**How to register your Scarborough Extreme Event in Eventotron**

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| Go to [www.eventotron.com](http://www.eventotron.com) and click the pink login/sign up button |  |
| Enter your details into the ‘New Users’ box and click Register |  |
| Click on Festivals and Seasons in the top bar |  |
| Click the drop down to United Kingdom |  |
| Scroll down to Scarborough Extreme and click Apply |  |
| Enter the name of your event/business/group and click next and then Continue. |  |
| Now fill in all the information you can in the sections ‘About my Company’ and ‘About my Event/Activity’ |  |
| IMPORTANT NOTES: | * Make sure you fill in as much information as possible * Ensure that **ALL of the boxes in red are filled in** or you will not be able to finalise your registration * If your activities cross different genres, you may need to create additional entries for each genre. * You will need to create a separate entry if you are planning to do a specific activity or event on the 5th October Showcase Day |
| Venue Finder (ignore) | It is not necessary to complete this section. |
| Click to finalise your registration.  When you have completed all the necessary sections, you can click the button to finalise once it reaches 100% and turns orange. |  |
| Review the terms and conditions and your entry information.  If you would like to change anything, you can go back to do so at this point. |  |
| Submit Payment of £20 to finalise your registration (enhanced listing only). |  |

You have now completed your registration!

If there are any questions or if you need to make any changes to the information that you have entered, please email us at [info@scarboroughfair.uk](mailto:info@scarboroughfair.uk).