



WEBSITE PROOFING

To proof your website information, follow the steps below:

- Go to **tickets.vancouverfringe.com**
- At the top of the page, on the right-hand side, click Sign In
- Enter your Username: the email address you are receiving this email at
- If you already have a password, login. If you need a new password or haven't set one up before, follow these instructions:
 - Click: Forgot Password
 - You will see this message: *A temporary password was sent to your registered email address. It may take up to 15 minutes to make its way through the internet to your inbox. Once you have logged in, you will be required to enter a new password. Further instructions are in the email, and will be displayed on this page when you log in.*
 - Go into your inbox, find the password reset email, and follow the instructions in that email to make your new password.
 - Go back to **tickets.vancouverfringe.com**, and log in to your account using the password you just created.
- Find your show by entering the title in the Search for Shows box and clicking on the show link when it appears.
- Look over your show information. Check the:
 - show description
 - genre tags on the right (e.g. "Funny" "Low-Vision Friendly")
 - warnings
 - website links
 - ½ price show dates
 - schedule
- Click on the Add to Basket button
 - Try adding tickets from each performance
- If you find any mistakes, email **artist@vancouverfringe.com**

***Please Note:** This is a chance to catch minor mistakes that could have been made when transferring the show information over to our website, such as time differences, spelling mistakes or warning errors. This is not an opportunity to make any major changes to your show information. Also note that the Program Guide has already been printed, so any mistakes found that are also in the Program Guide will go on to the Fresh Sheet. The Fresh Sheet is the daily update of programming changes that is sent to all Venues and places of high activity around the Festival, as well as online.

The deadline to do this is **August 6**, as ticket sales go live on **August 8!**