Stadt Paderborn Der Bürgermeister



Post-/Briefanschrift: Stadt Paderborn · 33095 Paderborn Lieferanschrift: Stadt Paderborn · Am Abdinghof 11 · 33098 Paderborn

To all artists who would like to participate in an event organized by the cultural office Paderborn

| Dienststelle | Kulturamt Am Abdinghof 11 |
|--------------|------------------------------|
| Auskunft | Herr Hermanns |
| Durchwahl | 05251 88-1279 |
| Telefax | 05251 88-2041 |
| E-Mail | s.hermanns@paderborn.de |

Dear artist,

we are pleased that you would like to participate in an event organized by the cultural office Paderborn!

For better planning and communication, we have developed an event database which you can use to apply for our events.

This is how it works:

Step 1: Follow this link: <u>https://www.paderborn.de/event-database</u> and request for **access to the event database** by clicking on **"first registration"** and dropping your e-mail address and your name.

(Now we need to approve your request. One of our employees, will do this process – it won't be done by a machine, so it can possibly take a day or two to be answered. As soon as we've approved your request, you'll automatically be notified by e-mail.)

Important: If you already done the registration in our event database last year you can skip the first step and start with the second step.

Step 2: Now you log in with your e-mail address and an individual password. Then enter your **master data** (name, address, etc.) under **"my profile"**.

Important: If this isn't your first registration you should check if your master data are still correct.

Step 3: Under the heading **"new application"** you can **apply** with a program/ show **specifically to one or more of our events**. You can also apply with several shows, but in this case we ask you to apply only for the events which are really interesting for you (please not general for all events!).

After the application phase, we will send assurances and refusals. You will be notified by e-mail through the database system if your application has been accepted or not. The selection of all artists may take a few months, depending on the program planning status.

Basically, the following should be noticed:

• The **password must be at least 10 characters long**, otherwise it won't be accepted by the system.

• It is important that **all mandatory fields** are completed, otherwise the profile or the application can't be saved.

• It is not enough just to create the profile. You need to complete and save **at least one application** to make sure, that we are able to see your data.

We look forward to versatile and colorful events with you and remain with best regards

Stefan Hermanns and Nora Oeynhausen



All steps in pictures:

| Portal for artists and referee Login $ 	imes $ + | | | | | | | - o × |
|--|--------------------------------|--|--|---|--------------------------|--------------------|-------------------|
| | | stage-x.de/versions/eventmanagement/kuenstler | | | | 10% … ♡ ☆ | ₩ @ 4 |
| X KulturamtPB-Login Künstler - und Referent Event-Database Stadt Paderborn | | | | | | first registration | password lost |
| | | login • e-mail address • password | login | | 1.* | 7 | |
| | | Kulturamt Paderborn Am Abdinghof 11 33098, Paderborn | | 드 German 큐 English 7] How to apply? | | | |
| Portal for artists and referee × + ← → C ⁴ ⓓ ⓓ ⓐ htt × KulturamtPB-Login ⓓ Künstler -und Referent | tps://kulturamtpb | s tage-x.de /versions/eventmanagement/kuenstler | portal/v2.0/index.php?uniqid=5b/3a/36ea376⟨=GBR&m=955c41 | 10c650d9a5f5d170f7bc1c2f24b | e93bfadf 🛛 11 | 10% … 🖂 众 | - a × ⊪\⊡ =ª |
| Event-Database Stadt Paderborn | | | | 🜲 new ap | plication ny profile | my attachments | otions 🗸 🌖 logout |
| -A | event | applications | | | K | -2. | |
| | process | event | theme | period from | to | | |
| | EV24 | Libori 2020 | "Platz der kleinen Künste" | Mon, 27 July 15:00 | Sun, 02 August 22:00 | | |
| | EV22 | Theaterfest | in und um die PaderHalle | Thu, 20 June 14:30 | Thu, 20 June 19:00 | | |
| | EV20 | Internationales Fest der Begegnung | in Schloss Neuhaus | Sun, 23 June 12:00 | Sun, 23 June 19:00 | | |
| | EV18 | Pader-Kultour | Ein Pfingstspaziergang entlang der Pader mit kulturellen Höhepunkten. | Sun, 09 June 15:00 | Sun, 09 June 22:00 | | |
| | EV6 | Libori 2019 | "Platz der kleinen Künste" | Sat, 27 July 15:00 | Sun, 04 August 22:30 | | |
| Portial for articls and referee X + | Showing 1 to note: for crea | o 5 of 6 rows ate a new application, click on an event. | | | « (1 2) » | | - a × |
| | tps://kulturamtpb | o stage-x.de /versions/eventmanagement/kuenstler | portal/v2.0/index.php?uniqid=5bf3af36ea376⟨=GBR&m=955c4* | 10c650d9a5f5d170f7bc1c2f24b | pe93bfadf 🗏 1 | 10% 日 台 | ₩\ 🖸 🚽 |
| Event-Database Stadt Paderborn | event | applications | | e new ap | plication 1 my profile 🥔 | ~ | otions 👻 🔦 logout |
| | process | event | theme | period from | to | | |
| | EV24 | Libori 2020 | "Platz der kleinen Künste" | Mon, 27 July 15:00 | Sun, 02 August 22:00 | | |
| | EV22 | Theaterfest | in und um die PaderHalle | Thu, 20 June 14:30 | Thu, 20 June 19:00 | | |
| | EV20 | Internationales Fest der Begegnung | in Schloss Neuhaus | Sun, 23 June 12:00 | Sun, 23 June 19:00 | | |
| | EV18 | Pader-Kultour | Ein Pfingstspaziergang entlang der Pader mit kulturellen Höhepunkten. | Sun, 09 June 15:00 | Sun, 09 June 22:00 | | |
| | EV6 | Libori 2019 | "Platz der kleinen Künste" | Sat, 27 July 15:00 | Sun, 04 August 22:30 | | |
| | Showing 1 to | o 5 of 6 rows | | | « < 1 2 > » | • | |
| | note: for crea | ate a new application, click on an event. | | | | | |