

Performing  
Arts Festival  
Berlin  
May 30 – June  
4, 2023

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Manual PAF Online Portal



## Welcome!

Dear venue operators and program managers,

this document explains how to enter and change data on your productions and venues in the Berlin Performing Arts Festival database.

Please invest a little time when filling out the form and try to be as accurate and complete as possible.

**Thank you very much!**

The Berlin Performing Arts Festival team

<https://www.performingarts-festival.de>

## FAQ

### What do I need to enter my data for?

The information is needed so that you can provide us with the necessary information for the content and promotion of your own artistic production(s) within the festival.

### Until when do I have to enter my data?

Please enter your contact details as well as venue and production information as soon as possible, but no later than March 17<sup>th</sup>, 2023.

### When will the data be published?

All data will be published after review and editing by the festival team for program release in the end of April 2023. The contents to be edited can only be published by the festival team.

### What else is there to consider?

Please fill out the form as accurately and completely as possible! Only if we have all the necessary information at our disposal, we can ensure an optimal promotion of the artistic productions!

### Where can I find help?

If you have any questions, please feel free to contact [redaktion@performingarts-festival.de](mailto:redaktion@performingarts-festival.de).

# 1. Login

- Please go to <https://www.performingarts-festival.de/de/user/>
- Please enter your username and password which you have received by e-mail from the editorial office

[Open Calls](#) - [About](#) - [Service](#) -



Performing  
Arts Festival  
Berlin

Anmelden

[Passwort zurücksetzen](#)

**Benutzername\***

**Passwort\***

[↶ Anmelden](#)

## 2. Overview

### Sections

The database is divided into three sections which you can edit:

1. Profile
2. Venue
3. Production

Each of the three sections has several tabs in the submenu, recognizable by different tabs.

### Edit & View

The database is an input mask in edit mode. Under “View / Ansicht” you can view the entries made again in a descriptive form. You can switch between these two modes at any time. Before leaving the edit mode, it is necessary to save the entries first!

### Relevant notes

Each input field is usually accompanied by a short help text in blue letters. Please note the information when filling in the fields.

## 3. Data entry: Profile

### ► Enter your contact details

Before you edit your content for your venue and production, we ask that you check and complete the profile data.

To do this, please click on your user name in the main menu bar above (1), then “Edit profile / Profil bearbeiten” will appear in the menu bar below.

You will find two tabs:

- Login Details / Zugangsdaten (2):  
Here you can change your password, for example.
- Contacts / Kontakte (4):  
Please enter all relevant contact details. This contact person will be the contact person for all inquiries that arise in the course of the festival preparations. If no further contact person is named here, the contractual partner named here is the contact person for all further inquiries. In addition, the contact person for the press should be listed here if different from the contact person of the contractual partner(s).

### 3. Data entry: Venue

► Enter all information about the venue – this includes basic address data as well as promotional description of the venue

After you have successfully viewed and completed your profile data, please go back to your profile view by clicking on your username in the top menu bar and then switch to “View profile / Profil anzeigen” (1).

Continue and click on your listed location. Under “Edit the venue / Den Spielort bearbeiten” (3) below the picture you will be taken directly to the data entry page.

However, clicking on the venue name (2) will bring up the venue page, as it will be published on the website later. There you will find the same data entry under “Edit / Bearbeiten”.

Please provide all details about your venue or event and upload required files (photos, logo) now. Please fill in all fields that are not yet provided with content.

#### Note on photo upload:

If there is no photo of the venue available yet, please complete it. If the upload was successful, the field "Title" will appear. Please enter the name of the photographer in the following form: @first name last name.

The screenshot shows the website interface for the Performing Arts Festival Berlin (PAF). At the top, there is a navigation bar with options like 'Verwalten', 'Verknüpfungen', and 'PAF Redaktion'. Below this, there are buttons for 'Profil anzeigen' (1), 'Profil bearbeiten', and 'Abmelden'. The main header features the PAF logo and the text 'Performing Arts Festival Berlin'. Below the header, there are buttons for 'Ansicht' and 'Bearbeiten'. The main content area displays 'PAF Redaktion' and 'Dein Spielort' (2). Underneath, it says 'Spielort ABC (Deutsche Version)' and shows a photograph of a theater interior. At the bottom of the photo, there is a button 'Den Spielort bearbeiten' (3).

If you have a venue as a cooperation partner with your production, please ask them for information to fill out this section.

If you do not have a fixed venue as a cooperation partner for your production, please still provide as much information as possible about the performance venue here, even in the case of a digital performance.

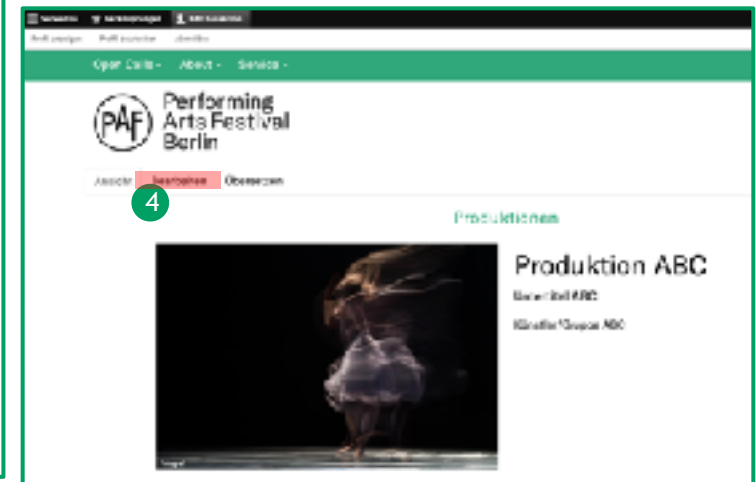
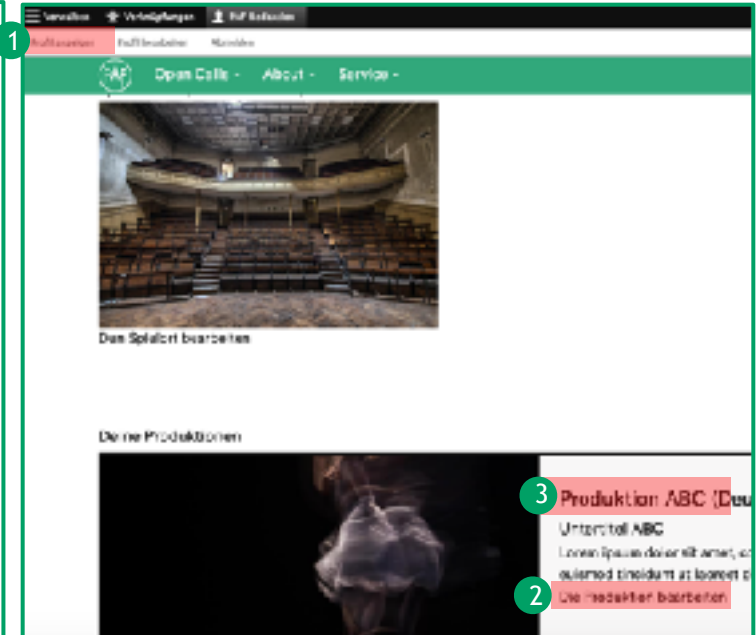
### 3. Data entry: Production

► Enter all editorial information related to the artistic work

After you have successfully uploaded and completed your details and data for your venue or event, please go back to your profile view by clicking on your user name in the upper menu bar and switch to “Show profile / Profil anzeigen” (1).

Now you see your listed production. To edit the content, please go to “Edit production / Die Produktion bearbeiten” (2).

However, clicking on the production title (3) will bring up the production page, as it will be published on the website later. There you will find the same data entry under “Edit / Bearbeiten” (4).





### 3. Data entry: Production

Please provide all details about your production(s) now in the five different tabs and upload required files.

#### Basic data

Here you have the possibility to update or complete the cast for your production.

Please list all persons involved in the production –in the following form/listing: “Function 1: First name last” (see sample text in text field “Cast” (1)).

Please upload the pictures of your production in portrait format in the appropriate file format (please note the help text). After successful upload the field “Title” appears. Please enter the name of the photographer in the following form: ©first name last name.

Titel der Produktion \*

Restriktionen: **Welche Aufgaben/Produktion** | Kinstler\*innen/Onstage | Gemeinsamer UVW & Training

1 Cast


Begle:  
Schlüssel:  
usw.

↪ Bild der Produktion (Vorschau)

Dies ist das auf der 4erseite als Vorschaubild hinterlegte Bild zur Produktion. Bitte im Title das Copyright

Kein Detail hinzufügen

keine Details ausgewählt.



Maximal 10 Dateien möglich.  
200 MB Limit.  
Erlaubte Dateitypen: png gif jpg jpeg

### 3. Data entry: Production

Further information about your production (1/2)

Please fill in all other fields concerning your production here.

Further information production

Basisdaten Weitere Angaben Produktion Künstler/Name/Gruppe Ticketinfos

Wähl die Produktion (Vorwahl) Photo of your production

Dies ist das auf der Homepage als Vorwahlbild hinterlegte Bild zur Produktion. Bitte im Titel das Copyright der Bilder eintragen.

Zeilenerfolge anzeigen

Optimiere

**Dateneinführung**

→ [ehrent-och-Jahr-GW-Web-Anmeldung \(02177 100\)](#)

**Alternative Text**

Alternative text

Eine kurze Beschreibung des Bildes, die von Screenreadern verwendet wird und angezeigt wird, wenn das Bild nicht geladen werden kann. Dies ist wichtig für die Barrierefreiheit.

**Titel**

Titel

Der Titel erscheint als Tooltip, wenn der Benutzer mit dem Mauszeiger über das Bild fährt.

**Neue Daten hinzufügen**

bestehend: Keine Daten ausgewählt

**Bildergalerie**

Bildergalerie Photo Gallery

An dieser Stelle können weitere Bilder hochgeladen werden, die auf der Produktionsseite der Website als Galerie angezeigt werden. Die hochgeladenen Bilder werden auch für die Bewerbung der Produktion und des Festivals verwendet.

Bildergalerie hinzufügen o. Bildergalerie

Link zu Videomaterial für: Bewerbung, falls vorhanden

Link to video material for promotion, if available

Maximal muss es sich um eine externe URL wie http://www.beispiel.com handeln.

At this point you can upload more pictures, which will be displayed as a gallery on the production page of the website. The uploaded pictures will also be used to promote the production and the festival.

## 3. Data entry: Production

### Further information about your production (2/2)

If your production is basically digital, please provide all information about it here. Please also include the link to the platform on which your digital production is to take place. If this is not yet available to you, please submit it by e-mail to [redaktion@performingarts-festival.de](mailto:redaktion@performingarts-festival.de) by May 06<sup>th</sup>, 2023.

**Digital format details**

Details zu digitalen Umsetzungsformaten

**Digitale Umsetzungsformate**

Digital formats (yes / no)  ja  nein

(Bei Ihrer Produktion grundsätzlich digital angelegt, oder gibt es alternative digitale Umsetzungsformate der Produktion (z.B. Telegram-Performance, Hörspiel, Videoaufzeichnung, Livestream etc.), die wir im Falle von Einschränkungen präsentieren können?)

**Falls ja, was?**

If so - what?

Is your production basically digital or are there alternative digital formats of the production (e.g. telegram performance, audio play, video recordings etc.) that can be presented in case of limitations?

Link zur Plattform, falls bereits vorhanden

Link to the platform, if already available

Digital platform on which the event takes place

- Digitale Plattform, auf der die Veranstaltung stattfinden soll
- Start typing the title of a piece of content to select it. You can also enter an internal path such as /home/actor or an external URL such as https://example.com. Enter <return> to link to the front page. Enter <ctrl> to display link text only.

**Technische Hinweise für das Publikum zur Teilnahme**

Technical notes for the audience to participate

**Daten hochladen, falls vorhanden**

Neue Datei hinzufügen

Keine Datei ausgewählt

Datei (z.B. MP3, etc.), falls bereits vorhanden  
Nur eine Datei möglich.  
200 MB LIMITE.  
Erlaubte Dateitypen: mp3 m4a flac mp4 war.

Only one file possible.  
200 MB limit.  
Permitted file types: txt pdf doc docx.

**Produktion hat eine Pause**

Production has an intermission (yes/no)

**Ursprungsprache**

Language of the production

**Übersetze**

Surtitles (yes/no)  ja  nein

Bitte angeben, ob Übersetzungen verwendet werden (J/N)

**Übersetze in folgender Sprache**

Surtitles in the following language

Falls vorhanden bitte hier die Sprache(n) der Übersetzung angeben

**Mehrsprachig**

Multilingual (yes/no)  ja  nein

Bitte angeben, ob mehrere Sprachen im Stück gesprochen werden

**Weitere Sprachen**

Further languages

In Stück verwendete weitere Sprache(n)?

**Ohne Sprache**

Without language (yes/no)  ja  nein

**Für englischsprachiges Publikum geeignet**

Suitable for English speaking audience

**Press Kit upload**

Neue Datei hinzufügen

Keine Datei ausgewählt

Nur eine Datei möglich.  
200 MB Limit.  
Erlaubte Dateitypen: pdf doc docx

**Stückbeschreibung**

Description of the production upload

Additional information on existing barriers and restrictions

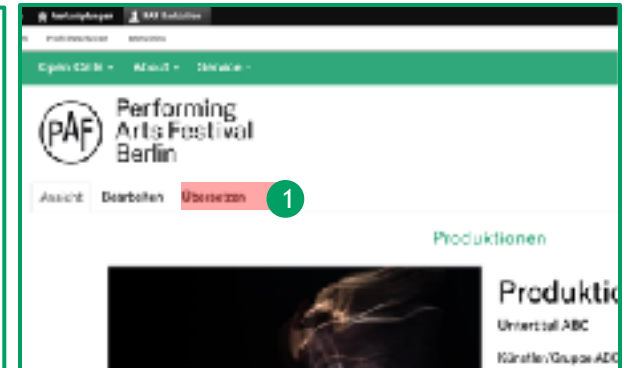
Additional information on production / other



### 3. Data entry: Production

► Enter all editorial information related to the production in English

To be able to edit the data in English, please switch to the English version of the website/database by clicking on “Translate / Übersetzen” (1) on the production page. You will be forwarded on accordingly.



An overview of the entries of your production now appears. There is a German version available here, but no English version yet. The English website or entry must be created by clicking on “Add / Hinzufügen” (2).

Übersetzung von *Produktion ABC*

Ansicht    Bearbeiten    Übersetzen

Sprache	Translation	Status	Operationen
Deutsch (Originalsprache)	<a href="#">Produktion ABC</a>	Nicht veröffentlicht	<a href="#">Bearbeiten</a>
Englisch	z. Z.	Nicht übersetzt	<a href="#">Hinzufügen</a> <span style="color: green; font-weight: bold; border: 1px solid green; border-radius: 50%; padding: 2px;">2</span>

Now the data entry mask appears, which is already familiar to you from the German version. At this point, please complete only two things:

- First tab “Basisdaten / Basic Data”: the cast/credits of the production in English
  - Third tab “Künstler\*innen / Artists / Group”: the information about the artists / group
- Exit the menu by clicking on “Save Translation”.

## 4. Logout

Now that you have checked and completed all contents - ideally in view mode - you can log out. To do so, please go back to the upper menu bar, press the displayed user name and click on “Logout”.

Thank you!

In the following weeks, you will also receive a digital promo package from us with graphic elements and text templates to promote your production as part of the Berlin Performing Arts Festival 2023.

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The team of the Berlin Performing Arts Festival would like to thank you for your support. We are looking forward to an inspiring and successful fifth festival edition with all participants 2023!

The Berlin Performing Arts Festival is organized by LAFT - Landesverband freie darstellende Künste Berlin e.V. and is supported by the State of Berlin - Senate Department for Culture and Europe.

**LAFT** Landesverband freie  
darstellende Künste Berlin e.V.  
**BERLIN**

