HOW TO

**A simple seven step guide to adding reviews to your event page on the Adelaide Fringe website**

1. Log into your AVR account
2. Select the drop down box for the event you would like to add a review to
3. Select the tab titled ‘Reviews’ and click on ‘Setup Reviews’

1. Select the tab ‘+ Add Review’

1. You will be prompted to fill in the form shown in the image below. Anything with a red star is compulsory – please remember, it must be a **review of your current**

**show** and **you must include the publication name, a link to your review and a quote**

1. Once you have filled out the form click on ‘Create Review’
2. Your review listing has now been completed – yay! **Please allow up to 24 hours to see these on the Adelaide Fringe website.**