



Fáilte Ireland

National Tourism Development Authority

National Festivals & Participative Events Programme 2018

Learn how to log into Fáilte Ireland's online Trade Portal and apply to the National Festivals & Participative Events Programme 2018.



Fáilte Ireland



Fáilte Ireland

National Tourism Development Authority

Agenda

-
1. How to log into Fáilte Ireland's online Trade Portal.
 2. How to Apply to Fáilte Ireland's National Festivals & Participative Events Programme 2018.
 3. How to print your submitted application.
 4. How to contact Support for Further Assistance.



Fáilte Ireland



Fáilte Ireland

National Tourism Development Authority

How to log into Fáilte Ireland's online Trade Portal

Learn how to log into Fáilte Ireland's online Trade Portal in order to apply for Financial Supports including the National Festivals & Participative Events Programme 2018.

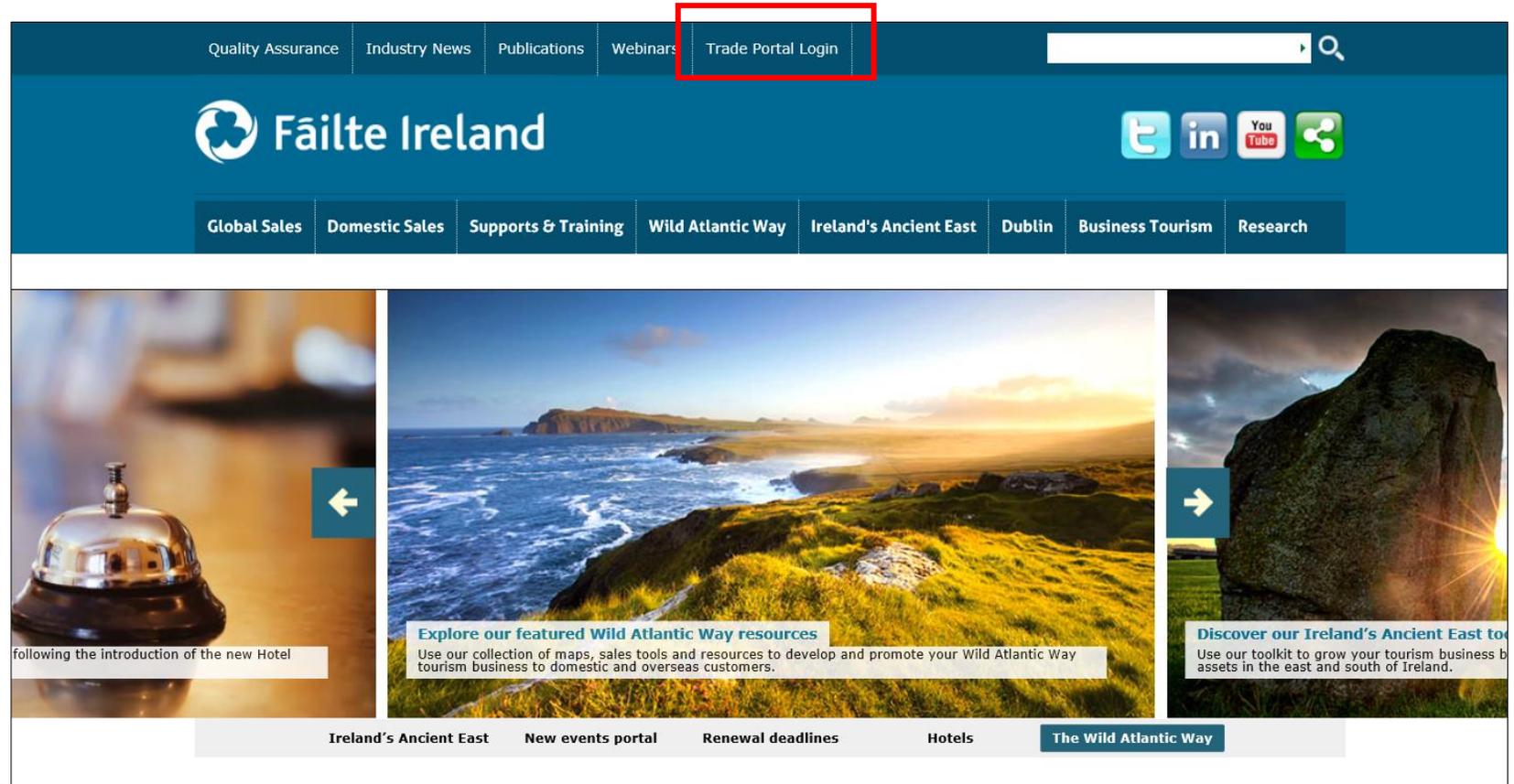


Fáilte Ireland

Logging in to the Trade Portal

➔ From Fáilte Ireland's Homepage click on 'Trade Portal Login'.

- ➔ Step 2
- ➔ Step 3
- ➔ Step 4
- ➔ Step 5
- ➔ Step 6
- ➔ Step 7
- ➔ Step 8
- ➔ Step 9



The screenshot shows the Fáilte Ireland homepage. At the top, there is a navigation bar with links for Quality Assurance, Industry News, Publications, Webinars, and Trade Portal Login (highlighted with a red box). Below this is the main header with the Fáilte Ireland logo and social media icons for Twitter, LinkedIn, YouTube, and Facebook. A secondary navigation bar contains links for Global Sales, Domestic Sales, Supports & Training, Wild Atlantic Way, Ireland's Ancient East, Dublin, Business Tourism, and Research. The main content area features three large images: a hotel bell, a coastal landscape, and a large rock. Below these images are three text boxes with navigation arrows. At the bottom, there is a horizontal menu with links for Ireland's Ancient East, New events portal, Renewal deadlines, Hotels, and The Wild Atlantic Way (which is highlighted).

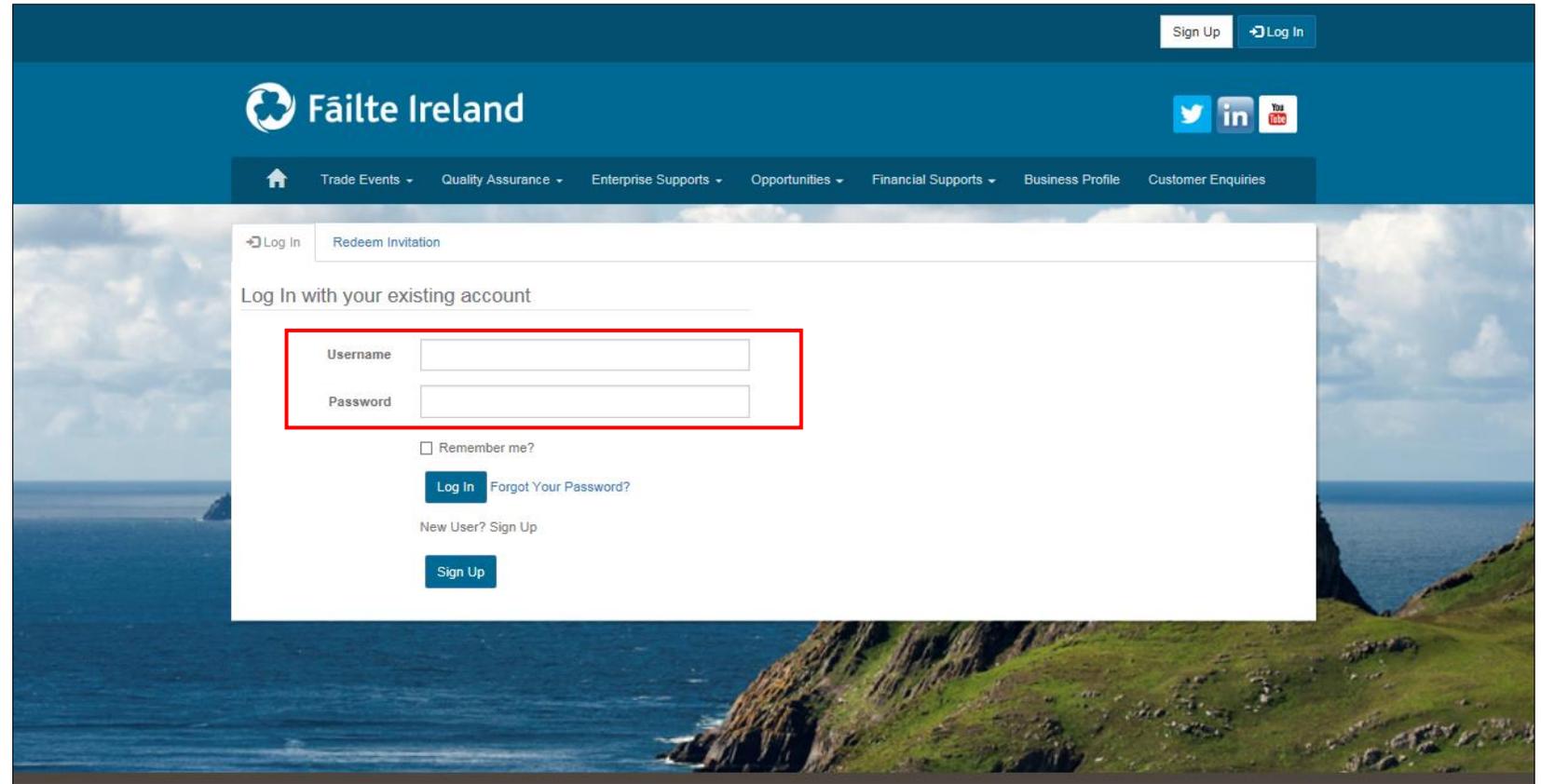
Logging in – Existing Trade Portal Users

- Step 1
- Click 'Log In' at the top right of the screen.
- Step 3
- Step 4
- Step 5
- Step 6
- Step 7
- Step 8
- Step 9



Logging in – Existing Trade Portal Users

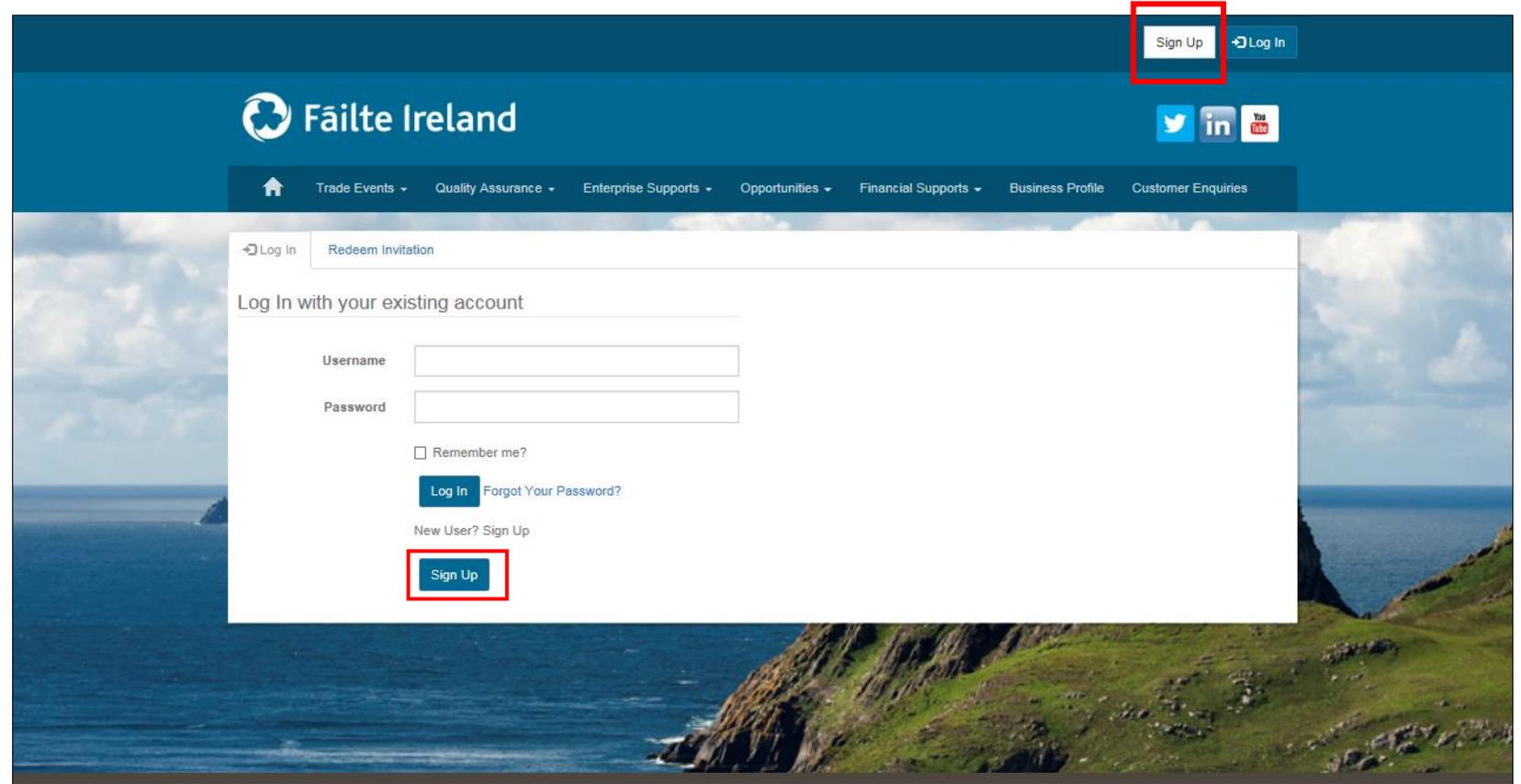
- Step 1
- Step 2
- Enter your username and password and click 'Log In'.
- Step 4
- Step 5
- Step 6
- Step 7
- Step 8
- Step 9



The screenshot shows the Fáilte Ireland website's login interface. At the top right, there are 'Sign Up' and 'Log In' buttons. The main header features the Fáilte Ireland logo and navigation links: Home, Trade Events, Quality Assurance, Enterprise Supports, Opportunities, Financial Supports, Business Profile, and Customer Enquiries. Social media icons for Twitter, LinkedIn, and YouTube are also present. The central content area has a 'Log In' tab selected, with a 'Redeem Invitation' tab also visible. Below the tabs, the text reads 'Log In with your existing account'. A red rectangular box highlights the 'Username' and 'Password' input fields. Below these fields is a 'Remember me?' checkbox, a 'Log In' button, and a 'Forgot Your Password?' link. At the bottom of the form, there is a 'New User? Sign Up' link and a 'Sign Up' button. The background of the page is a scenic image of a coastline with a cliffside.

Signing Up – New Trade Portal Users

- Step 1
- Step 2
- Step 3
- If you do not already have a Portal account, Click 'Sign up' either beneath the Log in area or in the top right corner.
- Step 5
- Step 6
- Step 7
- Step 8
- Step 9



Signing Up – New Trade Portal Users

- Step 1
- Step 2
- Step 3
- Step 4
- Complete the online form and click 'Submit'.
- Step 6
- Step 7
- Step 8
- Step 9

Sign Up

To sign up as a new user on the Fáilte Ireland Trade Portal, please fill in the details below and submit the form. If you have any queries, please contact Fáilte Ireland Customer Support on 1890 69 7000 or email customersupport@failteireland.ie

Company Name *

Salutation First Name * Last Name *

Email Address * Phone * Mobile

Address Line 1 Address Line 2 City / Town

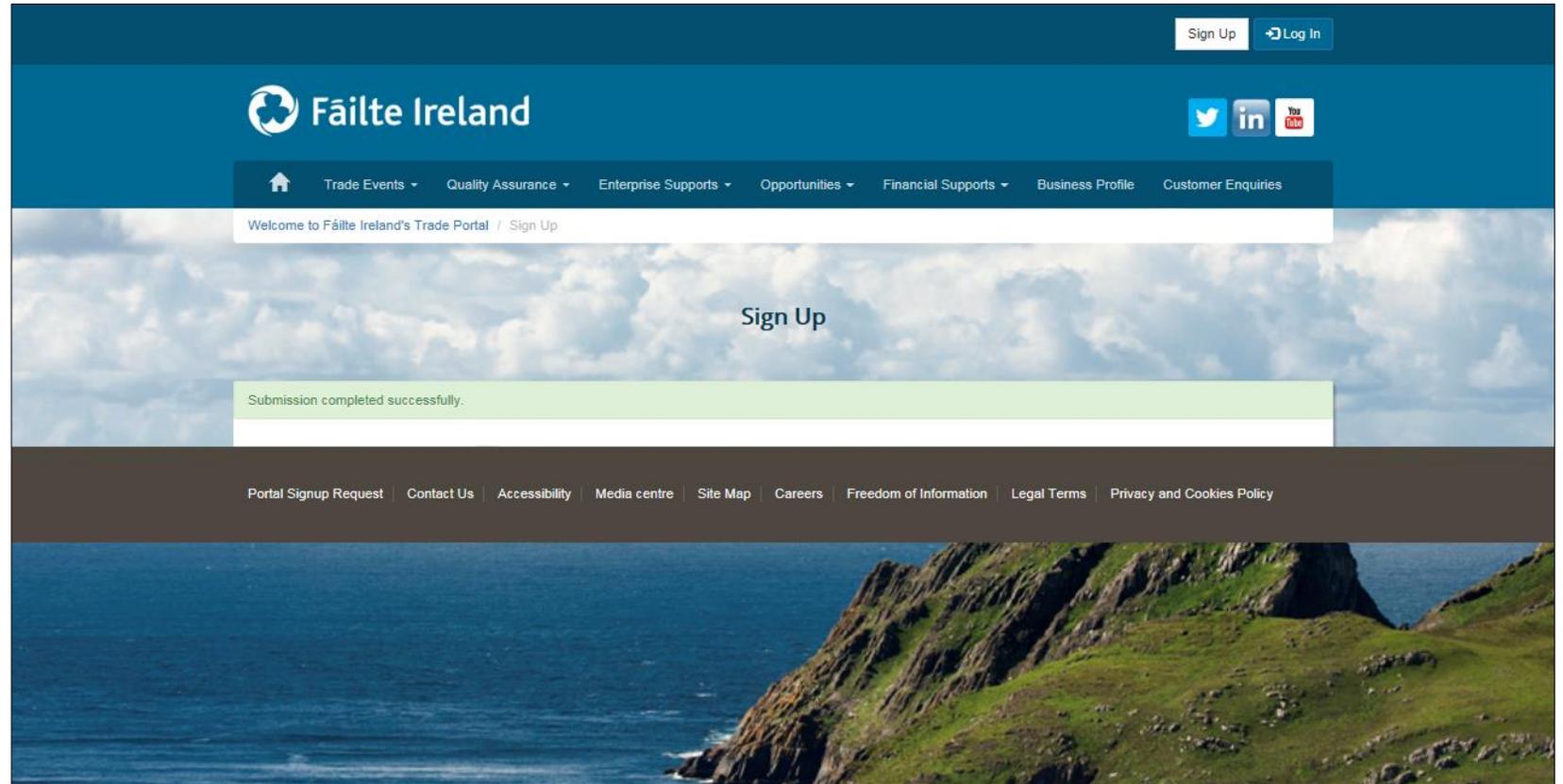
County Eircode / Postal Code Country *

Services Offered *

CEEDAR SCHOYER

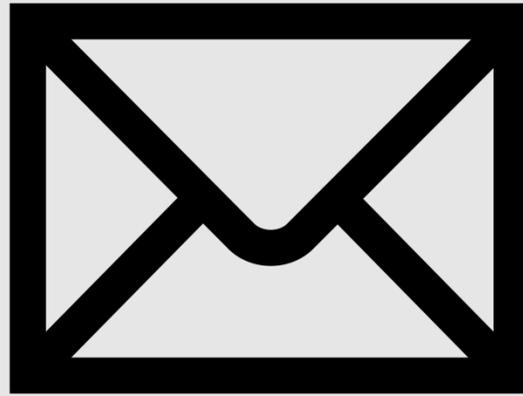
Signing Up – New Trade Portal Users

- Step 1
- Step 2
- Step 3
- Step 4
- Step 5
- You will see a notification that your submission has been successfully completed.
- Step 7
- Step 8
- Step 9



Signing Up – New Trade Portal Users

- Step 1
- Step 2
- Step 3
- Step 4
- Step 5
- Step 6
- Check your email for an invitation email from CustomerSupport@FailteIreland.ie
- Step 8
- Step 9



Customer Support will send you an invitation email providing you with a **unique invitation code**.

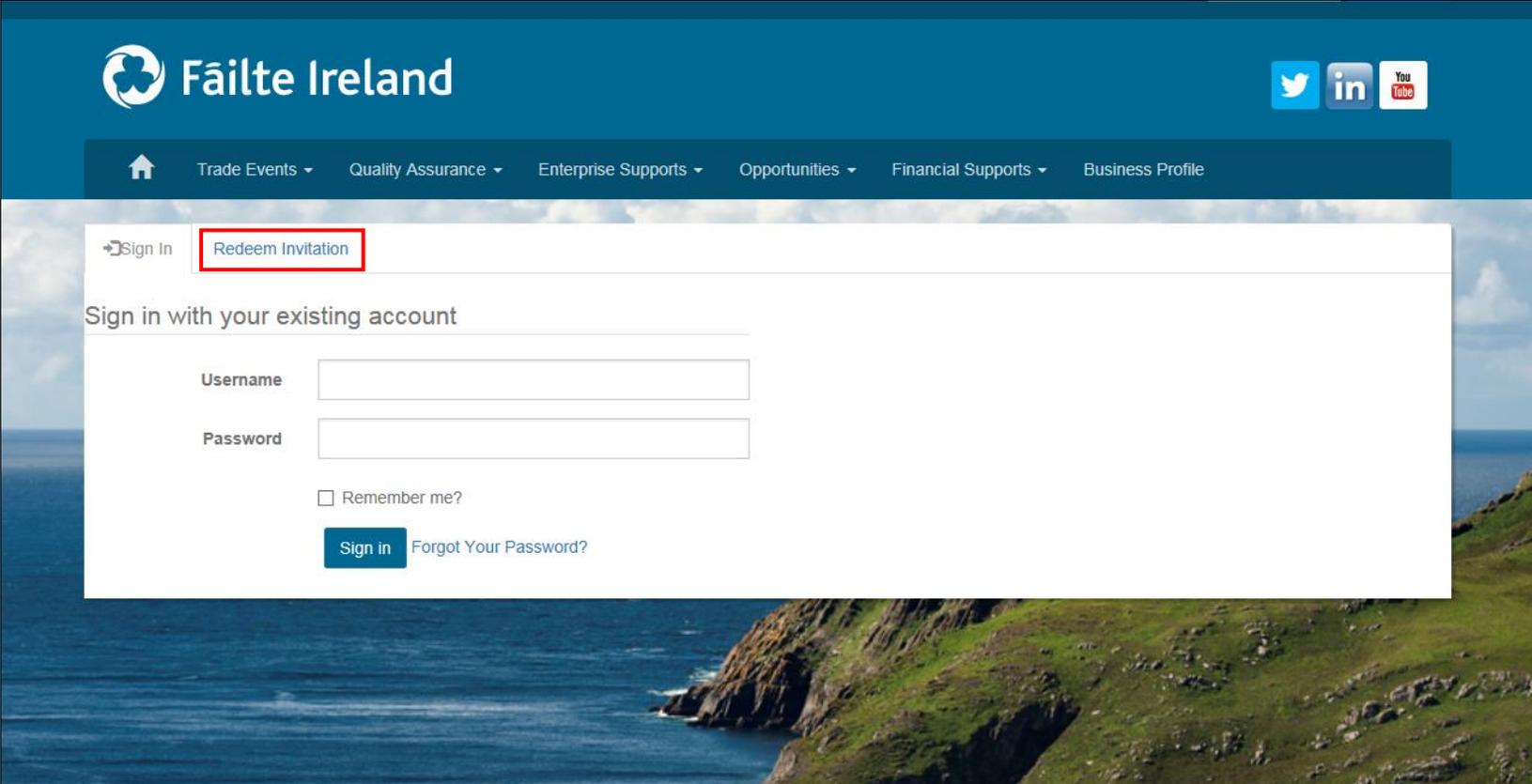
If you do not receive an invitation email within 24 hours or if you have any problems relating to your invitation code please contact customer support either by email or phone on:

PHONE: 1800 242473

EMAIL: CustomerSupport@FailteIreland.ie

Signing Up – New Trade Portal Users

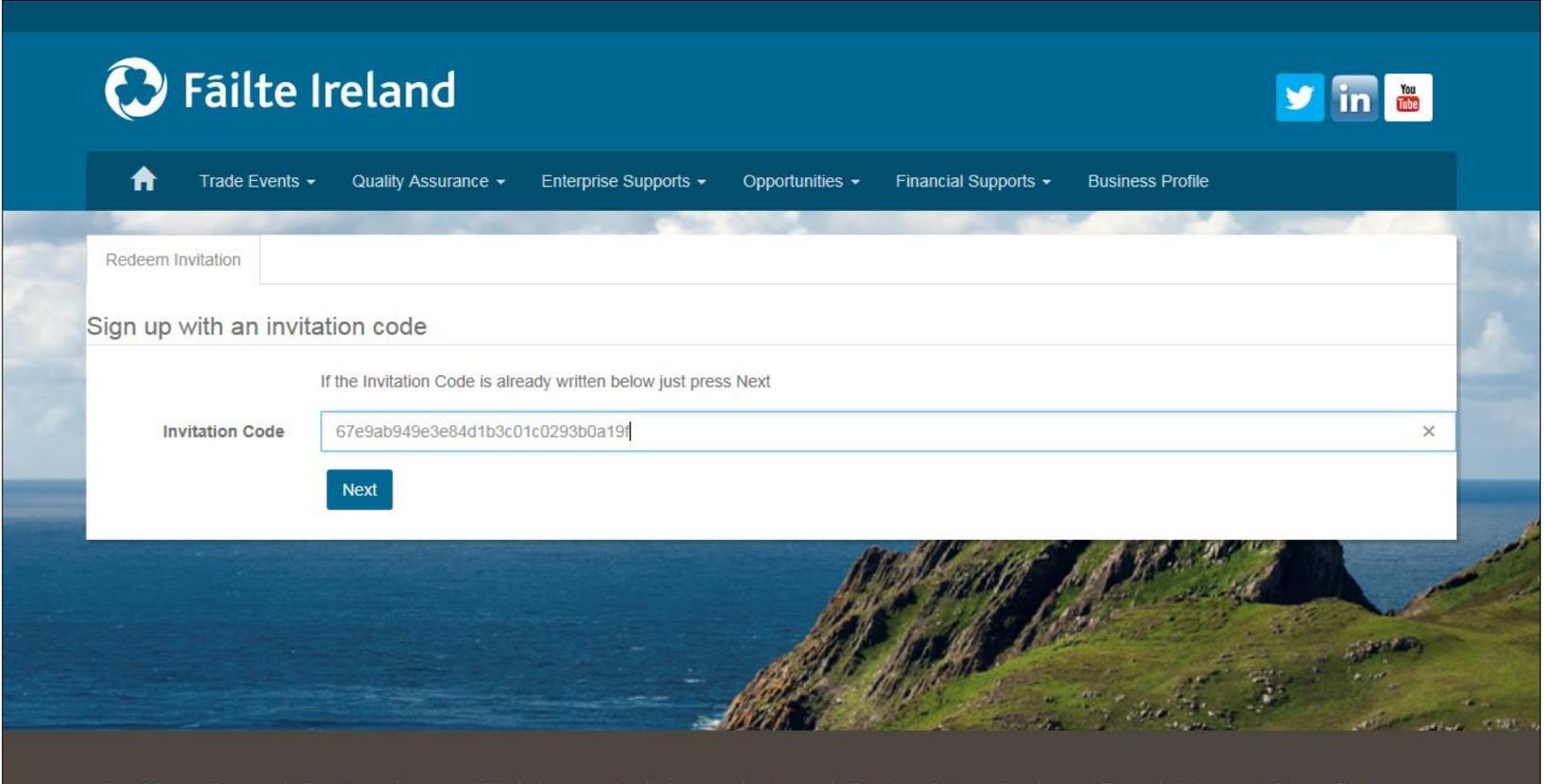
- Step 1
- Step 2
- Step 3
- Step 4
- Step 5
- Step 6
- Step 7
- On the Sign in page click on 'Redeem Invitation'.
- Step 9



The screenshot shows the Fáilte Ireland website's sign-in interface. At the top, the Fáilte Ireland logo and name are displayed, along with social media icons for Twitter, LinkedIn, and YouTube. A navigation bar contains links for Home, Trade Events, Quality Assurance, Enterprise Supports, Opportunities, Financial Supports, and Business Profile. The main content area features a 'Sign In' section with a 'Redeem Invitation' link highlighted by a red box. Below this, there is a form titled 'Sign in with your existing account' with fields for 'Username' and 'Password'. A 'Remember me?' checkbox and a 'Sign in' button are also present, along with a 'Forgot Your Password?' link.

Signing Up – New Trade Portal Users

- Step 1
- Step 2
- Step 3
- Step 4
- Step 5
- Step 6
- Step 7
- Step 8
- Enter the invitation code provided in the Customer Support email and click 'Next'.



The screenshot shows the Fáilte Ireland website interface. At the top, there is a navigation bar with the logo and the text 'Fáilte Ireland'. Below the navigation bar, there are social media icons for Twitter, LinkedIn, and YouTube. The main content area features a 'Redeem Invitation' form. The form has a title 'Sign up with an invitation code' and a sub-instruction: 'If the Invitation Code is already written below just press Next'. There is a text input field labeled 'Invitation Code' containing the alphanumeric string '67e9ab949e3e84d1b3c01c0293b0a19f'. Below the input field is a blue 'Next' button.

Signing Up – New Trade Portal Users

→ Enter a unique username and choose a password. Click 'Register'.

→ Step 11

→ Step 12

→ Step 13

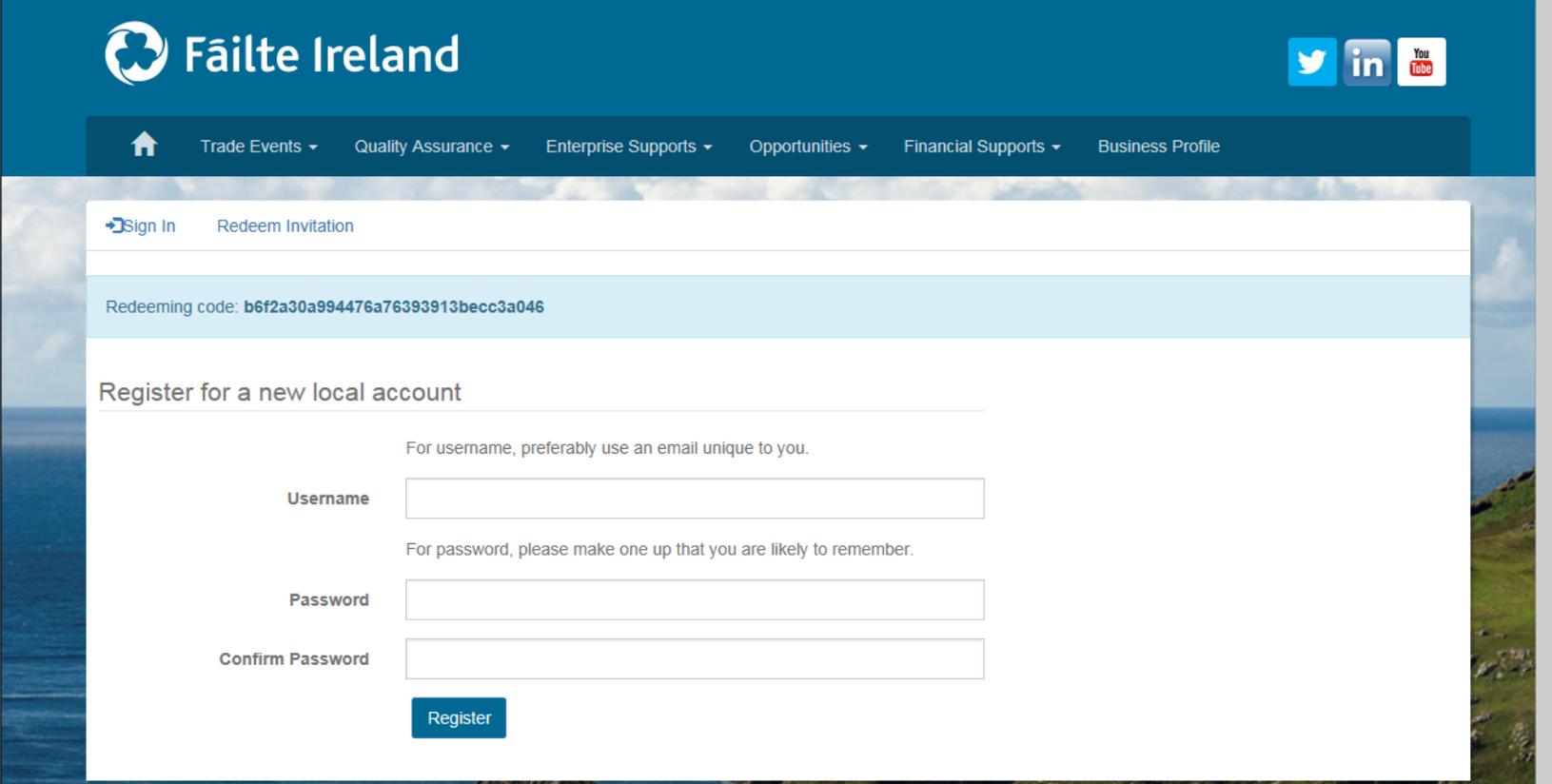
→ Step 14

→ Step 15

→ Step 16

→ Step 17

→ Step 18



The screenshot shows the Fáilte Ireland website's registration interface. At the top, there is a navigation bar with the logo and the text 'Fáilte Ireland'. Below this is a menu with links for 'Trade Events', 'Quality Assurance', 'Enterprise Supports', 'Opportunities', 'Financial Supports', and 'Business Profile'. The main content area features a 'Sign In' link and a 'Redeem Invitation' link. A 'Redeeming code' is displayed as 'b6f2a30a994476a76393913becc3a046'. Below this is a section titled 'Register for a new local account'. It includes a note: 'For username, preferably use an email unique to you.' and a 'Username' input field. Another note says: 'For password, please make one up that you are likely to remember.' followed by 'Password' and 'Confirm Password' input fields. A blue 'Register' button is positioned at the bottom of the form.

Logging in to the Trade Portal

- Step 10
- You will then be directed back to the Trade Portal. Notice your name appears in the top right when logged in.
- Step 12
- Step 13
- Step 14
- Step 15
- Step 16
- Step 17
- Step 18



Logging in to the Trade Portal

- Step 10
- Step 11
- Click your user name in the top right and select 'Sign Out' if you wish to sign out.
- Step 13
- Step 14
- Step 15
- Step 16
- Step 17
- Step 18



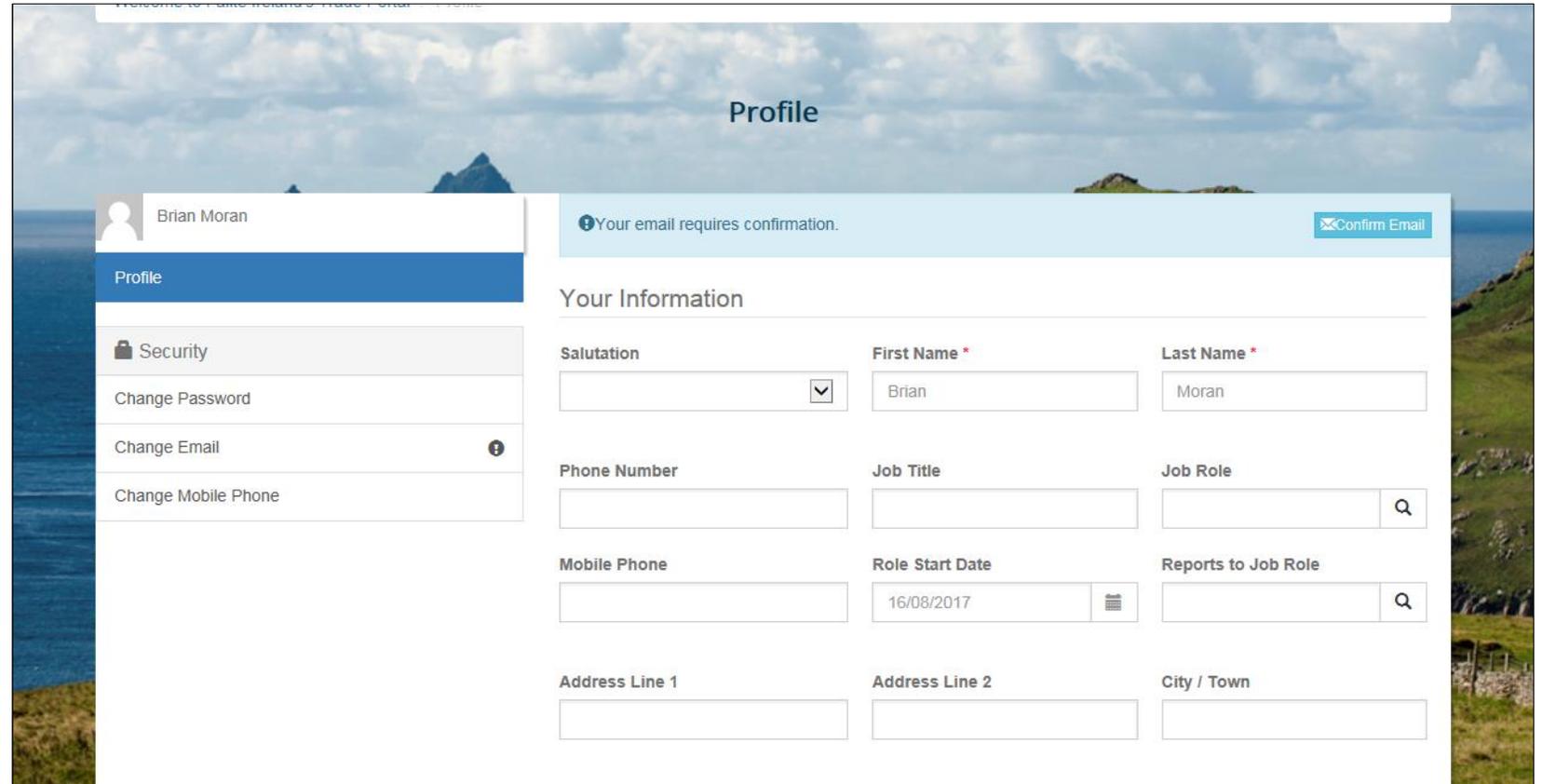
Logging in to the Trade Portal

- Step 10
- Step 11
- Step 12
- Click your user name in the top right and select 'Profile' if you wish to edit your details.
- Step 14
- Step 15
- Step 16
- Step 17
- Step 18



Logging in to the Trade Portal

- Step 10
- Step 11
- Step 12
- Step 13
- You can edit your details, change your password, sign up to newsletter /updates etc.
- Step 15
- Step 16
- Step 17
- Step 18



The screenshot shows a user profile page for Brian Moran. The page has a header with the user's name and a navigation menu on the left with options: Profile, Security, Change Password, Change Email, and Change Mobile Phone. The main content area is titled 'Your Information' and contains several form fields:

- Salutation: A dropdown menu.
- First Name: Input field containing 'Brian'.
- Last Name: Input field containing 'Moran'.
- Phone Number: Input field.
- Job Title: Input field.
- Job Role: Input field with a search icon.
- Mobile Phone: Input field.
- Role Start Date: Input field containing '16/08/2017' and a calendar icon.
- Reports to Job Role: Input field with a search icon.
- Address Line 1: Input field.
- Address Line 2: Input field.
- City / Town: Input field.

At the top right of the profile area, there is a notification: 'Your email requires confirmation.' with a 'Confirm Email' button.

How to Apply to the National Festivals & Participative Events Programme 2018

Learn how to apply to the National Festivals & Participative Events Programme 2018 through Fáilte Ireland's online Trade Portal.

Submitting your Application

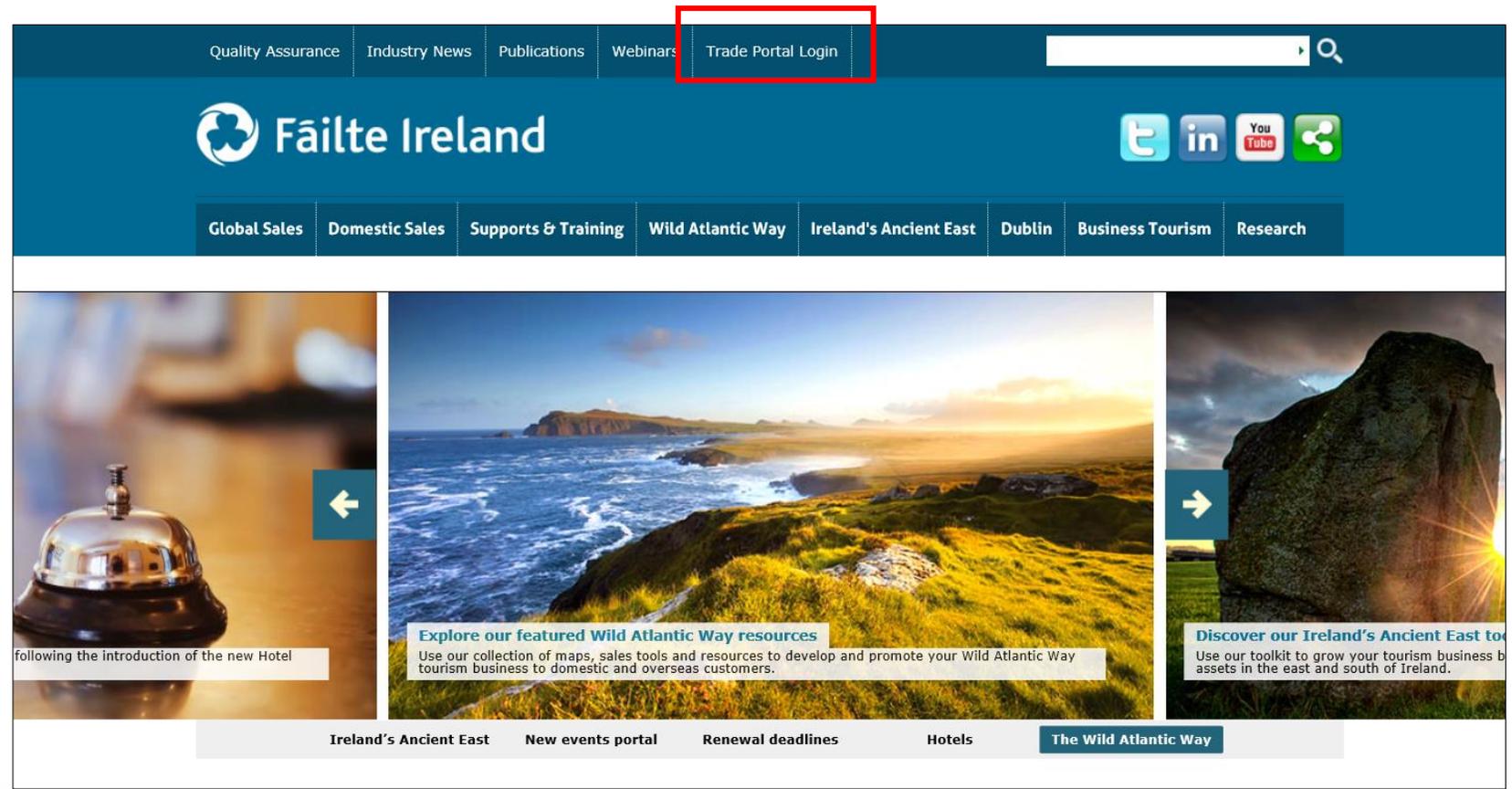
REMEMBER:

| | |
|----------------------------------|---|
| Application Opening Date: | 6 th September 2017 at 12 noon |
| Application Closing Date: | 6 th October 2017 at 12 noon |

- Only applications submitted via the Fáilte Ireland Trade Portal will be accepted.
- Late applications will be not be accepted.
- Please read the Programme Guidelines along with the FAQ document in advance of submitting your application.
- Ensure the correct attachments are uploaded as part of your application.

How to Submit your Application

- ➔ Sign in to the Trade Portal.
- ➔ Step 2
- ➔ Step 3
- ➔ Step 4
- ➔ Step 5
- ➔ Step 6
- ➔ Step 7
- ➔ Step 8
- ➔ Step 9



The screenshot shows the Fáilte Ireland website interface. At the top, there is a navigation bar with links for Quality Assurance, Industry News, Publications, Webinars, and Trade Portal Login (highlighted with a red box). Below this is the main header with the Fáilte Ireland logo and social media icons for Twitter, LinkedIn, YouTube, and Facebook. A secondary navigation bar contains links for Global Sales, Domestic Sales, Supports & Training, Wild Atlantic Way, Ireland's Ancient East, Dublin, Business Tourism, and Research. The main content area features three large images: a hotel bell, a coastal landscape, and a large rock. Below these images are three text boxes with navigation arrows. At the bottom, there is a horizontal menu with links for Ireland's Ancient East, New events portal, Renewal deadlines, Hotels, and The Wild Atlantic Way (which is highlighted).

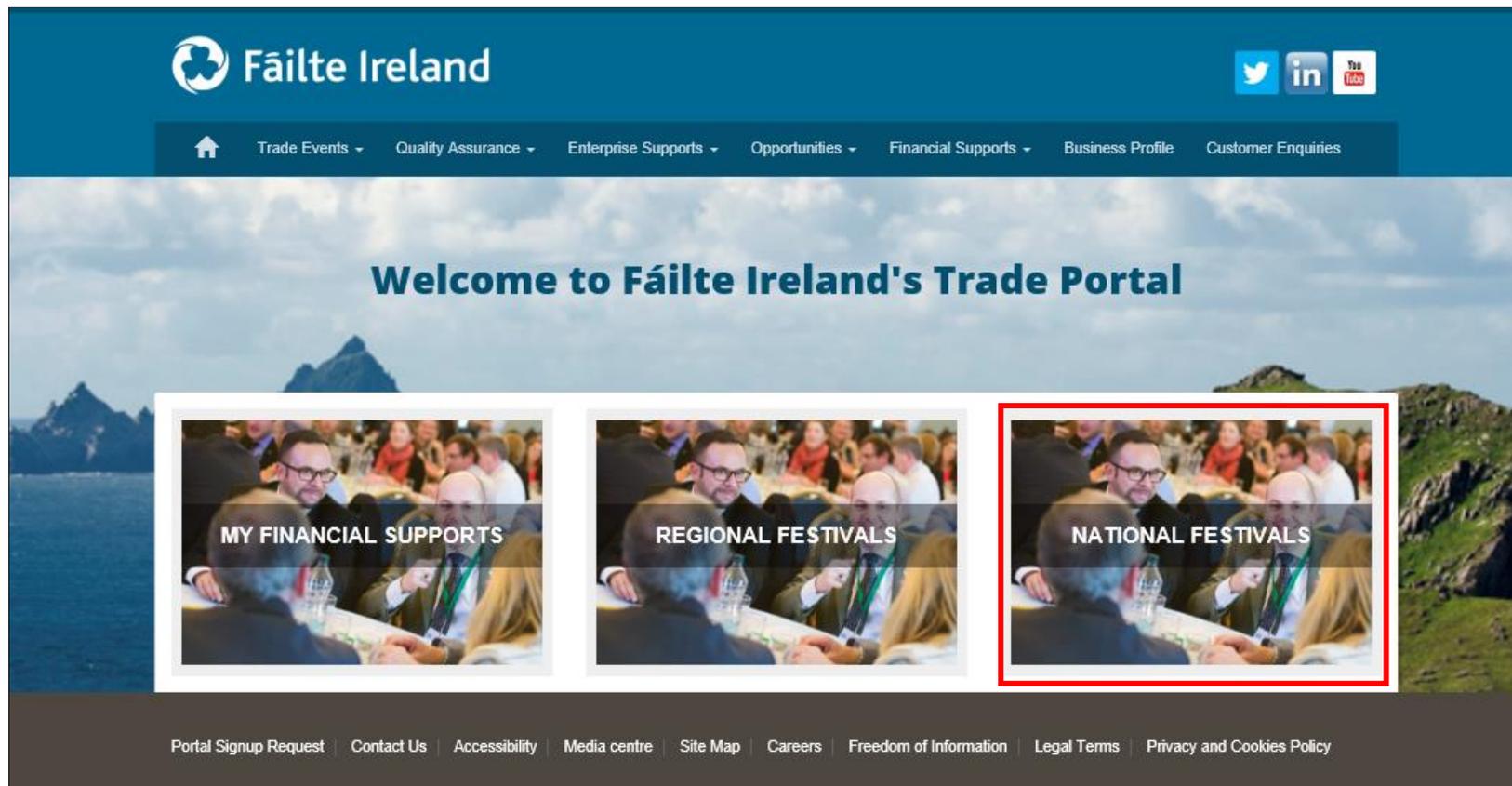
How to Submit your Application

- Step 1
- Select the 'Financial Supports' tile.
- Step 3
- Step 4
- Step 5
- Step 6
- Step 7
- Step 8
- Step 9



How to Submit your Application

- Step 1
- Step 2
- Select the 'National Festivals' tile.
- Step 4
- Step 5
- Step 6
- Step 7
- Step 8
- Step 9



How to Submit your Application

- Step 1
- Step 2
- Step 3
- **Select the Account you wish to use for your Festival Application.**

- Step 5
- Step 6
- Step 7
- Step 8
- Step 9

2018 National Festivals and Participative Events Programme

Step 1 of 24

Select Business

Please choose the Business for the festival by clicking on the name of the Business listed below. Click the Next button to create the festival.

| ✓ Account Name ↑ | Main Phone | City / Town | County | Country | Website |
|------------------|------------|-------------|--------|---------|---------|
| ✓ ErgoTest22 | | | | Africa | |

Next

If you wish to print a previously submitted festival application please choose from the list below

Submitted Festival Applications

| Festival Application ID ↑ | Festival Name ↑ | Account | Festival Type | Key Contact | Start Date | End Date |
|---------------------------|-----------------|---------|---------------|-------------|------------|----------|
|---------------------------|-----------------|---------|---------------|-------------|------------|----------|



How to Submit your Application

- Step 1
- Step 2
- Step 3
- Step 4
- Complete the 23 page Online Application form and click submit.
- Step 6
- Step 7
- Step 8
- Step 9

National Festivals

Step 2 of 23

Section 1: Applicant & Festival Details

1.1 Applicant Details

| | | |
|---------------------------------------|----------------------|---|
| Application ID | Legal Status * | Account * |
| <input type="text" value="RF170038"/> | <input type="text"/> | <input type="text" value="ErgoTest22"/> |

Key Contact *

| | |
|--|----------------------|
| <input type="text" value="Premise Contact"/> | <input type="text"/> |
|--|----------------------|

Office Address Line 1 *



How to Submit your Application

- Step 1
- Step 2
- Step 3
- Step 4
- Step 5
- Mandatory fields are marked with a red *.
- Step 7
- Step 8
- Step 9

1.1 Applicant Details

| | | |
|---------------------------------------|-----------------------|---|
| Application ID | Legal Status * | Account * |
| <input type="text" value="RF170038"/> | <input type="text"/> | <input type="text" value="ErgoTest22"/> |

Key Contact *

Office Address Line 1 *

Office Address Line 2

Office City/Town *

Office County *

Office Eircode *

1.2 Festival/Event Details



How to Submit your Application



Step 1



Step 2



Step 3



Step 4



Step 5



Step 6



There are 23 pages. Each time you click Next the form will **save** so at any point you can log out and complete later from where you left off.



Step 8



Step 9

1.2 Festival/Event Details

Festival Name *

Festival Type *

Category *

Festival Location City/Town *

Festival Location County *

Frequency *

Start Date *

End Date *

Other Festival Dates

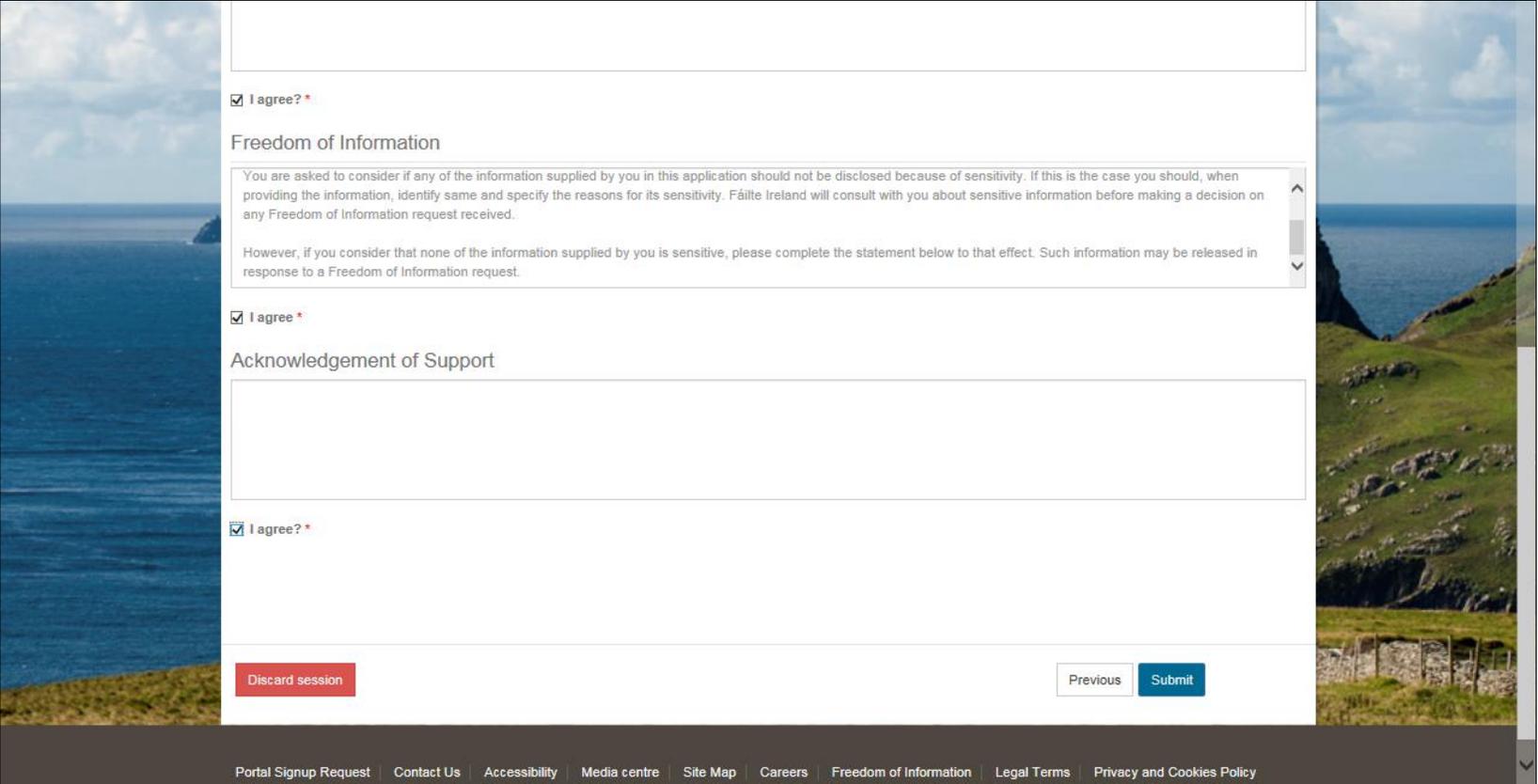
Year Established *

New or Existing?
 New Existing



How to Submit your Application

- Step 1
- Step 2
- Step 3
- Step 4
- Step 5
- Step 6
- Step 7
- Click 'Submit' once you are happy that all details are correct.
- Step 9



I agree? *

Freedom of Information

You are asked to consider if any of the information supplied by you in this application should not be disclosed because of sensitivity. If this is the case you should, when providing the information, identify same and specify the reasons for its sensitivity. Fáilte Ireland will consult with you about sensitive information before making a decision on any Freedom of Information request received.

However, if you consider that none of the information supplied by you is sensitive, please complete the statement below to that effect. Such information may be released in response to a Freedom of Information request.

I agree? *

Acknowledgement of Support

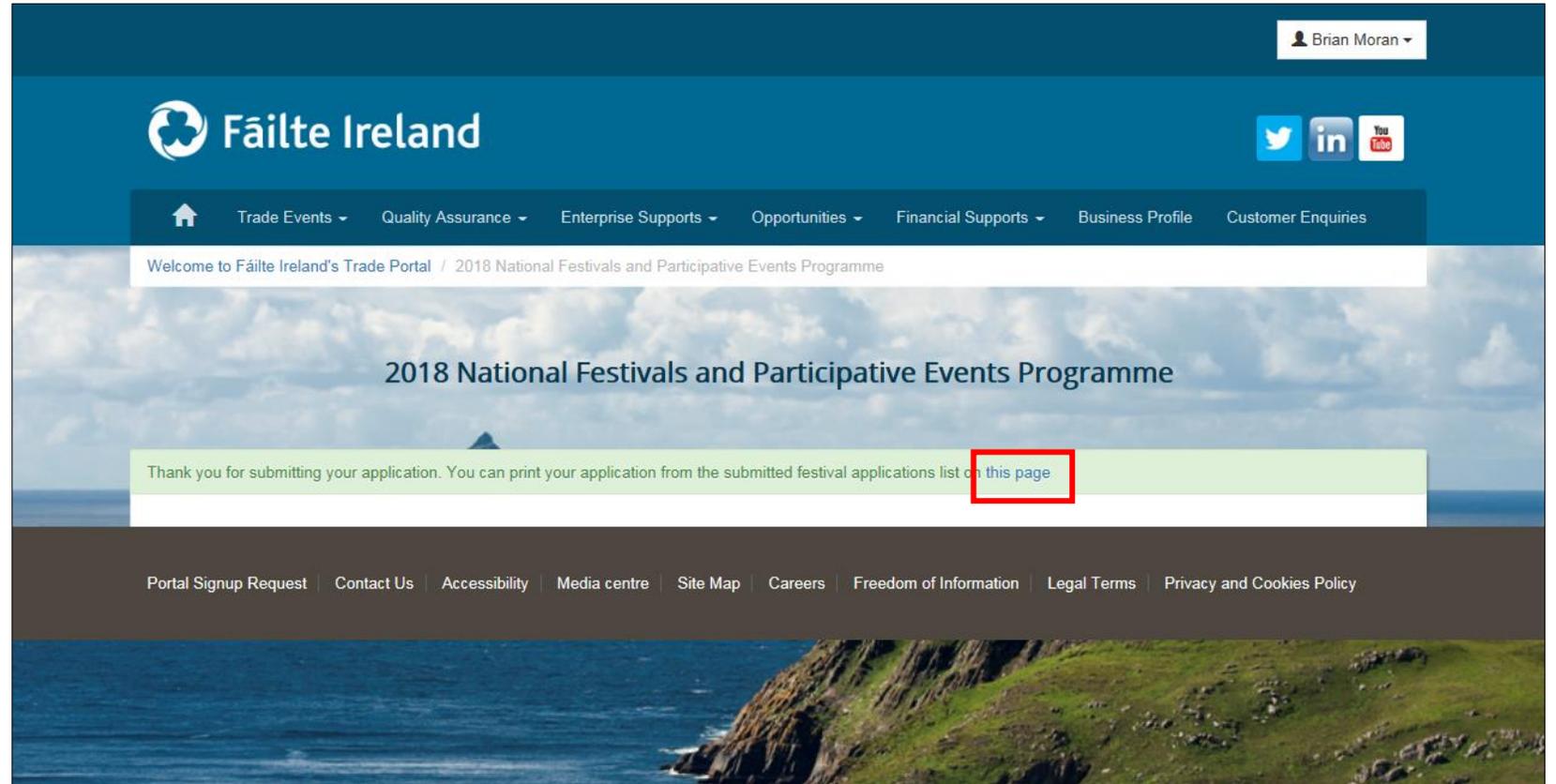
I agree? *

[Discard session](#) [Previous](#) [Submit](#)

[Portal Signup Request](#) | [Contact Us](#) | [Accessibility](#) | [Media centre](#) | [Site Map](#) | [Careers](#) | [Freedom of Information](#) | [Legal Terms](#) | [Privacy and Cookies Policy](#)

How to Submit your Application

- Step 1
- Step 2
- Step 3
- Step 4
- Step 5
- Step 6
- Step 7
- Step 8
- You will receive a confirmation notification giving you the option to print your application.



How to Submit your Application

→ Check your email for an automated confirmation email from Fáilte Ireland.

→ Step 11

→ Step 12

→ Step 13

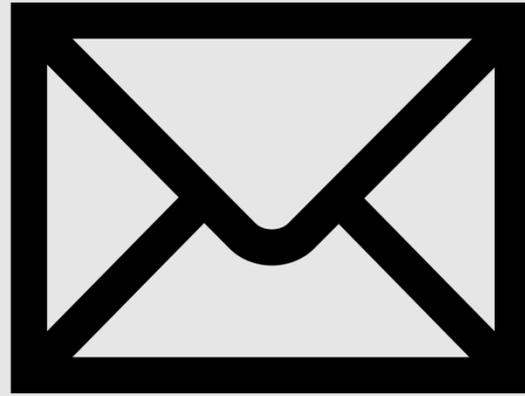
→ Step 14

→ Step 15

→ Step 16

→ Step 17

→ Step 18



Once Submitted you will receive an automated confirmation email from Fáilte Ireland with further details about the next steps.

If you do not receive a confirmation email or if you have any problems relating to the online application process please contact customer support either by email or phone on:

PHONE: 1800 242473

EMAIL: CustomerSupport@FailteIreland.ie

How to Print your submitted application

Learn how to print your submitted application to the National Festivals & Participative Events Programme 2018 through Fáilte Ireland's online Trade Portal.

How to Print your Submitted Application

→ To print your application at a later time, log back in to the Trade Portal and navigate to 'National Festivals' section.

→ Step 2

→ Step 3

→ Step 4

→ Step 5

→ Step 6

→ Step 7

→ Step 8

→ Step 9





How to Print your Submitted Application



Step 1



Select the Account for the Festival which you applied for.



Step 3



Step 4



Step 5



Step 6



Step 7



Step 8



Step 9

Select Business

Please choose the Business for the festival by clicking on the name of the Business listed below. Click the Next button to create the festival.

| ✓ Account Name ↑ | Main Phone | City / Town | County | Country | Website |
|------------------|------------|-------------|--------|---------|---------|
| ✓ ErgoTest22 | | | | Africa | |

[Next](#)

If you wish to print a previously submitted festival application please choose from the list below

Submitted Festival Applications

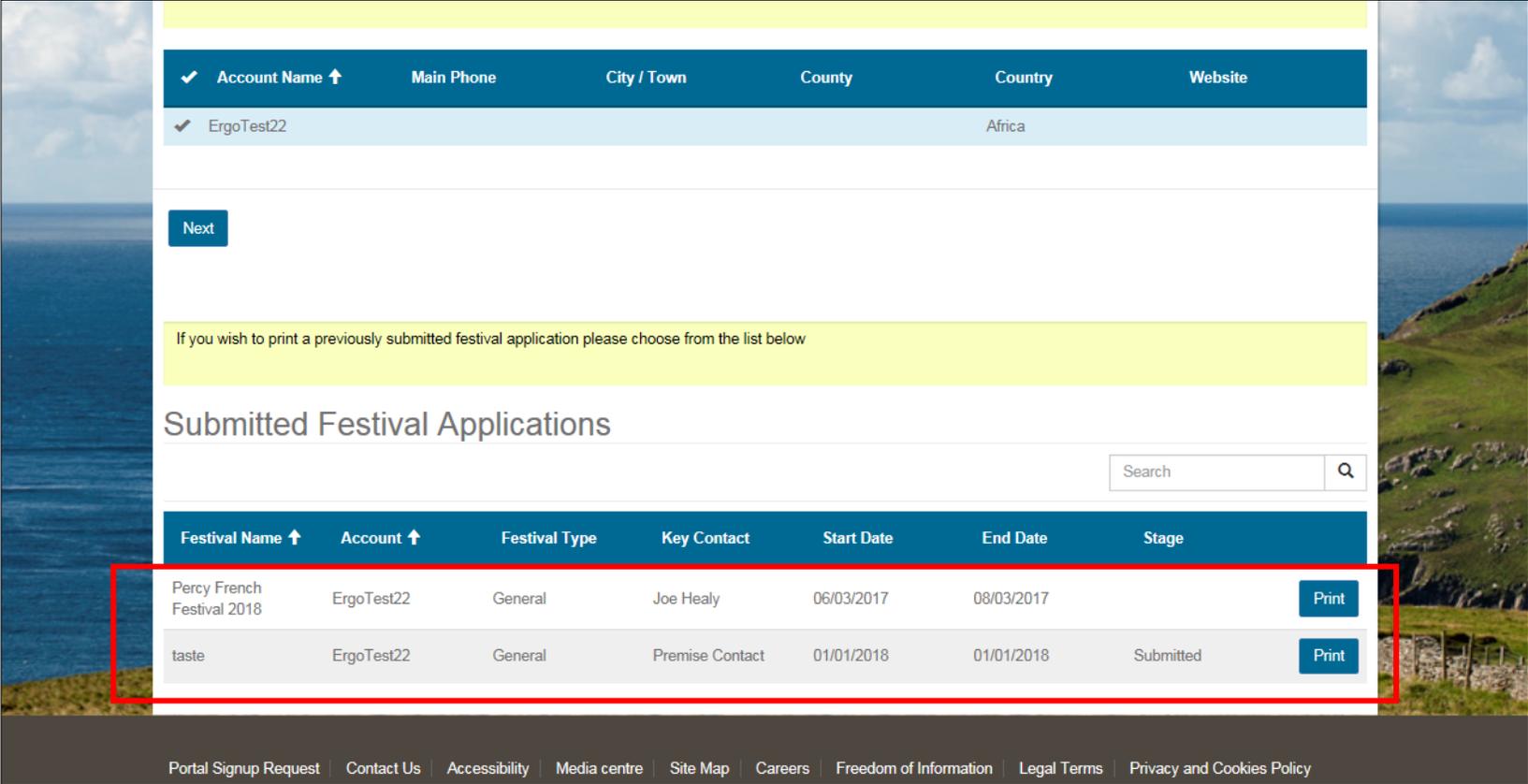
Search

| Festival Name ↑ | Account ↑ | Festival Type | Key Contact | Start Date | End Date | Stage | |
|----------------------------|------------|---------------|-----------------|------------|------------|-----------|-----------------------|
| Percy French Festival 2018 | ErgoTest22 | General | Joe Healy | 06/03/2017 | 08/03/2017 | | Print |
| taste | ErgoTest22 | General | Premise Contact | 01/01/2018 | 01/01/2018 | Submitted | Print |



How to Print your Submitted Application

- Step 1
- Step 2
- Choose from the list of previously submitted applications and click 'Print'.
- Step 4
- Step 5
- Step 6
- Step 7
- Step 8
- Step 9



Account Name ↑ Main Phone City / Town County Country Website

| | | | | | | |
|--------------|--|--|--|--|--------|--|
| ✓ ErgoTest22 | | | | | Africa | |
|--------------|--|--|--|--|--------|--|

Next

If you wish to print a previously submitted festival application please choose from the list below

Submitted Festival Applications

Search

| Festival Name ↑ | Account ↑ | Festival Type | Key Contact | Start Date | End Date | Stage | |
|----------------------------|------------|---------------|-----------------|------------|------------|-----------|-----------------------|
| Percy French Festival 2018 | ErgoTest22 | General | Joe Healy | 06/03/2017 | 08/03/2017 | | Print |
| taste | ErgoTest22 | General | Premise Contact | 01/01/2018 | 01/01/2018 | Submitted | Print |

Portal Signup Request | Contact Us | Accessibility | Media centre | Site Map | Careers | Freedom of Information | Legal Terms | Privacy and Cookies Policy



How to Print your Submitted Application

- Step 1
- Step 2
- Step 3
- Click 'Print Confirmation'.
- Step 5
- Step 6
- Step 7
- Step 8
- Step 9

Festival Print

[Print Confirmation](#)

Regional Festivals and Participative Events Programme 2017

Section 1: Applicant & Festival Details

1.1 Applicant Details

| | |
|---|-----------------------------------|
| Key Contact Joe Healy | Legal Status Charitable |
| Office Address Castlecoote House Castlecoote Castlecoote Roscommon xxxx | |

1.2 Festival/Event Details

| | | |
|---|--|-------------------------------|
| Festival Name Percy French Festival 2018 | Festival Type General | Category Literary |
| Festival Location City/Town Castlecoote Roscommon | Festival Location County Roscommon | Frequency 2. Annual |
| Start Date 06/03/2017 00:00:00 | End Date 08/03/2017 00:00:00 | Other Festival Dates |
| Year Established | New or Existing? Existing | |





How to Print your Submitted Application

- Step 1
- Step 2
- Step 3
- Step 4
- **Print as per your print preferences.**
- Step 6
- Step 7
- Step 8
- Step 9

The screenshot shows a web browser window with a print dialog box open. The print dialog box is titled 'Print' and has two tabs: 'General' and 'Options'. The 'General' tab is active, showing a 'Select Printer' dropdown menu with 'Send To OneNote 2010' selected. Below this, there are fields for 'Status: Ready', 'Location:', and 'Comment:'. There are also checkboxes for 'Print to file' and 'Collate', and a 'Find Printer...' button. The 'Page Range' section has radio buttons for 'All', 'Selection', and 'Current Page', with 'All' selected. There is a 'Number of copies' spinner set to 1. At the bottom of the dialog are 'Print', 'Cancel', and 'Apply' buttons. The background shows a web page with a blue header, navigation menu, and a main content area with the title 'Regional Festivals and Participative Events Programme 2017' and a sub-section 'Section 1: Applicant & Festival Details'.





Fáilte Ireland

National Tourism Development Authority

NEED SUPPORT?



For any technical assistance required with your online application please contact the Customer Support Team.

- PHONE: 1800 242473
- EMAIL: CustomerSupport@FailteIreland.ie



Fáilte Ireland