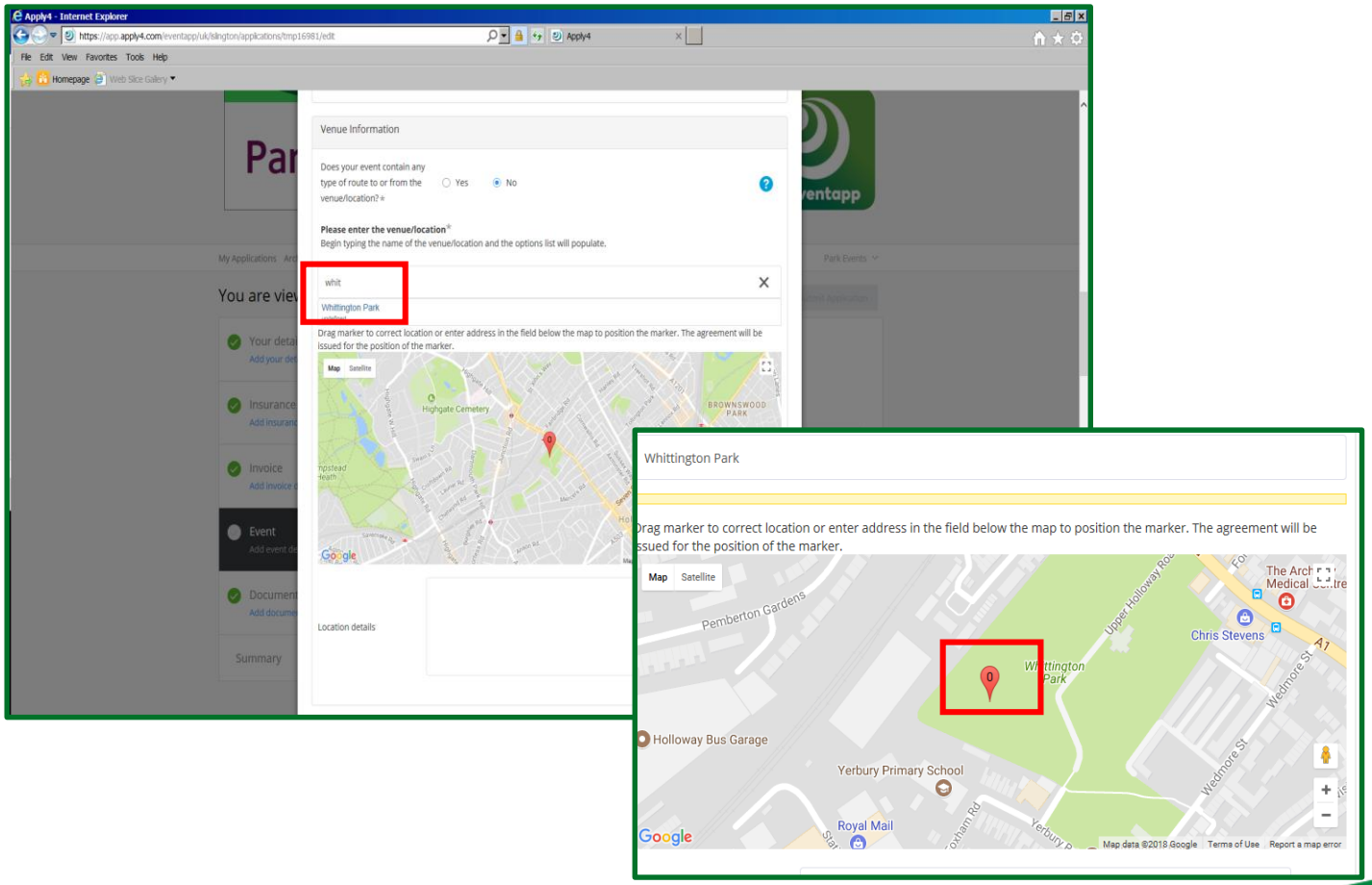
New Applications

- Complete the application - event



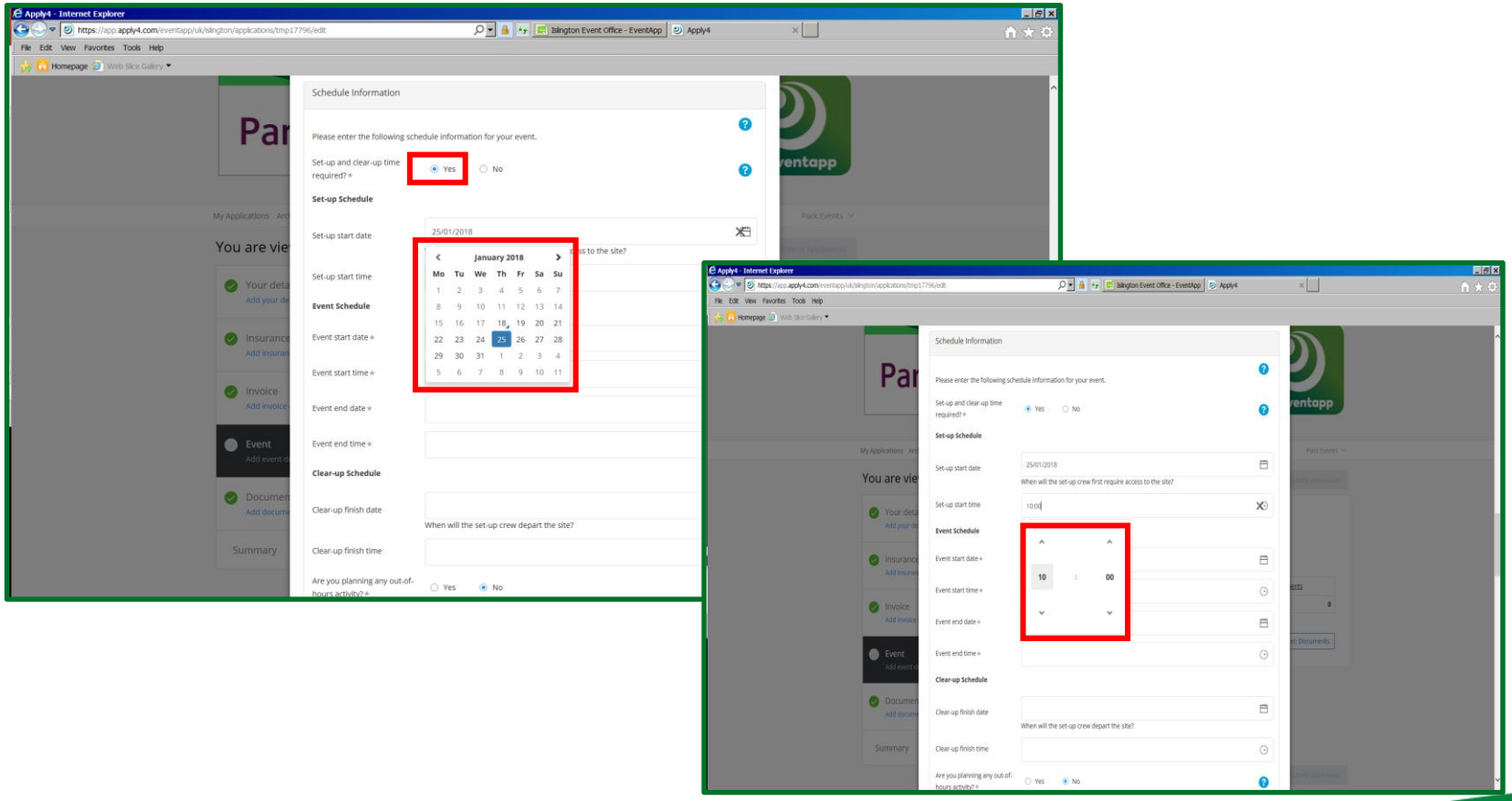
New Applications

- Complete the application – event / locations



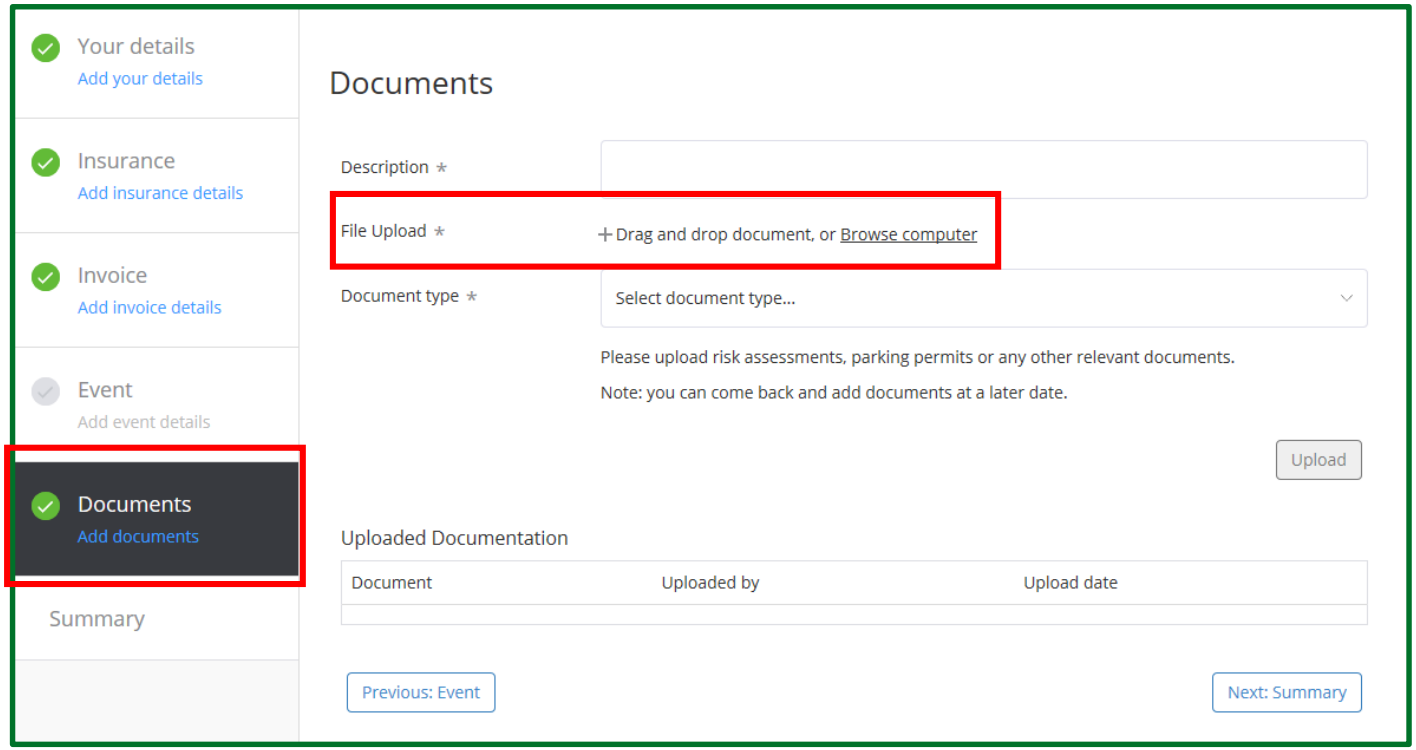
New Applications

- Complete the application – event / schedule information



New Applications

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



New Applications

- Once your form is complete submit your application.
- You need to agree to Islington's terms and conditions and Apply 4's (To view the T&Cs click onto the link.)
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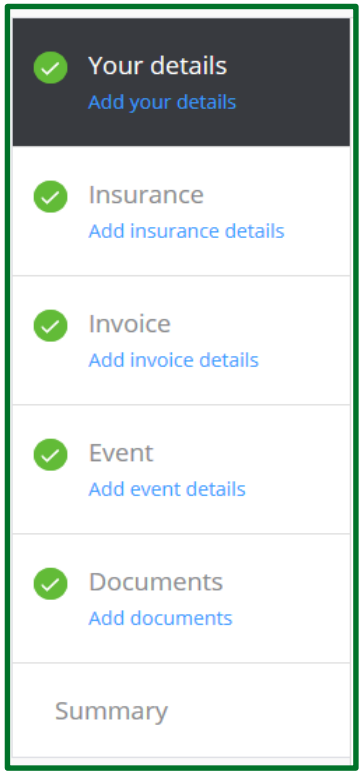
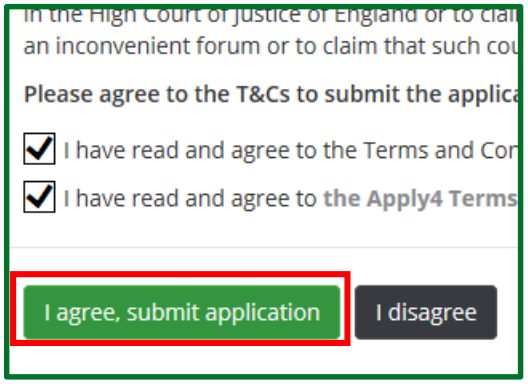


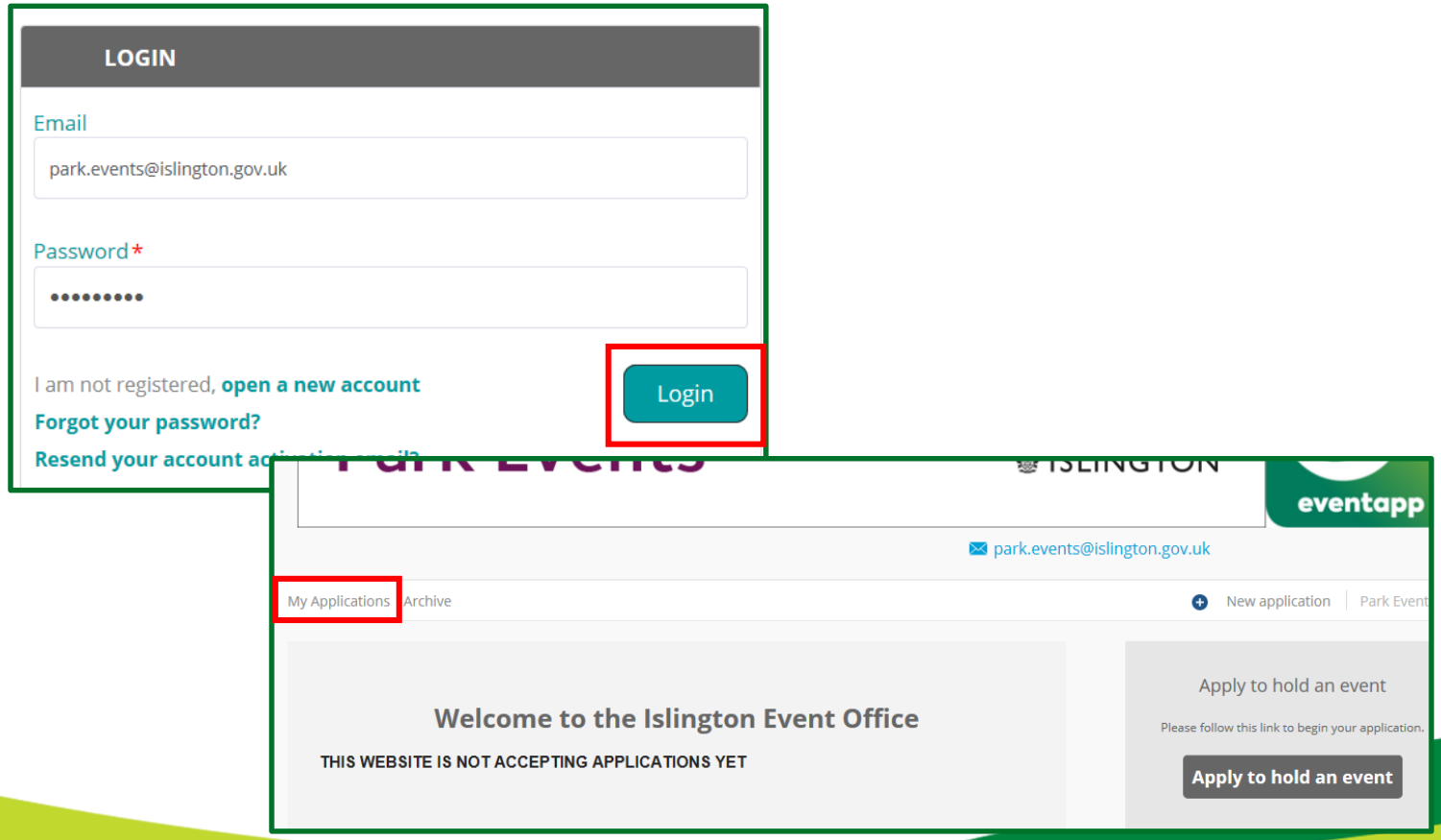


New Applications

- 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.



My Applications

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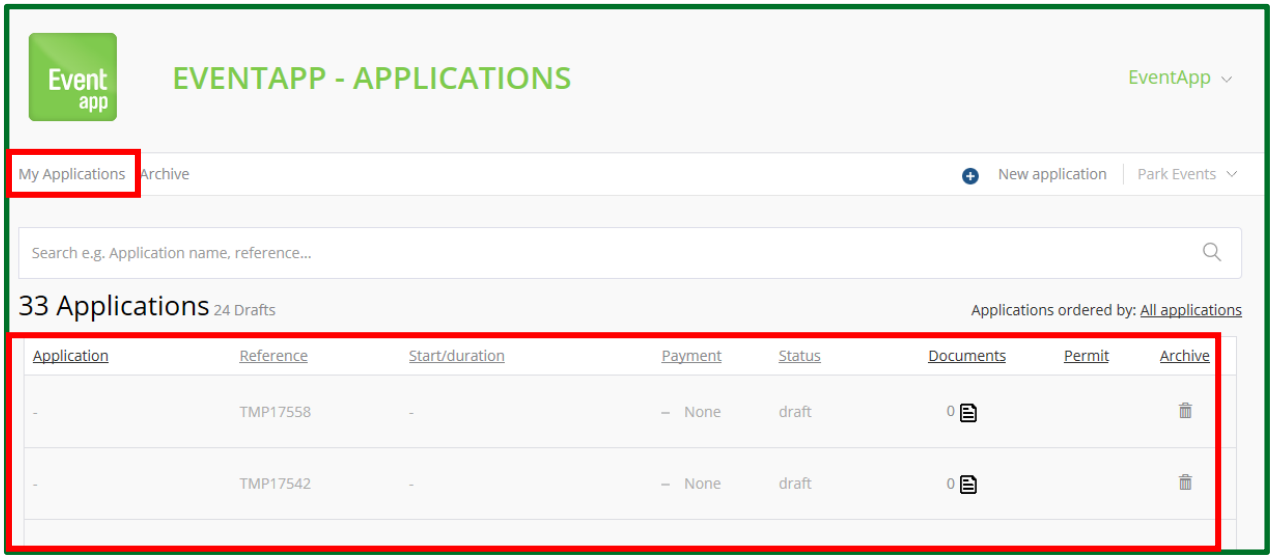
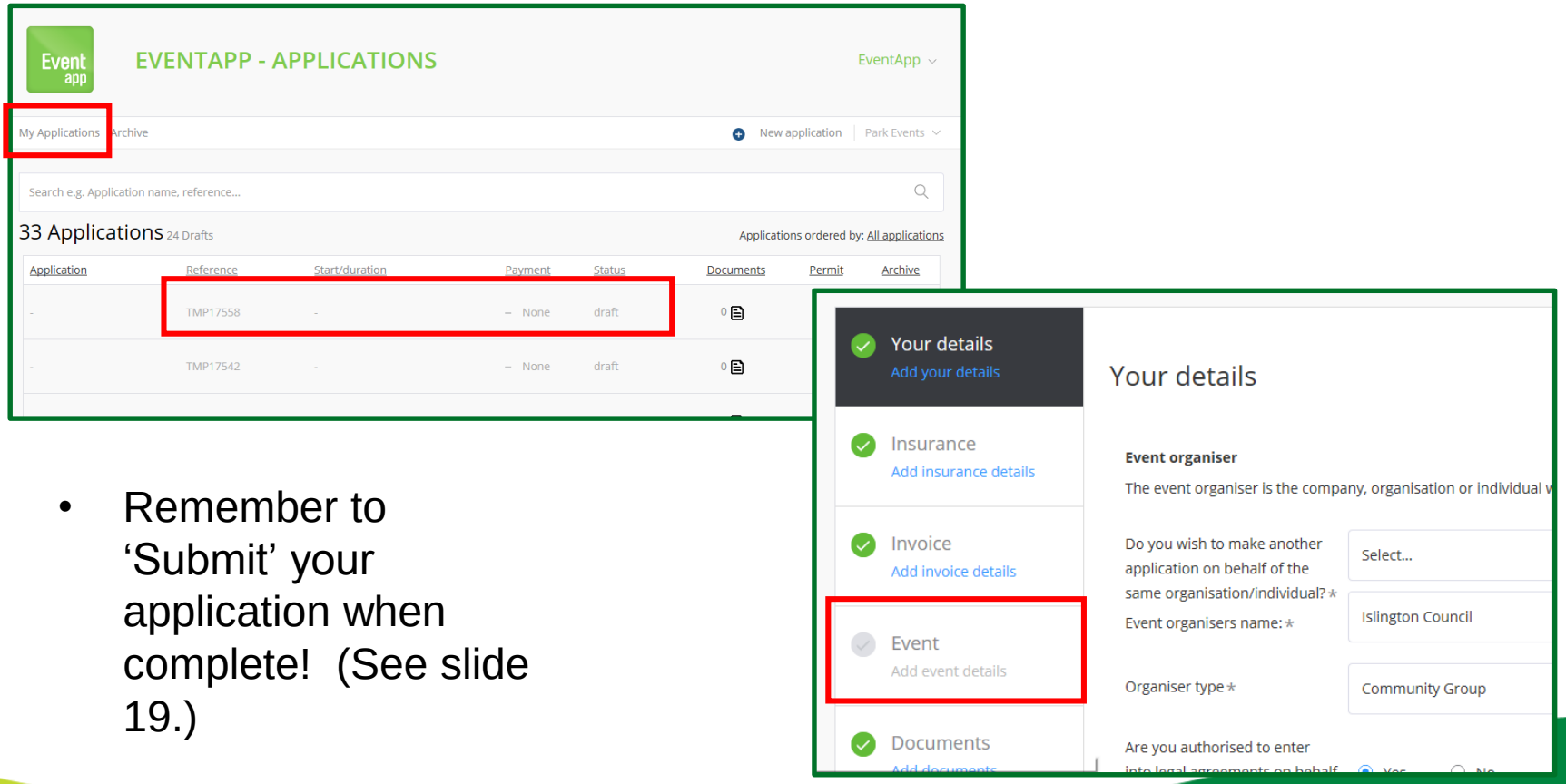


My Applications

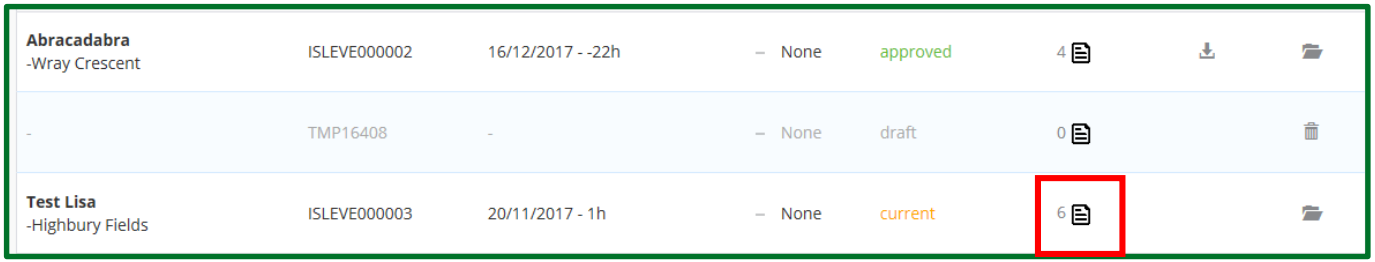
- Draft applications can be completed in My Application / select your application. Then continue your application.

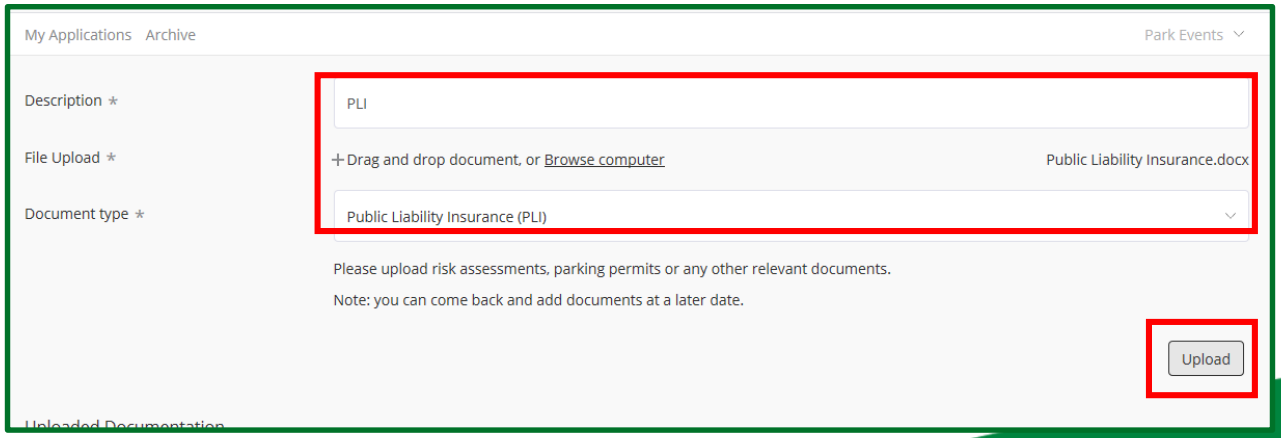


- Remember to ‘Submit’ your application when complete! (See slide 19.)

My Applications

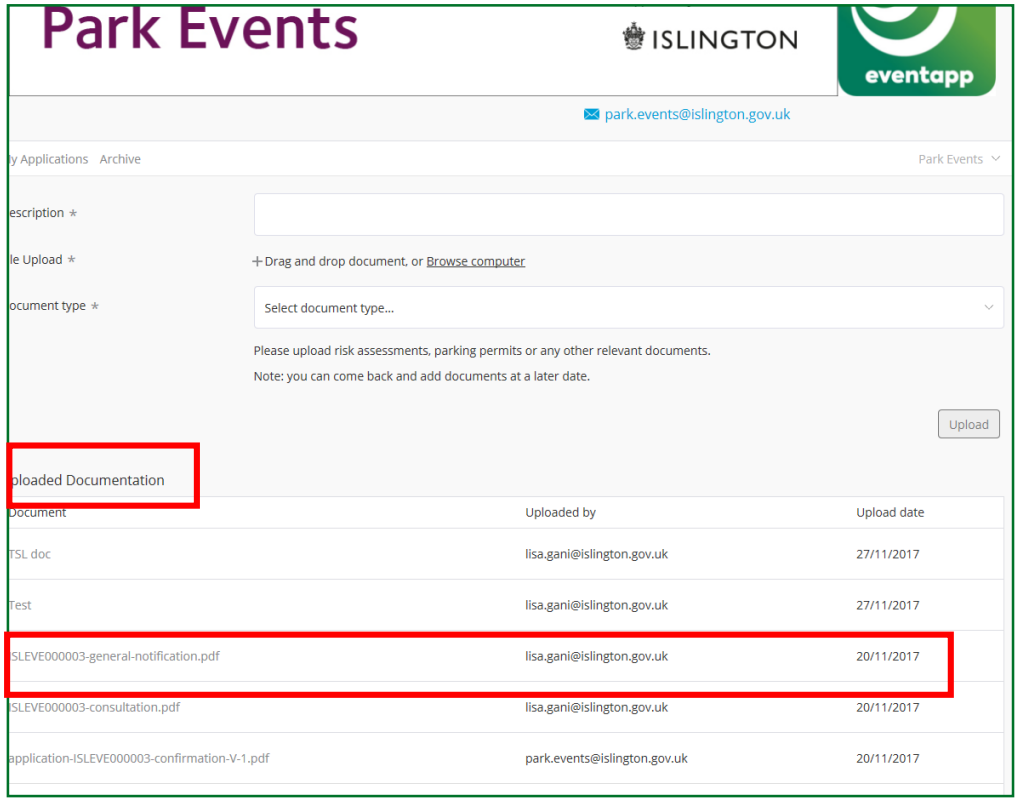
- If an application is ‘current’ you will not be able to open it and amend the applications (as with v3) but you can add new documents by clicking on the document icon in the strip view.





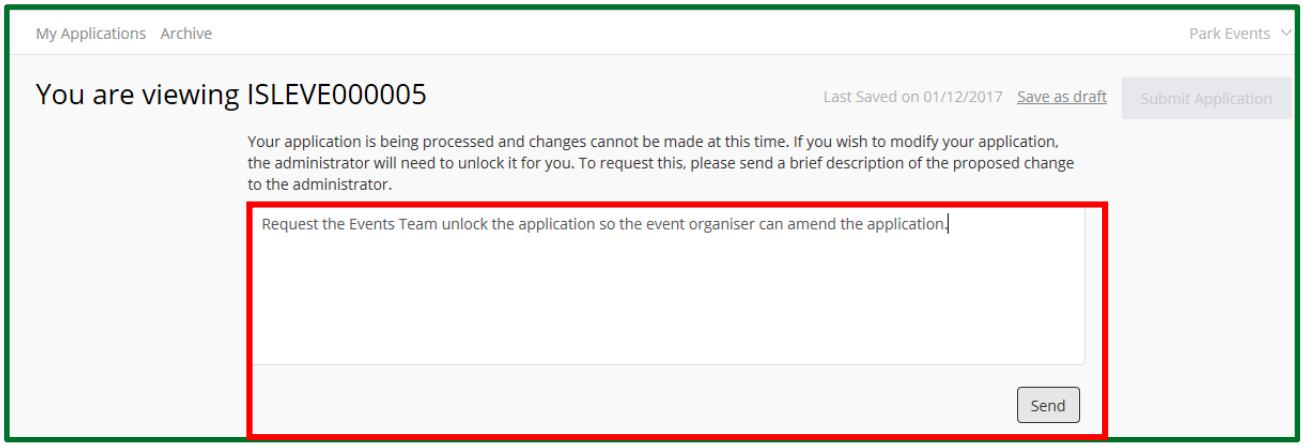
My Applications

- To view documents click on the below strip.



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.



My Applications

- You can also view your current agreement document.

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

eventapp

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

This conditional license agreement is made between:

(1) London Borough of Islington (the "Council" also referred to as "we" or "We" in this conditional agreement)

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

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 Lice 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 permiss 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.

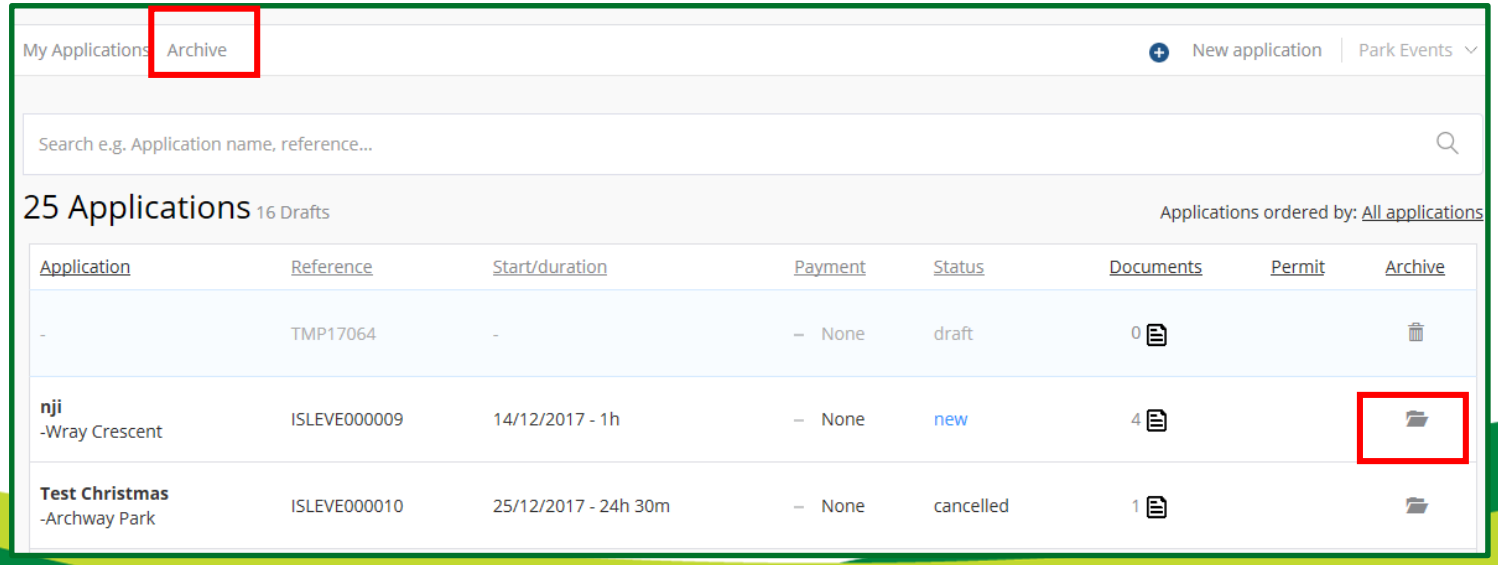
Venue **Islington Green**

Route

On site:	**N/A N/A**	On site contact:	**fffffffff**
Start event:	**27/11/2017 12:00**	On site phone:	**00000000**

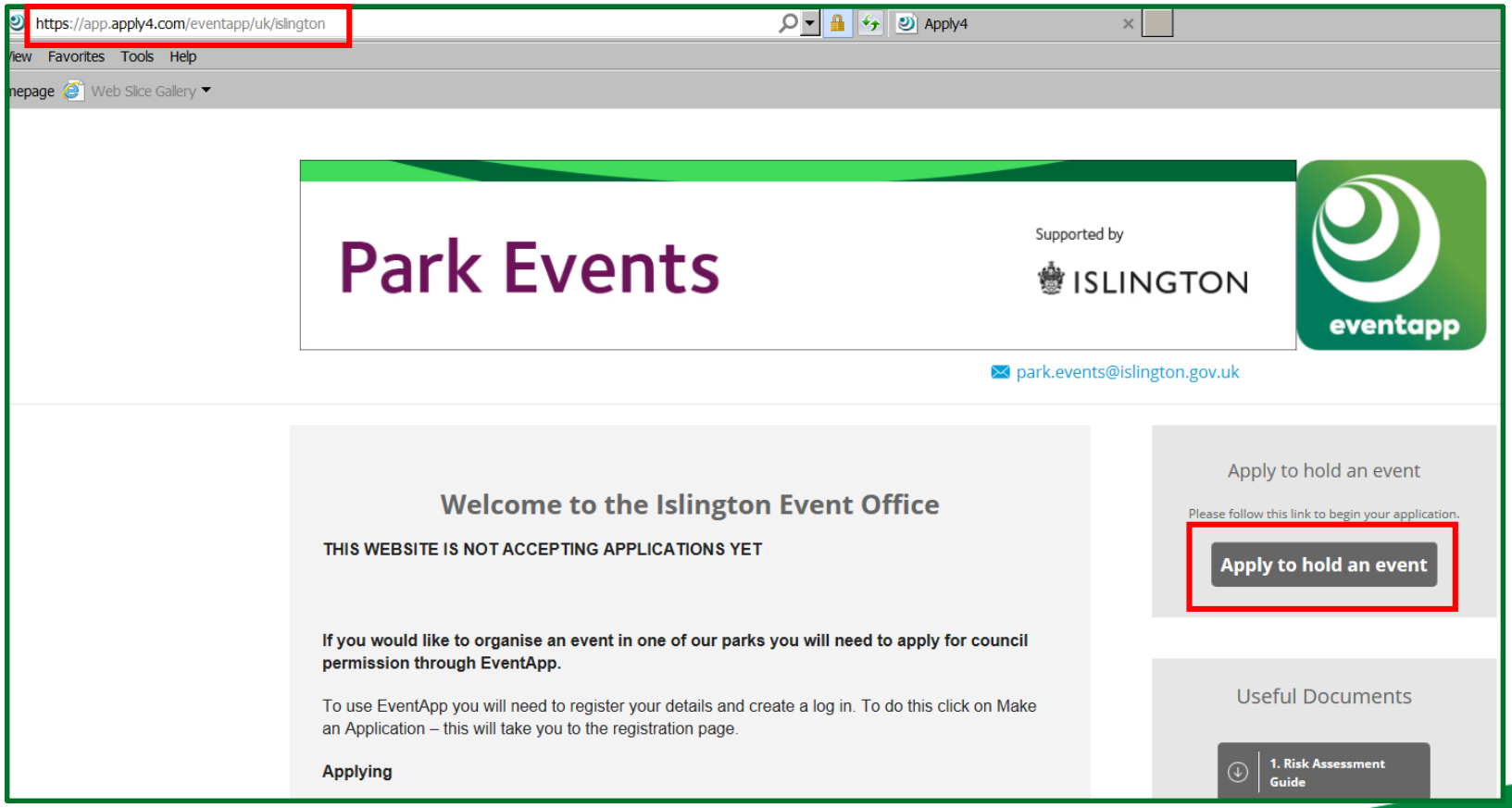
My Applications

- 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.



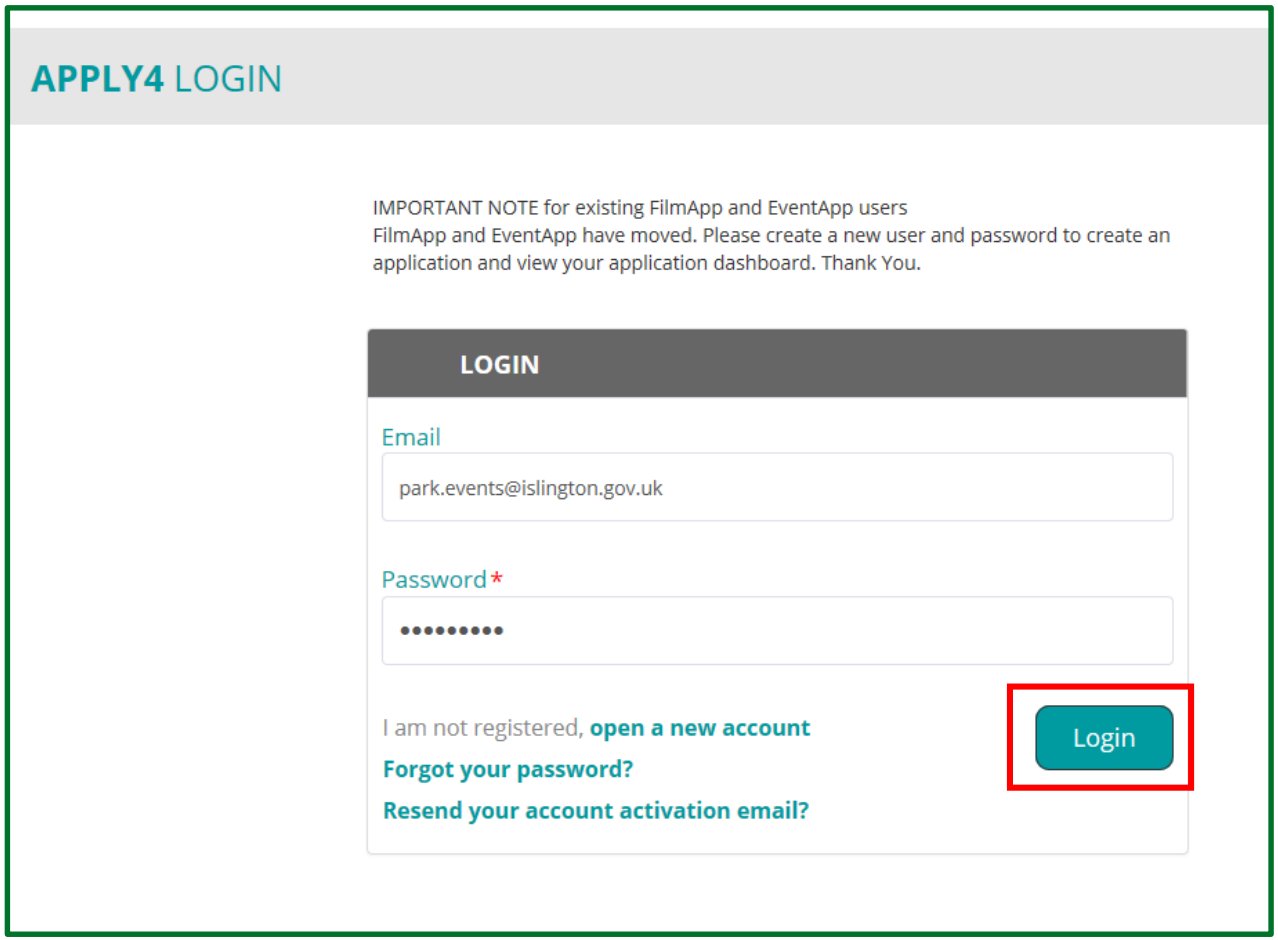
Successive Applications

•Start subsequent applications as you initially did:
https://app.apply4.com/eventapp/uk/islington



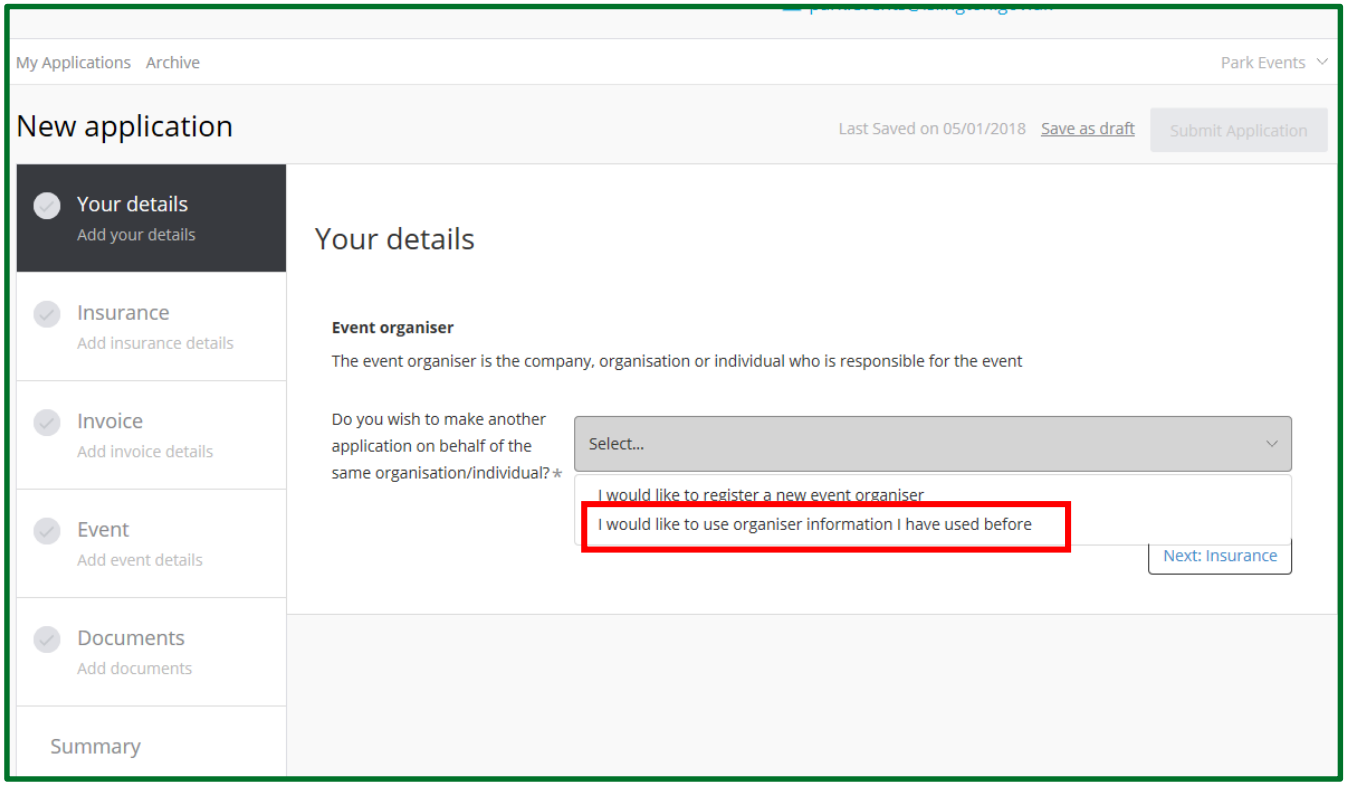
Successive Applications

Log in.



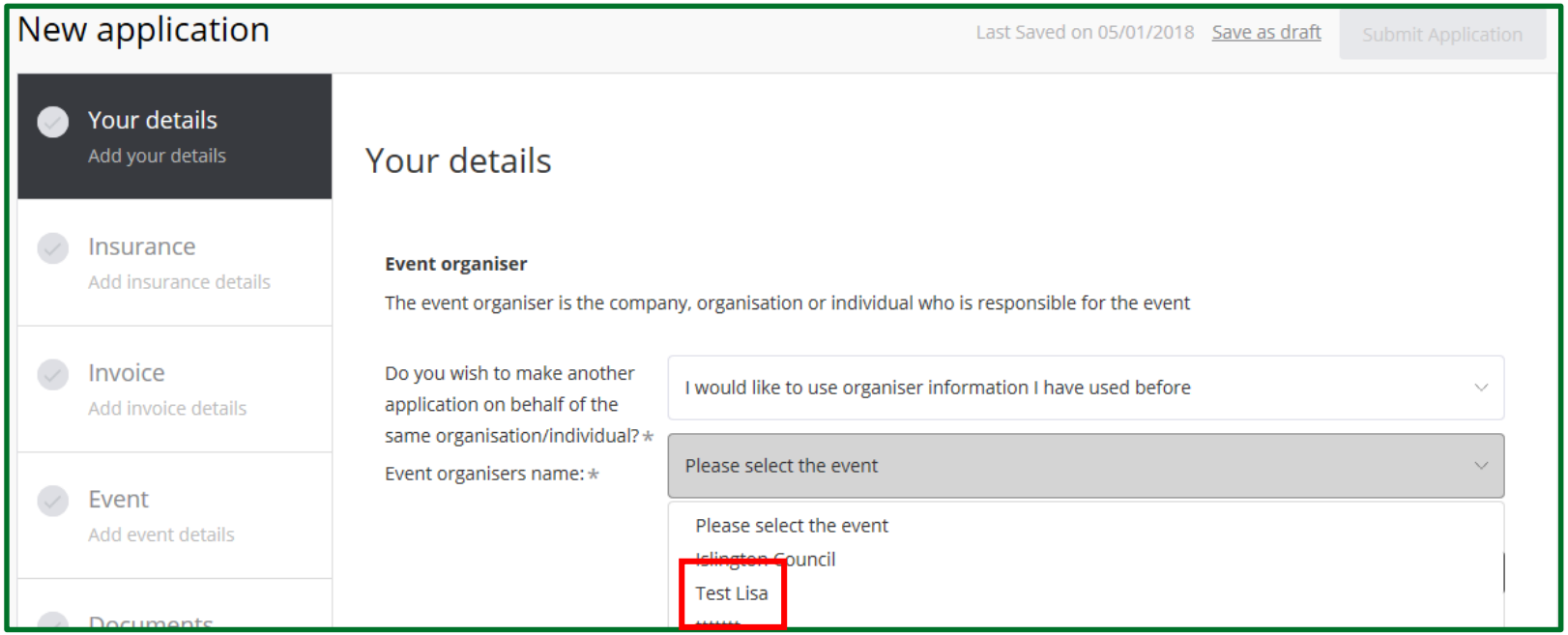
Successive Applications

- Select the below option to use a previous application.



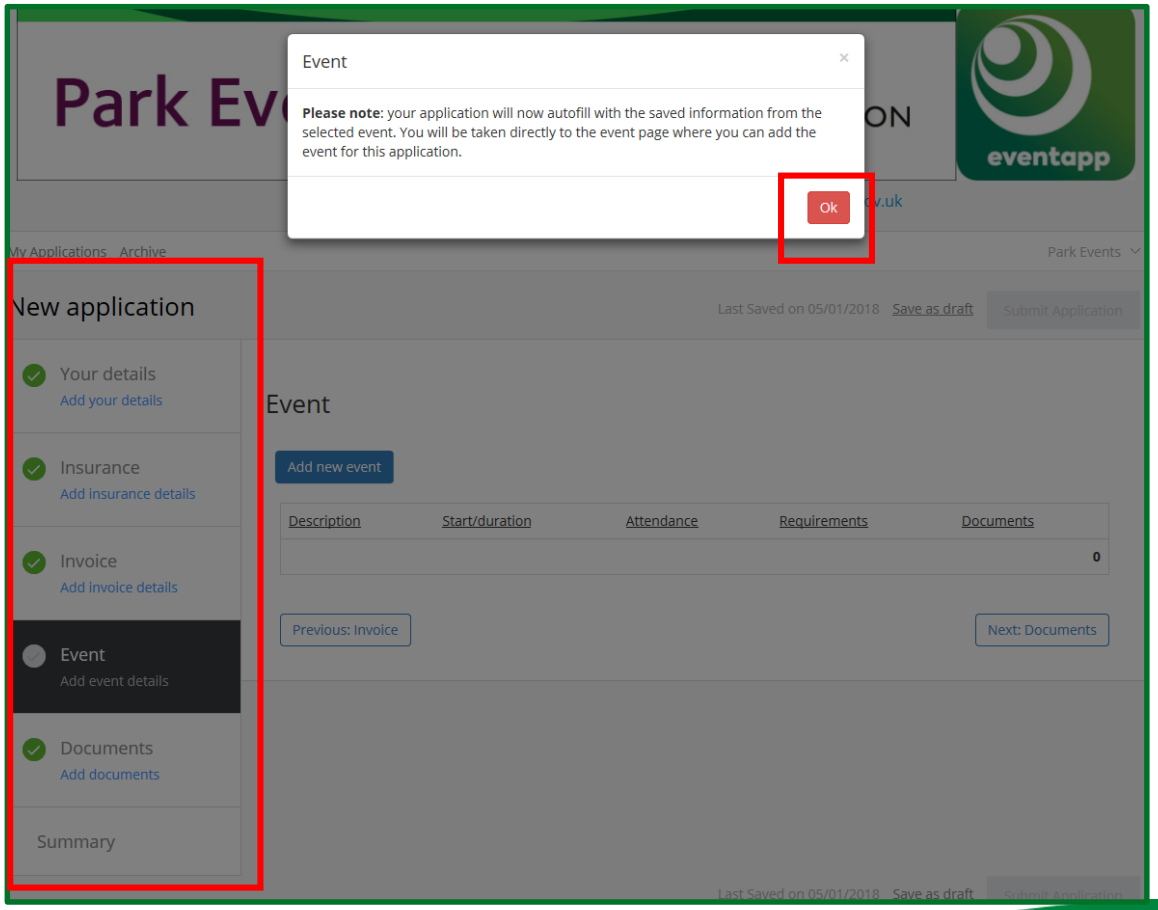
Successive Applications

- Select the previous application which you wish to use.



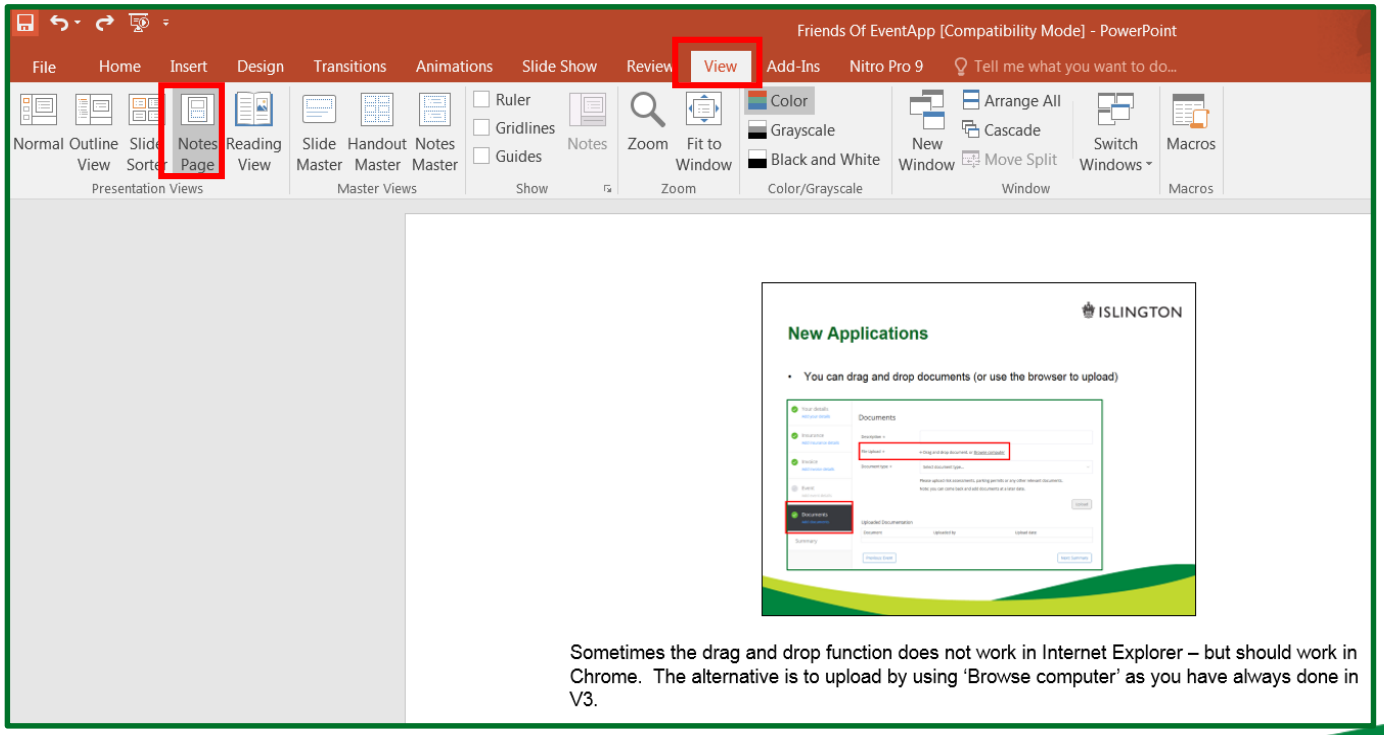
Successive Applications

- 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



Additional Information

- On this presentation additional notes can be found by clicking on view / notes page.



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Contact Details

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