

Sydney Gay and Lesbian Mardi Gras | 2024 Parade Applications

Parade Portal Guide

PARADE PORTAL

The Parade Portal is a website where you can submit a parade application for 2024. If your group is approved to participate in the parade, this will also be the single point for you to manage your entry and submit additional information.

Each group is required to create a user account, which will be linked to your customised parade portal. In your customised portal:

- You will be able to submit an application form for the 2024 Parade.
- If your group participated in 2023, it will show your information from that year.
- Your application submission status will be updated (you will also receive an email notification on the notification date). Should your application be accepted into the 2024 Parade, the Portal will update with additional tasks, such as entry fee payment and additional webforms, that we require you to complete by the assigned deadlines.

Please follow the steps below to create or log in to your user account.

KEY DATES

DATE	ACTION
12PM, Thursday 3 August 2023	Parade applications open
5PM, Thursday 14 September 2023	Parade applications close
Monday 9 October 2023	Applicants notified of outcome by 6:00PM via email. Parade Portal will also be updated with this information.

1. HOW TO ACCESS THE PARADE PORTAL

1. Go to the Parade Portal webpage (<https://parade.mardigrasarts.org.au/>). We recommend saving/bookmarking this link to your web browser for quick access in future.
2. If you have already have a user account (i.e. have registered previously or submitted an application for the 2023 Parade), click the “Login” button.
 - a. Follow the prompts to enter your email address (user account) and password.
 - i. If you have forgotten your password, you can click the “[Reset password](#)” link. You will need to enter your user account email address. You will then receive an email from the system with link prompts to reset your password.

- b. Once logged in, you will be brought to your customised Parade Portal Dashboard.
3. If you do not have a user account, click the “Register” button.
 - a. Provide the requested information (Full Name, Email Address, Group/Organisation, account password, Mobile Phone Number) to create and register a user account.
 - b. Once you click “Register”, you will be brought to your customised Parade Portal Dashboard.
4. If you are the new primary contact of a group that applied for the 2023 Parade and are requesting access to that group’s customised Portal, please send an email to parade@mardigrasarts.org.au to notify the Parade Team. We will require written verification from the previous contact.

Once logged in to your customised Parade Portal, you will be brought to the Dashboard page. Here you will be able to access the 2024 Parade application form.

2. FREQUENTLY ASKED QUESTIONS (FAQs) ABOUT APPLICATIONS

2.1. Can I edit my parade application after I have submitted it via the portal?

You cannot edit your application online once you have submitted it. If you would like to request access to make edits, please contact the Parade team via email: parade@mardigrasarts.org.au. You will not be able to make edits after you have submitted.

2.2. My group has multiple key contacts that would like access to our customised Parade Portal. Is this possible?

There can only be one user account connected to a group’s Parade Portal, however multiple people/devices can log in to the same user account. If your group required multiple people to access the portal, we suggest that you share the details of your user account and password with the relevant contacts within your group.

2.3. There is a mandatory question in the application form, but it doesn’t apply to my group. What do I do?

If a question does not apply to your group’s application, please enter “N/A” or “Not Relevant”, or select the “N/A” option from the list.

2.4. Do I need to provide all the information for my application now?

During the application process, it is in your group’s best interest to provide SGLMG with as much information as possible related to your parade entry concept. This gives the Curatorial Committee more context during the assessment process, and helps us plan for risk management and broadcast. If you have multiple concepts but are currently undecided on which one you will choose, we suggest that you give information on each of those ideas. It is okay if you don’t have the finer details ready (e.g. Specific colours, messaging/wording, song choice, etc) - . Your application just needs to give us a solid understanding of your float theme and what you are creating.

2.5. Can I save a draft of my application form before submitting?

Yes. On the application form page, please click the “Save draft” button to save a draft of your application form. Your application will be marked with a “Draft” status and you can access it from your Portal Dashboard to complete at a later date.

Please ensure that you do not click the “Submit” button until you have completed all application form questions to your satisfaction as this will lock the application form. If you accidentally do this, please follow steps 2.1 of the FAQ.

Please make sure that your application is fully submitted and marked as “Pending (review)” prior to the close date. Draft applications will not be assessed.

2.6. Do I need to make payment for the parade entry fee now?

No, there is no fee required to submit an application. Groups whose applications are accepted for the 2024 Parade are required to pay an entry fee, which is due at a later date.

2.7. There isn't an option to register our participants. Where can I do this?

An option to register your participants will only occur once you have been accepted into the 2024 parade. Successful groups will be given details on how to register your participants at a later date.