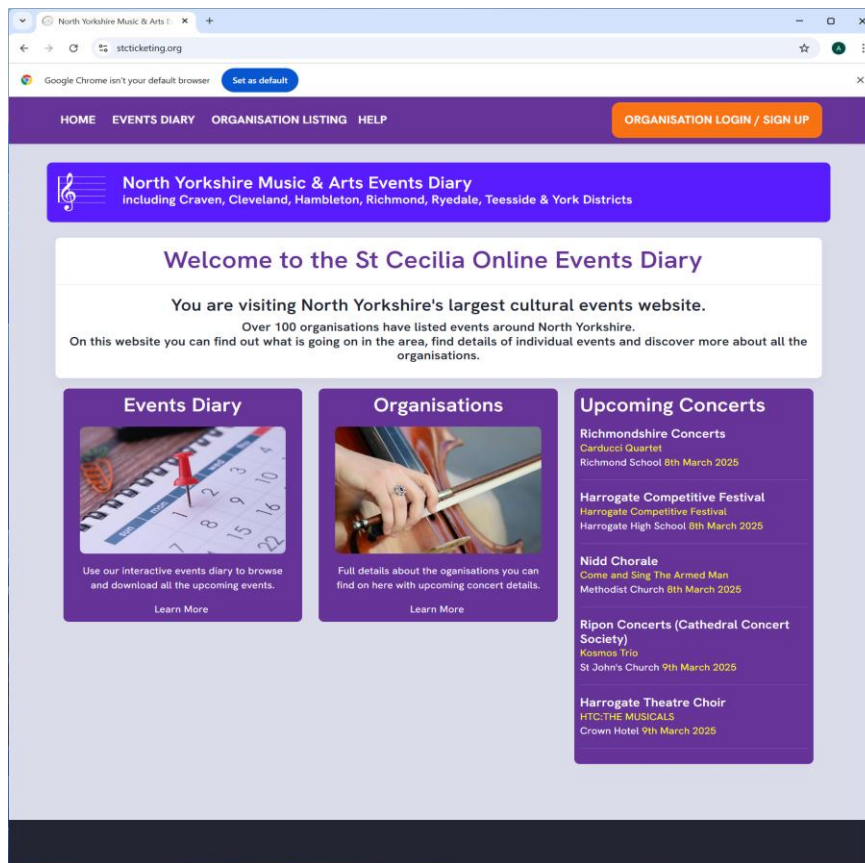
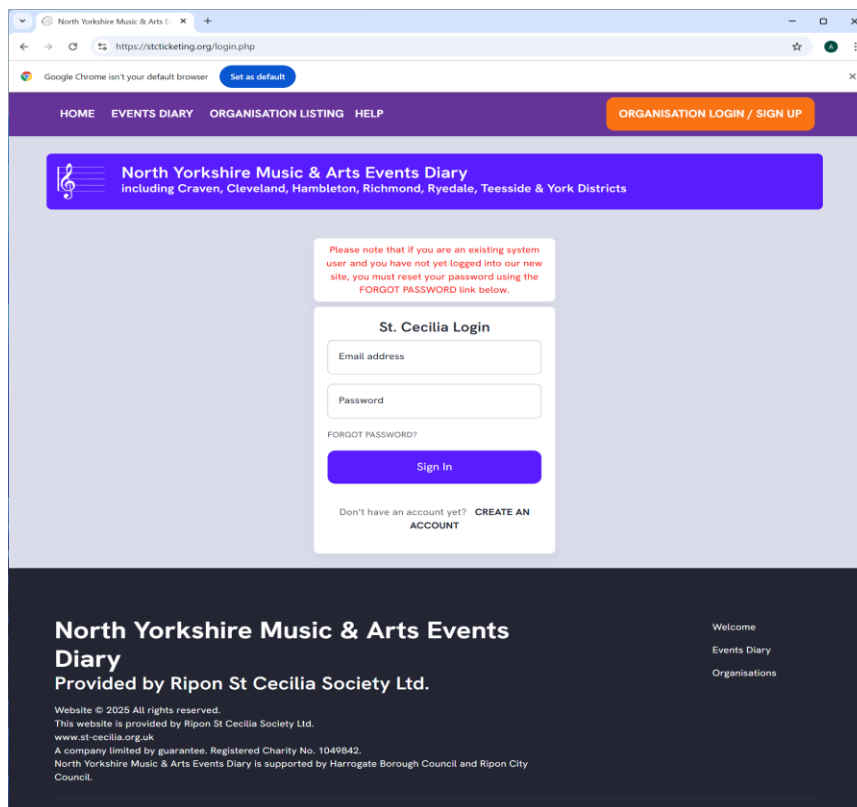


## Step 1 – Sign up your organisation

1. Go to site <https://stcticketing.org/> to see this screen:



2. Click on **ORGANISATION LOGIN / SIGNUP** to see this screen:



3. Click on **CREATE AN ACCOUNT** (underneath the Sign In button) to bring up this screen:

North Yorkshire Music & Arts

https://stcticketing.org/signup.php

HOME EVENTS DIARY ORGANISATION LISTING HELP ORGANISATION LOGIN / SIGN UP

**North Yorkshire Music & Arts Events Diary**  
including Craven, Cleveland, Hambleton, Richmond, Ryedale, Teesside & York Districts

**Create an Account**  
Create your account by completing and submitting this form. We will receive the details then activate your account.

Title: Select | First Name: First Name | Last Name: Last Name | Phone: Phone Number

Email Address: Email Address | Repeat Email Address: Email Address again | Recovery Question: Recovery Question | Recovery Answer: Recovery Answer

What is the purpose of your application?  
 Upload your organisation's events and join our mailing list  
 If you select this option then we will contact you to provide us with your organisation's details  
 Just join our mailing list

I'm not a robot

RECAPTCHA

Create Your Account

**North Yorkshire Music & Arts Events Diary**  
Provided by Ripon St Cecilia Society Ltd.

Welcome  
Events Diary  
Organisations

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www.st-cecilia.org.uk  
A company limited by guarantee. Registered Charity No. 1049842.  
North Yorkshire Music & Arts Events Diary is supported by Harrogate Borough Council and Ripon City Council.

This is the screen where you set up your details:

- In The Create an Account section, enter your name, phone email
- Set up a recovery question and answer – this will be used for security if you should forget your password and need to reset it
- In the “What is the purpose of your application” section, click the first button to say you want to upload events and join the mailing list
- Click “I’m not a robot” (even if you are....☺)
- Click the **Create Your Account** button

4. The next screen shows that you have been signed up and have been sent an email

The screenshot shows a web browser window with the URL <https://stcticketing.org/signup-success.php>. The page features a purple navigation bar with links for HOME, EVENTS DIARY, ORGANISATION LISTING, and HELP, along with an orange button for ORGANISATION LOGIN / SIGN UP. Below the navigation bar is a blue header with a treble clef icon and the text "North Yorkshire Music & Arts Events Diary including Craven, Cleveland, Hambleton, Richmond, Ryedale, Teesside & York Districts". The main content area is light grey and contains a "Signup Success!" heading, followed by a white box stating "You have successfully signed up, but your account is not yet active. Please check your email (including the spam/junk folders) and contact us if for any reason you don't receive it." Below this is another white box with the heading "What happens now?" and the text "Please contact us to confirm your application and to verify and activate your account." The footer is dark blue and includes the site name "North Yorkshire Music & Arts Events Diary", the provider "Ripon St Cecilia Society Ltd.", a list of navigation links (Welcome, Events Diary, Organisations), and copyright information for 2025.

North Yorkshire Music & Arts Events Diary  
including Craven, Cleveland, Hambleton, Richmond, Ryedale, Teesside & York Districts

### Signup Success!

**You have successfully signed up, but your account is not yet active.**  
Please check your email (including the spam/junk folders) and contact us if for any reason you don't receive it.

**What happens now?**  
Please contact us to confirm your application and to verify and activate your account.

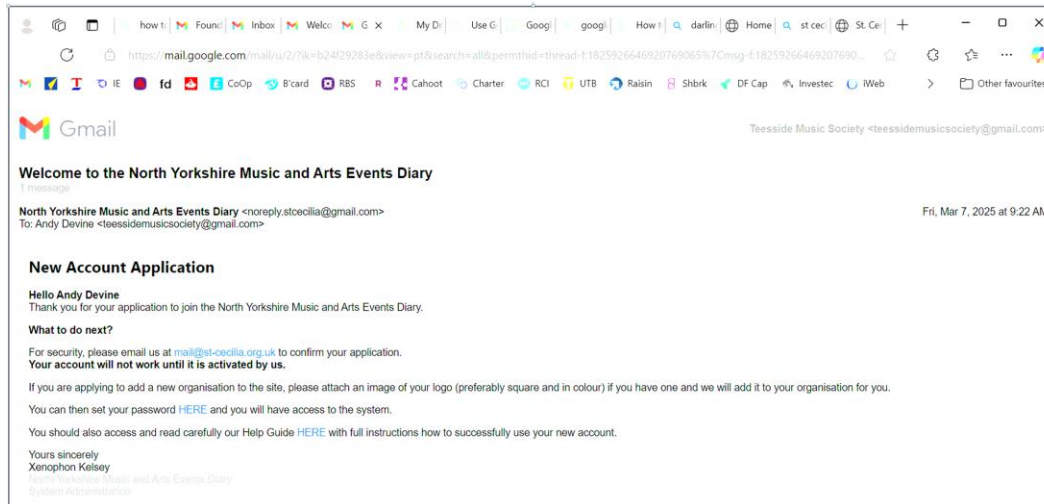
**North Yorkshire Music & Arts Events Diary**  
Provided by Ripon St Cecilia Society Ltd.

Welcome  
Events Diary  
Organisations

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[www.st-cecilia.org.uk](http://www.st-cecilia.org.uk)  
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North Yorkshire Music & Arts Events Diary is supported by Harrogate Borough Council and Ripon City Council.

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5. You will have received an email from *North Yorkshire Music and Arts Events Diary* [noreply.stceilia@gmail.com](mailto:noreply.stceilia@gmail.com) addressed to you like this:



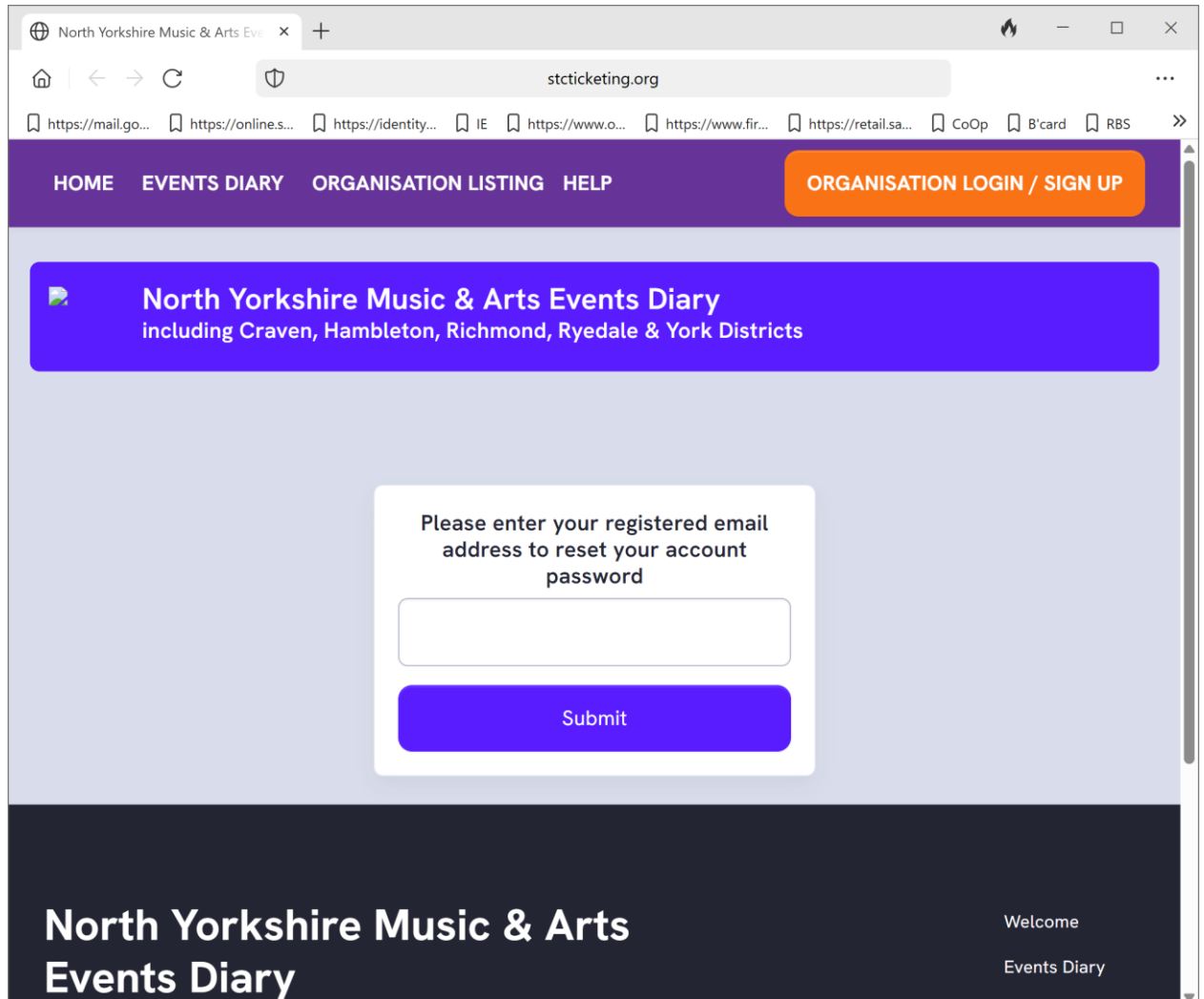
The email gives some instructions to be followed to complete your account setup. As I am setting up the users migrating from TeesMusic, please send your email to me at [teesmus@gmail.com](mailto:teesmus@gmail.com) (<mailto:teesmus@gmail.com>)

In the email, please provide:

- the name of your organisation as you would like it displayed on the site
- If you have a logo for your organisation, an image of that to be used on the site. The image should be square and preferably in colour
- I also need to have details for your organisation which will probably already be set up in TeesMusic. Please provide:
  - i. Description of your organisation
  - ii. Website link
  - iii. Email contact
  - iv. Phone contact

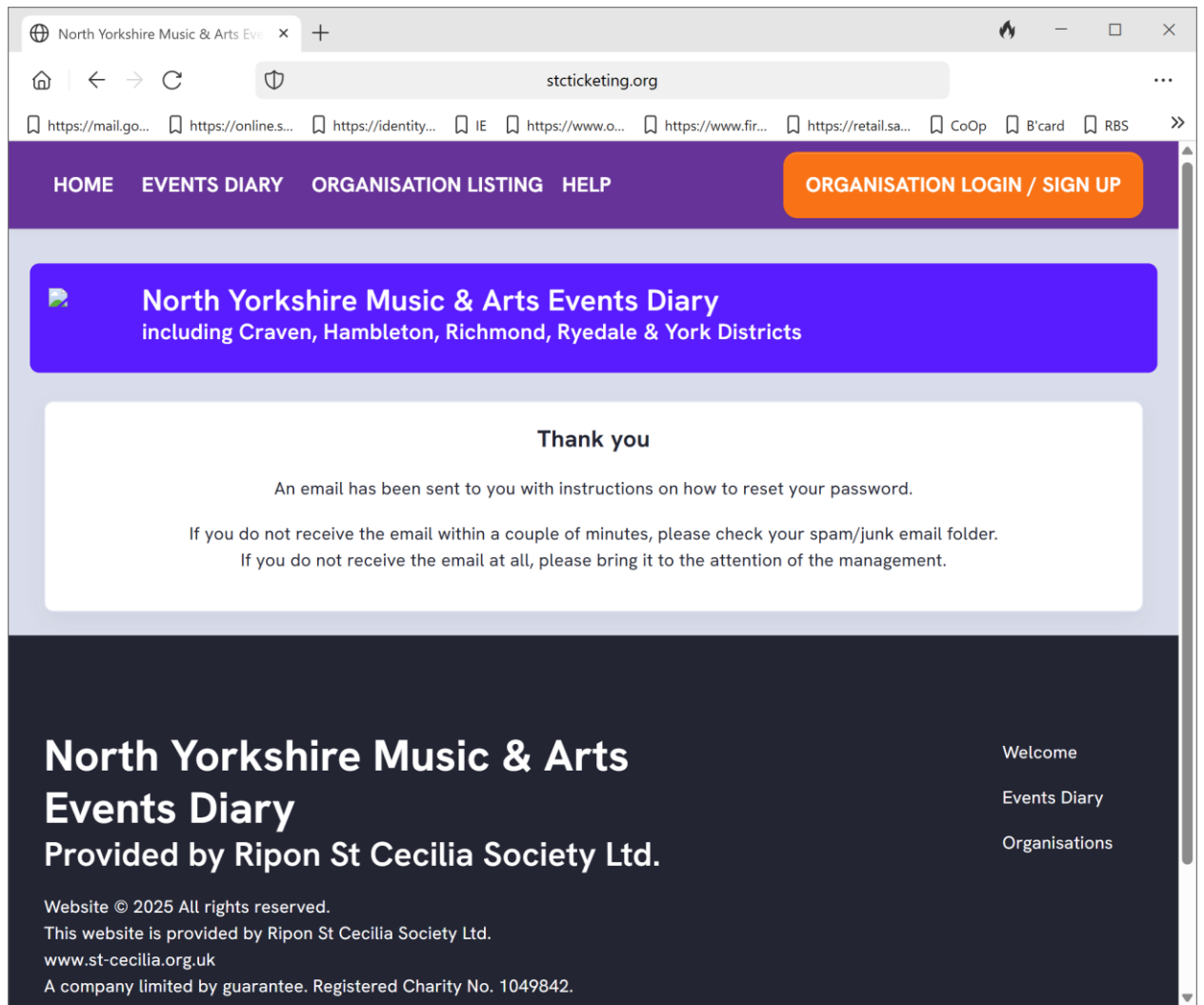
*Note: The email you were sent also gives instructions for setting up your password, but you need to wait until the account has been fully set up in the system.*

6. After a while, you will be sent an email to say that your account is ready to be used. When you receive this, go to the previous email you received from [North Yorkshire Music and Arts Events Diary noreply.stcecilia@gmail.com](mailto:noreply.stcecilia@gmail.com).
- a. Click on the first **"HERE"** of *"You can then set your password [HERE](#) and you will have access to the system"* in the email to set up a password for your Events Diary account to bring up this screen below

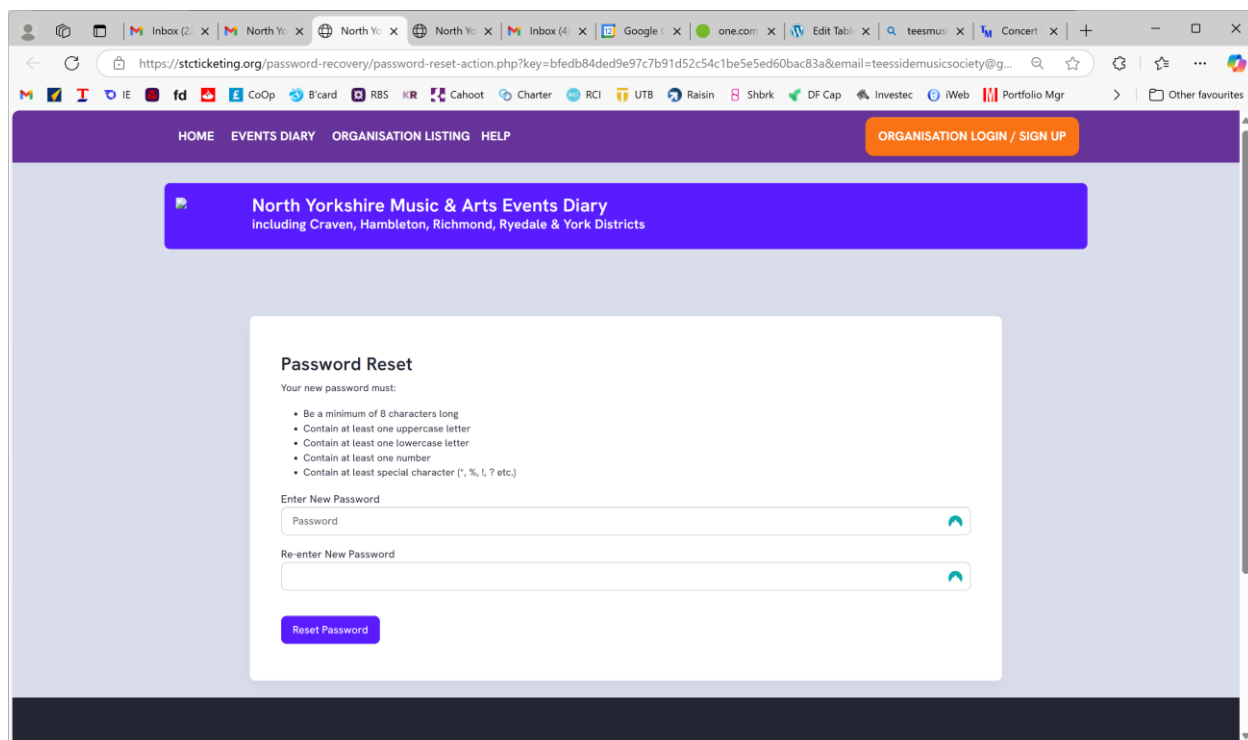


The screenshot shows a web browser window with the URL [stticketing.org](http://stticketing.org). The page features a purple navigation bar with links for HOME, EVENTS DIARY, ORGANISATION LISTING, and HELP, along with an orange button for ORGANISATION LOGIN / SIGN UP. Below the navigation bar is a blue banner with the text "North Yorkshire Music & Arts Events Diary including Craven, Hambleton, Richmond, Ryedale & York Districts". The main content area is light blue and contains a white form with the text "Please enter your registered email address to reset your account password". The form has a text input field and a blue Submit button. At the bottom of the page, there is a dark blue footer with the text "North Yorkshire Music & Arts Events Diary" on the left and "Welcome Events Diary" on the right.

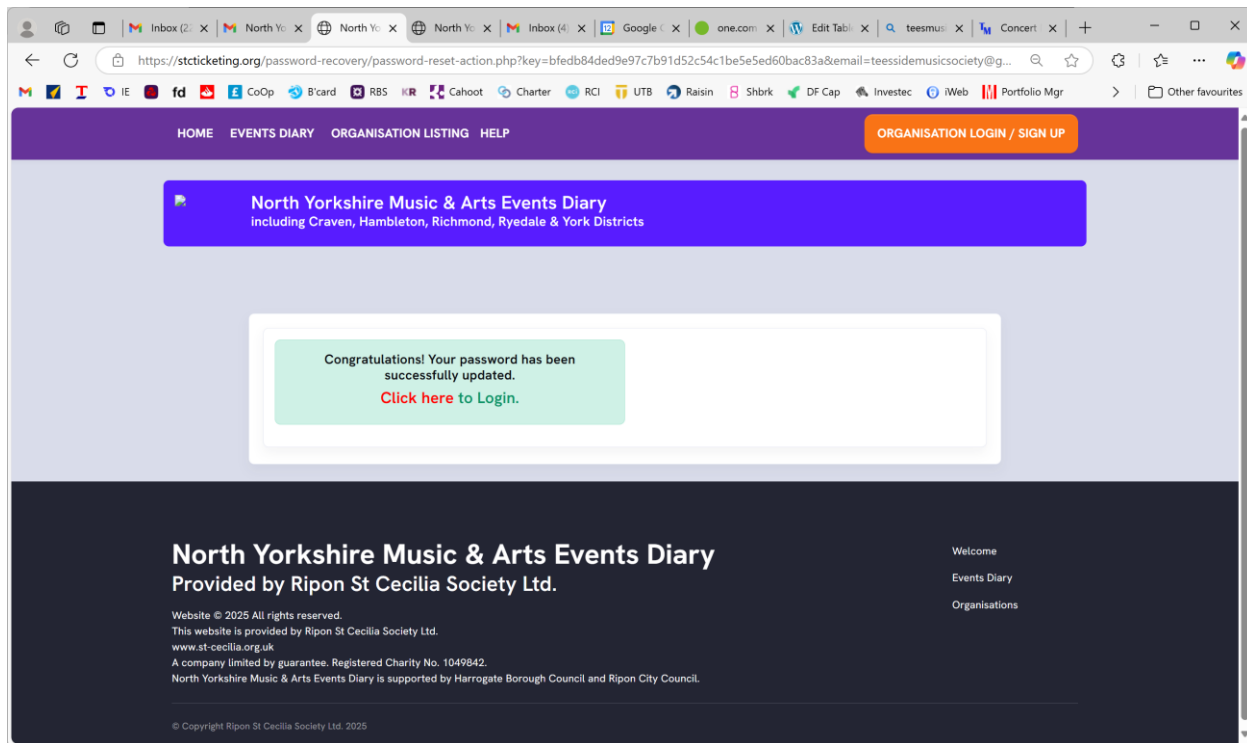
- b. Type in your email address and **Submit** then this screen is displayed



- c. Check your email for one from North Yorkshire Music. Click on the link which will take you to the password reset screen. Enter a password conforming to the rules and then Reset Password



d. You'll then see this screen and your account will be set up



7. Once you have set up your account and organisation, I will send further instructions for how to set up your events and keep your account updated.