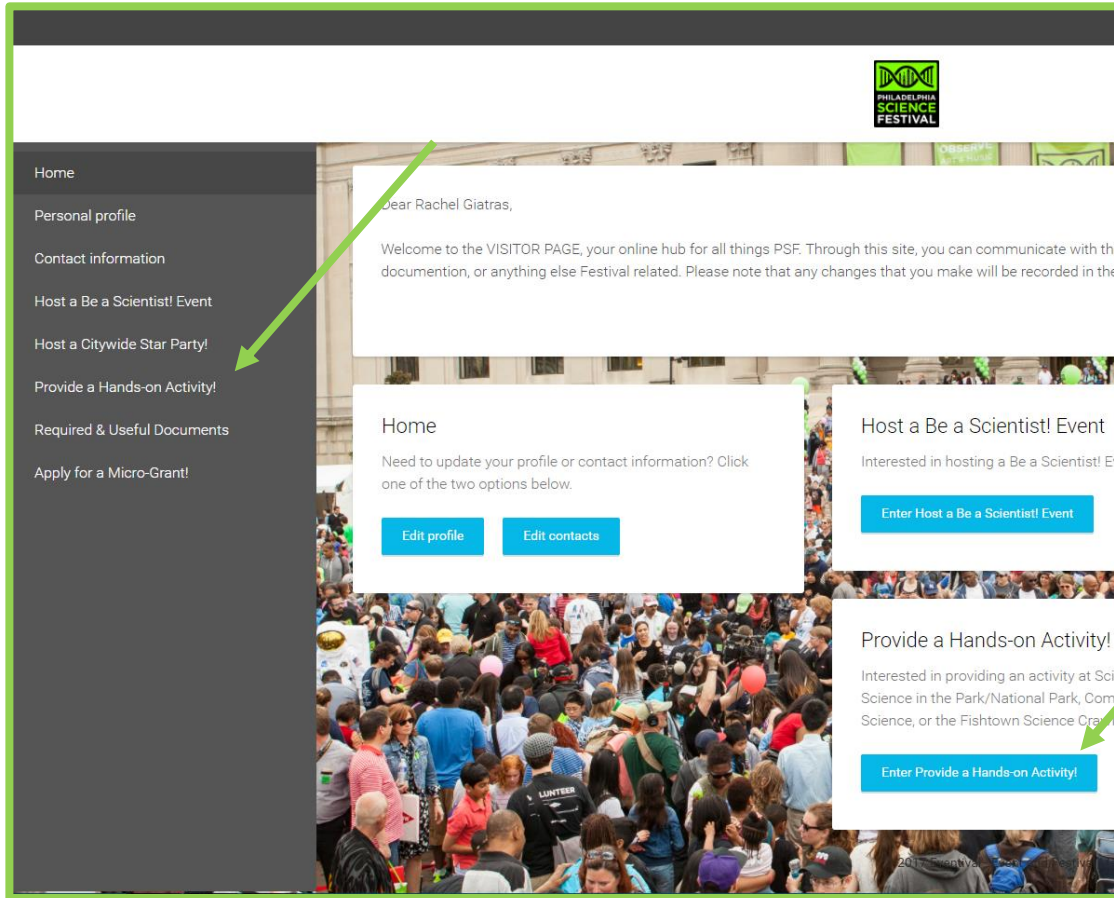


# REGISTERING AN ACTIVITY IN EVENTIVAL

The screenshot shows the 'Visitor Page' of the Philadelphia Science Festival. At the top, there is a navigation bar with 'SETTINGS' and 'SIGN-OUT' options. Below this is the Philadelphia Science Festival logo and the user's name, 'Rachel Giatras', with a profile picture. A dark gray sidebar on the left contains a menu with the following items: 'Home', 'Personal profile', 'Contact information', 'Host a Be a Scientist! Event', 'Host a Citywide Star Party!', 'Provide a Hands-on Activity!', 'Required & Useful Documents', and 'Apply for a Micro-Grant!'. The main content area features a white box with a personalized greeting: 'Dear Rachel Giatras, Welcome to the VISITOR PAGE, your online hub for all things PSF. Through this site, you can communicate with the PSF Team in a secure and efficient way about your registration, event participation, required documentation, or anything else Festival related. Please note that any changes that you make will be recorded in the database as soon as you submit them.' Below this are three white boxes, each with a title and a blue button: 'Home' with 'Edit profile' and 'Edit contacts' buttons; 'Host a Be a Scientist! Event' with an 'Enter Host a Be a Scientist! Event' button; and 'Host a Citywide Star Party!' with an 'Enter Host a Citywide Star Party!' button. A fourth white box, 'Provide a Hands-on Activity!', is partially visible at the bottom with an 'Enter Provide a Hands-on Activity!' button. The background of the page is a large, vibrant crowd of people at an outdoor event.

This is the Visitor's Page. Along the left side, in the gray box, you'll find links to register/view previously submitted information, required & useful documents (COI, Indemnifications), and Micro-Grant information; as additional PSF information becomes available, it will be made visible here. The white boxes in the middle of the screen offer the same information/links as those found in the grey box.



From the Visitor's page you can submit an application to host a Be a Scientist! or Citywide Star Party event, provide a hands-on activity, and apply for a Micro-Grant; begin by clicking "Enter" on the form you'd like to submit or selecting the form from the grey box.



Julie Mansfield



- Home
- Personal profile
- Contact information
- Host a Be a Scientist! Event
- Host a Citywide Star Party!
- Provide a Hands-on Activity!
- Required & Useful Documents
- Apply for a Micro-Grant!

## Official Activity Provider Form - Overview

Interested in providing an activity at a PSF event? Registration for all events (EXCEPT the Carnival) opens on October 17 and closes March 16, 2018.

Please provide as much information about your activity as possible.

No Activity Provider has been saved nor submitted for this form yet.

Submit an Activity!



Julie Mansfield



## Official Activity Provider Form - Terms & Conditions

I understand that this is an application to provide a hands-on activity and that submission does not guarantee acceptance. Additionally, I understand that by submitting this application to participate in the 2018 Festival, my organization is confirming their understanding of the expectations outlined in the [2018 Get Involved Guide](#) and that failure to meet these expectations may impact future participation opportunities.

Disagree

Agree

Begin by clicking “Submit an Activity”; before you are able to submit any applications you will have to agree to the terms and conditions listed – you will be asked to confirm that you have reviewed these prior to submitting each activity.

## Official Activity Provider Form

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Activity Information

\* **Activity Title:** Please phrase your title in the form of a question.

\* **Activity Description:** Please provide a brief description of your activity.

What occupation(s) are you highlighting? Please list all STEAM occupations that are represented in your activity.

\* **Do you have any technical requests?** We make every effort to provide a table, two chairs, a tablecloth and signage for each activity. Let us know if you'll need additional tables, access to electricity or water, etc. Please note that electricity and water are not available at all locations.

\* **At which events would you like to provide this activity?**

- Science in the Park
- Fishtown Science Crawl
- Science After School
- Science in the National Park
- Community Night
- Food Science

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Contact Information

\* **Primary Point-of-Contact:**

**Other contacts:**

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Here you will be able to submit your activity title, description, and additional technical requirements. All items marked with a red \* are required.

We encourage activity providers to use the same activity at multiple events! You can select all the events that you would like to facilitate this activity at on one form; you will only need to submit additional forms for each different activity.

You **must** enter a Primary Point-of-Contact even when logged into the account. You can use the “Other Contacts” field to enter the contact information for anyone else at your organization that would need programmatic updates.

Once you have entered all the required information click, “Submit Activity Provider”. If you select “Save Changes” your form will be saved on your Visitor Page to be edited/submitted later, but will **not** be received by PSF.

Home

Personal profile

Contact information

Host a Be a Scientist! Event

Host a Citywide Star Party!

Provide a Hands-on Activity!

Required & Useful Documents

Apply for a Micro-Grant!

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Title	Stage	
Activity Title Test	Submitted	<a href="#">view submitted data</a>
Activity Title Test 2	Saved but not submitted	<a href="#">edit and submit the Activity Provider</a>

[Submit an Activity!](#)

Once you submit, or save, an application you will be able to view the data the next time you enter the form. Data that has been submitted can be viewed but not edited – please contact Rachel ([rgiatras@fi.edu](mailto:rgiatras@fi.edu)) if you need to update the information initially submitted in your form.