

How to: register your Independent Comedy Festival show

READ THIS FIRST:

To register your show, you must have already agreed a venue, date and time with an approved promoter. To find out how to apply, visit the Independent Comedy Festival Website here:

[Take part - Independent Comedy Festival](#)

READ THIS SECOND:

We are using brand new software to manage the Independent Comedy Festival Registration Process. The ICF was established in early August following the collapse of Leicester Comedy Festival and this software was built very quickly. It is still a work-in-progress, so please be patient with it. If you are struggling / spot any issues, please email alex@indiecomedyfest.co.uk or your promoter and I will try to get back to you ASAP.

The registration process is split into five parts:

1. Signing up with TixEvery
 2. Creating your show
 3. Signing up to the ICF
 4. Payment
 5. Pricing
-

PART 1 – CREATING A TIXEVERY ACCOUNT

You can do this here: [TixEvery | The live events network, all in one place](#) by clicking create an account and filling out the relevant information. Once you have created an account and logged in, or if you already have an account, head to **PART TWO** (scroll down.)

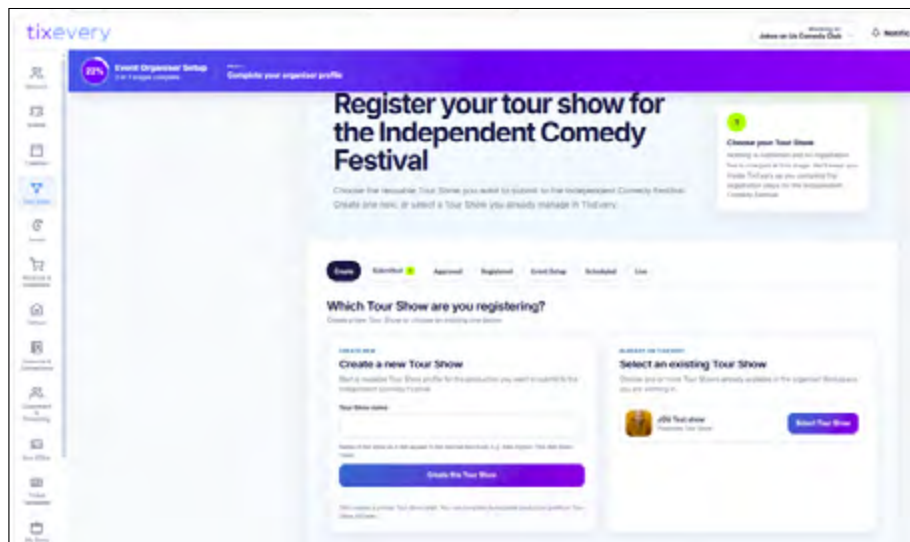


PART 2 – CREATING YOUR SHOW

The link to begin creating your show and registering at the Independent Comedy Festival is here. Login using the details you used above or the account you already have.

[Register for the Independent Comedy Festival | TixEvery](#)

Once you have logged in, you will see this screen. Your show will be referred to as ‘tour show’ for the rest of the process. Towards the bottom of the page, enter your show name as you would like to appear in the brochure. E.G Alex Hylton: Heavy Is The Head That Wears The Frown and click ‘Create This Tour Show.’



You will then come to this screen.

A screenshot of the 'Set Up Your ICF Show' form. The form has a purple header with the text 'Set Up Your ICF Show' and a sub-heading 'Build a reusable, bookable touring production profile.'. Below this, there's a green box with the ICF logo and the text 'Complete your Tour Show to continue your festival registration'. The form is divided into sections: 'Step 1 of 5 - Tour Show details' (0% complete), 'Tour Show details', and 'Pre title'. The 'Pre title' section has a text input field with the value 'Jokes on Us Comedy Club presents'. The 'Tour Show details' section has a text input field for 'The artist, organisation or business presenting this show, for example "Jokes on Us Comedy Club presents"', a text input field for 'Your show name' with the value 'Alex Hylton: Heavy Is The Head That Wears The Frown', a dropdown menu for 'Primary category' with the value 'Comedy', and a text input field for 'Name of the show as it will appear in the festival brochure, if e.g. Alex Hylton: This and That Tour'. There are also fields for 'Secondary categories' and 'Select one or more categories'.

Complete the details and click 'save and continue' in the bottom right, then complete the following pages and once you reach step 5, click 'publish your tour show' in the bottom right. Some FAQs:

- The pre-title is the name of your promoter followed by 'presents' e.g TripleCeePee presents or Monster Comedy presents
- You do not have to add any tour dates, even if you have them, it will save you time if you select no at step 3.
- 'General Wash' is the tech term for a standard white spotlight.

You will be returned to this screen, only you will notice your show has appeared on the right hand side. **HEAD TO PART 3!**

organiser profile

Register your tour show for the Independent Comedy Festival

Choose the reusable Tour Show you want to submit to the Independent Comedy Festival. Create one now, or select a Tour Show you already manage in TixEvery.

1

Choose your Tour Show

Nothing is submitted and no registration fee is charged at this stage. It's keep you inside TixEvery as you complete the registration steps for the Independent Comedy Festival.

Create Selected (1) Approved Registered Event Setup Scheduled Live

Which Tour Show are you registering?

Create a new Tour Show or choose an existing one below.

CREATE NEW

Create a new Tour Show

Start a reusable Tour Show profile for the production you want to submit to the Independent Comedy Festival.

Tour Show name

None of the show's name will appear in the festival program. E.g. Alex Hylton: This is the show.

Create this Tour Show

This creates a private Tour Show draft. You can complete its registration/profile in Tour Show HQ later.

ALREADY IN TIXEVERY

Select an existing Tour Show

Choose one or more Tour Shows already available in the organiser Workspace you are working in.

Alex Hylton: Heavy is the Head That ...
Published Tour Show
Select Tour Show

JOU Text show
Published Tour Show
Select Tour Show



PART 3 - SIGNING UP TO THE INDEPENDENT COMEDY FESTIVAL

Now you are at the below screen, click 'select tour show' on the show you would like to register with the ICF. If you are listing multiple shows, you can select more than one.

Once you have selected 'Select Tour Show' you will see the following screen. Select 'continue registration.'

You will see the below screen. It will show you the details you entered when you created your 'tour show.' Double check them and then scroll down, click 'Save show details' in the bottom left.



ict Independent Comedy Festival
Festival registration

2027 registration - Step 2

Complete your show details

Check the information for this production before you add your festival performance dates. These details are saved to your reusable Your Show and will also be used for your registration and programme information for the Independent Comedy Festival.

Registration progress

- 1 Choose your Your Show
- 2 **Complete your show details**
- 3 Add festival performances

Alex Hylton: Heavy is The Head That Wears The Crown
For details of the show, visit the show page on the [ict.com](#) site

Show information

Fields marked * are required before this show can move on to its festival performance details.

Presented by *
 Jokes on Us Comedy Club presents

The artist, organisation or business presenting this show, for example 'Jokes on Us Comedy Club presents'.

Your show name *
 Alex Hylton: Heavy is The Head That Wears The Crown

Primary category *
 Comedy

Name of the show as it will appear in the festival brochure. E.g. Alex Hylton: This Will Show True

You should see the following screen. Select the venue that you have agreed with your promoter from the drop down box, and enter the date and time you have agreed. **Remember, the festival uses a 24hr clock, so if you have agreed a 6pm show, enter it as 18:00, else your show may be listed at 6AM.**

If you have booked more than one performance, select 'add date and time' to add another slot.

If you have agreed to perform your show in multiple venues, please only enter the dates and times for the first venue you have agreed, you will be able to add a second venue later.

ict Independent Comedy Festival
Festival registration

2027 registration - Step 3

Add a festival performance

Choose the venue you have agreed with for the Independent Comedy Festival, then add all your dates and start times. You can save several performances at the same venue together.

Registration progress

- 1 Choose your Your Show
- 2 Complete your show details
- 3 **Add festival performances**

Alex Hylton: Heavy is The Head That Wears The Crown
See Independent Comedy Festival 2027

Your show details are saved. Add your festival performances below.

Performance details

Save each performance to the registration draft. Adding a performance does not submit your registration or charge a fee.

Venue *
 The Kitehead Pub - Andley - LE17 7DE

(Click on the venue name to see the details)

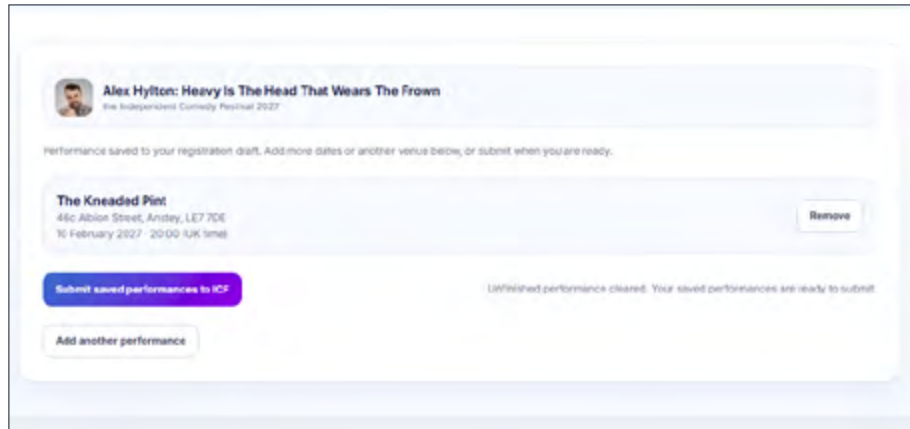
Choose a venue once, then add every date and start time for your run. New rows use the next day and copy the previous time; you can change either.

Performance #	Performance date *	Start time (UK time) *
1	10/11/2027	20:00

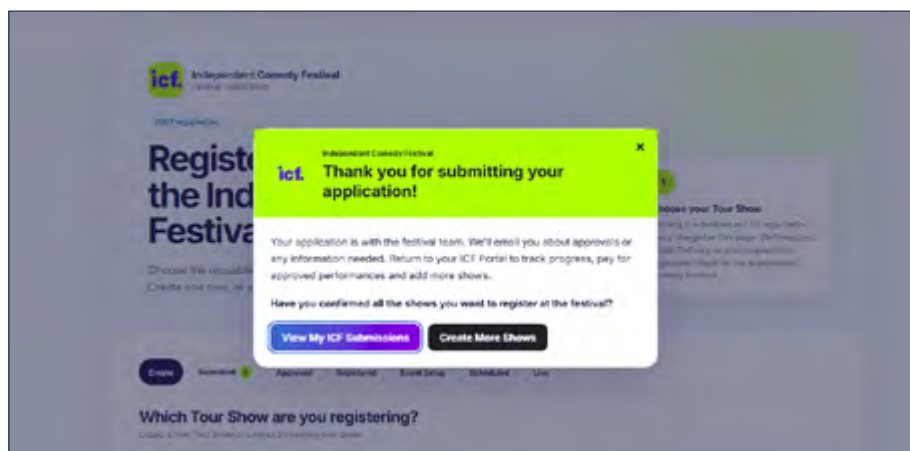


Once you have entered all of your dates, select 'save performances' in the bottom left.

You will come to this screen. If you are performing your show in multiple venues, you can repeat this step for the second venue by selecting 'add another performance.' Once you have added all of your performances, select 'submit saved performances to ICF.'



You should then see the below screen! Your show has now been submitted to your venue manager / promoter, who will double check your show details and accept your show into their programme. TixEvery will automatically email them, so you don't need to contact them to tell them.



Once the venue manager has accepted your show. (You will need to wait for them to log in to do this, so be prepared to wait a few days.) you will need to **HEAD TO PART 4.**



PART 4 - PAYMENT FOR YOU SHOW

Brilliant news, your show has been approved by your venue manager. You will notice the green dot has appeared next to the 'Approved' button. Please click!

Which Tour Show are you registering?
Create a new Tour Show or choose an existing one below.

CREATE NOW
Create a new Tour Show
Start a reusable Tour Show profile for the production you want to submit to the Independent Comedy Festivals.

Your show name

Name of the show as it will appear in the Festival program. E.g. Alex Hylton: The #1 Show Tour.

Create this Tour Show

This creates a private Tour Show draft. You can complete its reusable production profile in Tour ShowHQ later.

ALREADY ON TOUR
Select an existing Tour Show
Choose one or more Tour Shows already available in the organiser Workspace you are working in.

Alex Hylton: Heavy is The Head That ...
Published Tour Show
Select Your Show

JOU Test show
Published Tour Show
Select Your Show

Once you have selected approved, you will be able to make a payment for your show registration fee. Once you have paid, **MOVE TO PART 5**.

Approved performances
These performances have been approved and are waiting for registration. Pay the registration fee below to register your approved performance(s).

PERFORMANCE REGISTRATION FEES
Pay for approved performances
Each performance has its own registration fee. Pay for one date or several together. Discounts continue from your previously paid performances.
1 performance awaiting approval - 0 awaiting your acceptance of changes - 0 already registered
Select the performances you want to pay for now. You can add and pay for further dates later.

☒ Alex Hylton: Heavy is The Head That Wears The Crown
The Kneaded Pin - Main Room
2027-02-10 - 20:00 (UK time)

One fee per approved performance, including repeat dates of the same Tour Show. (Discounts continue across paid performances, subject to each capacity band's minimum fee.)

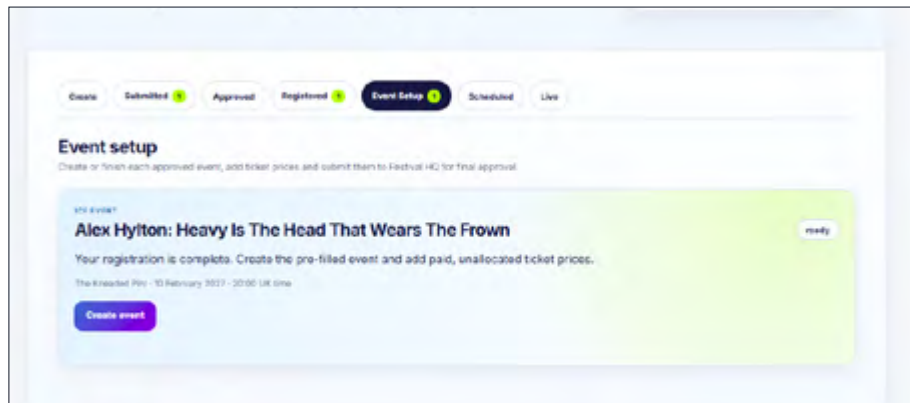
Performance / capacity	Standard fee	Discount	Fee
Alex Hylton: Heavy is The Head That Wears The Crown 40 seats - Under 750 The Kneaded Pin - Main Room - 2027-02-10 - 20:00 (UK time)	£60.00	£0.00	£60.00

Total registration fee: £60.00
Pay for selected performances



PART 5 - SETTING PRICING.

Click the Event Setup button, and then 'create event.'



You will once again be shown your show details, scroll down to the bottom of the page.



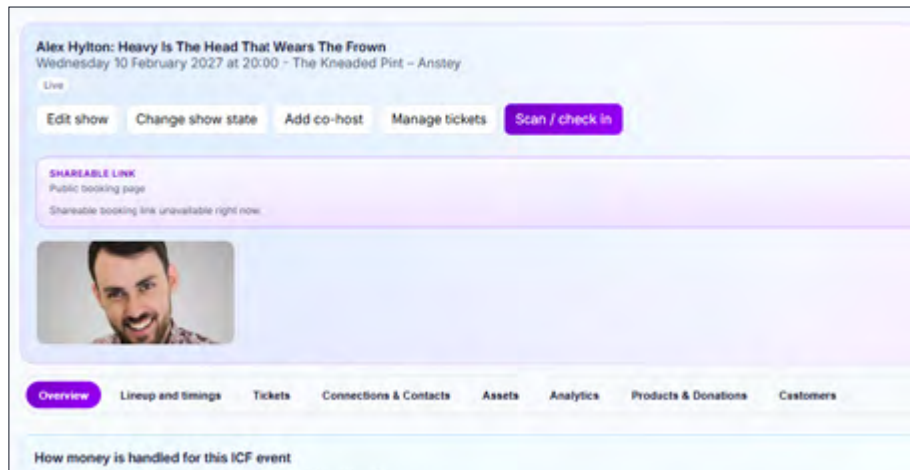
Click 'Save show and Add Unallocated Seating' and then 'Save Changes.'

You will then go to a dashboard which will show you all the information about your show's ticket sales and revenue.

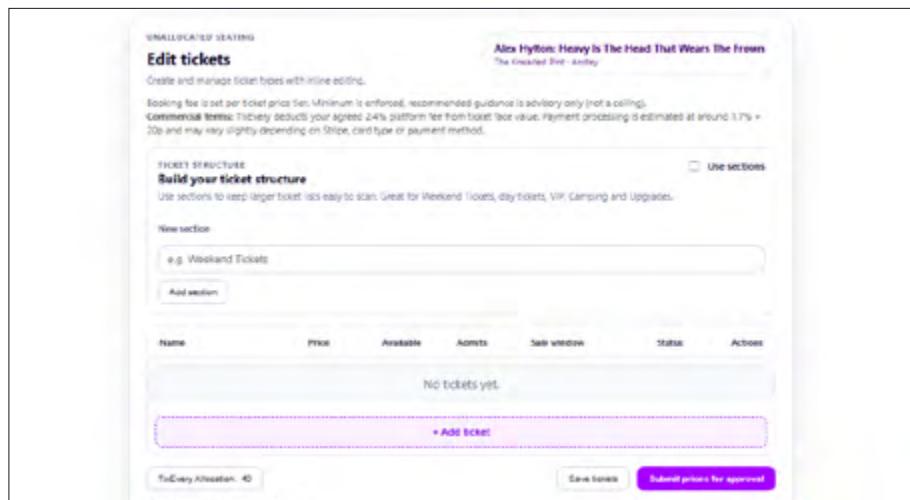


Scroll to the top of the page and select 'Manage Tickets.'





Then Select 'Add Ticket'



Then choose a ticket type. If you are on a standard ticket, i.e the audience pay a flat fee, select 'Standard ticket. If you are on a Pay What You Want model, select 'Pay What You Want.'

If you have selected Standard:

Enter the name of the ticket 'Standard' and the price you wish to charge for your ticket.

Ignore the other options - they are for your venue manager. Select 'Done.' Then Select 'Send Prices For Approval.'



Congrats - you're now in the ICF Brochure!

The screenshot shows a web application for configuring a ticket. At the top, there's a table with columns: Name, Price, Available, Admits, Sale window, Status, and Actions. The first row is for an 'Untitled ticket' with a price of £0.00, 40 allocated, and a sale window from 17 Sept 2026, 22:54 to 10 Feb 2027, 19:00. The status is 'On sale'. Below the table is a form with various fields: Name (General Admission), Price (£) (0.00), Booking fee mode (Customer pays booking fee), Booking fee (£) (0), Allocation (qty) (40), How many people does this ticket admit? (1), Maximum tickets per customer (20), Seated or standing tickets (Seated), Additional customer information (empty text area), Sales start (17/09/2026 22:54), and Sales end (10/02/2027 19:00). There are 'Cancel' and 'Done' buttons at the bottom right. A '+ Add ticket' button is at the bottom center.

If You Have Selected Pay What You Want

If you are on a Pay What You Want ticket, name your ticket 'Pay What You Want.' You can set a minimum price for your ticket, check with your promoter as they may have a policy on this.

You may also set a maximum price and a recommended price if you wish.

Once you have done this, select 'Done.'

Then Select 'Send Prices for Approval.'

Congrats, your now in the ICF brochure!

The screenshot shows a form for configuring a 'Pay What You Want' ticket. It has four main fields: Name (General Admission), Minimum price (£) (0.00), Recommended price (£) (empty), and Advertised maximum price (£) (empty). Below the Minimum price field is a note: 'The lowest amount a customer can choose. This can be £0.' Below the Recommended price field is a note: 'The amount selected when checkout first opens.' Below the Advertised maximum price field is a note: 'Sets the top of the customer slider. Customers can enter a higher amount if they wish.'