



WEBSITE PROOFING

This year we are giving Artists a chance to proof your show information on our website before sales go live! On either Thursday, July 27 or Friday, July 28 each Primary Contact will receive an email with their username and password for our ticket sales website.

To proof your website information, follow the steps below:

- Go to *tickets.vancouverfringe.com*
- On the left hand side, about a quarter way down the page, click *Sign In*
- Enter the username and password from the email, click *Sign In*
- Find your show by entering the title in the *Search for Shows* box and pressing *Enter*
- Click on the *Add to Basket* button
- Look over your show information. Check the:
 - show description
 - warnings
 - website links
 - ½ Price show dates
 - schedule
- 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.

The deadline to do this is **August 1**, as ticket sales go live on **August 3!**