



GIG Launch Promoters Account Instructions

MY ACCOUNT is where you make sure all your information and payment details are correct. To change PASSWORD... go into your account, click on the CHANGE button - type in new password then UPDATE.

To add your payment details if you do not want to receive a cheque click on tab left hand side of screen under WELCOME

MY PROFILE

To change any information in this click CHANGE here you can add your web site, email, phone number and change your address if you need to.

Click update.

PAYMENT SETTINGS this will open a screen and you can add your bank account information.

CLICK ON CHANGE select payment method drop down arrow to the right of cheque. Then click on BANK TRANSFER add the Bank name, the name that is on the bank account along with BSB, Account Number, and International bank Code if required.

Click update.

My Gigs

UPLOAD PHOTOS, BANNERS and PDFs BEFORE FILLING OUT INFORMATION

PHOTOS and BANNERS

Click on tab left hand side of screen under WELCOME – Photo Launch

Screen will open click on BROWSE to find your photos, banners when found click UPLOAD

PDF

Click on tab left hand side of screen under WELCOME- PDF Launch

Screen will open click on BROWSE to find your PDF when found click UPLOAD

PDFs can be your flyers, posters etc

TO ADD A GIG

Click on tab left hand side of screen under WELCOME - ADD Gig

Fill out information

GIG TYPE- Click on drop box arrow to choose what type of gig.

Slots Available - type in how many slots available for gig launch artists.

Suggest a Price- this is the price for submissions what the artists / band will pay you to submit you must put the amount in dollars and cents with decimal point. i.e. 20.00

Artist Renumeration- This is the amount artists/bands will be paid for playing the gig click on arrow and select. If no payment put in \$0.00 if payment is given put in that amount.

Title- The name of the event/ venue or festival. EG- ABC Festival or DEF Compilation

Headline- Describes the Title i.e.: Tasmania's biggest folk festival or The Latest Blues CD from China

Submission Closing Dates- This is the date before the event for artist/ bands to have their submissions in to you.

Gig Start and Finish dates- This is date gig starts and finishes

Genres- This is the type of bands /artists you want to receive submissions from .You can select all if you wish or just one.

Venue / Location Name – This is Place where the gig or services will be held i.e. The Corner Pub or ABC Recording Studio

Address- This is the address where the gig will be held. EG- 123 SMITH STREET PERTH

State- Choose your state. (Ignore if National or International)

Country – Choose your country

GIG Description- Go into more detail about your gig.

Add a Banner- You will need to upload this before you Add a gig – click on arrow and a list will drop down choose the one you want.

Add a Company Logo- You will need to upload this before you Add a gig – click on arrow and a list will drop down choose the one you want.

Add a PDF doc- You will need to upload this before you Add a gig – click on arrow and a list will drop down choose the one you want.

Replies Allowed- you have two choices – **Single** is for one EPK submission from each artist and this would be used for festivals or any event where you want the artist whole EPK.

Multiple – is used when you want multiple submissions from the same artists as in Song Competitions, Compilation Cds, and Radio Stations looking for songs.

Submission Status- this tab is set at **Save for Editing/Review** this so you can click **Launch** and all your gig details will be saved for a later date so you can review them and get all the relevant information. When you are ready to submit the gig for approval, use the drop down arrow and set it on **Submit For Approval** and then the **Launch** button. This will go into your pending approval file which is left hand side of screen under WELCOME above add a gig.

Here you can see status, view, edit or delete your gig.

Once your gig has been approved by Gig Launch management it will move to current file which is left hand side of screen under WELCOME above pending approval. Here you can archive old gigs.

Status coloured circles–

Pending- Green rim- white inside



Approved- Solid green



Declined – Solid Red



Note: If you hover your mouse over the buttons they will remind you of their status

Important – Before your gig can be approved you will need to copy the gig launch logo linking from our Freebies tab (you will have to be signed in to your account) and add it to your submissions page on your website or myspace. This will ensure you get the maximum number of submission for your event. An artist can then click and submit from your website/myspace.

EPK Search- This is where you can search bands / artists that you have received submissions from. Don't forget that submitted EPK's will be sent to your inbox.

Click View **All Artists** or enter in band/ artist name click search or

Enter Genre click on arrow and a screen will drop down and choose genre EG – Folk, Country, Blues or :

Locality- If known choose which location bands / artists are from or:

Choose from the alphabet A-Z and this will bring up all bands/ artists starting with the letter of the alphabet you choose.

Freebies

All freebies are left hand side of screen under WELCOME and also on tab.

Linking code - Logo- To add logo to your web site or myspace, copy and paste Gig Launch Logo link.

For logo on flyers and posters, copy and paste picture.

Music tools -Guitar Tuner, Metronome and Programs & Downloads

Wall paper- Right Click on the size you need and then save it to your computer, use as a screen saver for your computer or for your phone wallpaper.

If you have any questions or require assistance with your Promoters Account please contact our [SUPPORT TEAM](#)