

# La Llotja Online

**PRACTICAL GUIDE FOR USE**

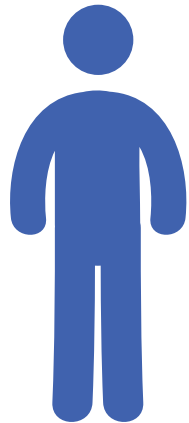




FiraTàrrega's PRO registration is being transformed into a subscription to La Llotja Online for the 2020-2021 season.



By registering, you'll join the Community Pro of FiraTàrrega and it will give you access to exclusive services of [La Llotja Online](#) and the [Nomadic Circuit](#)

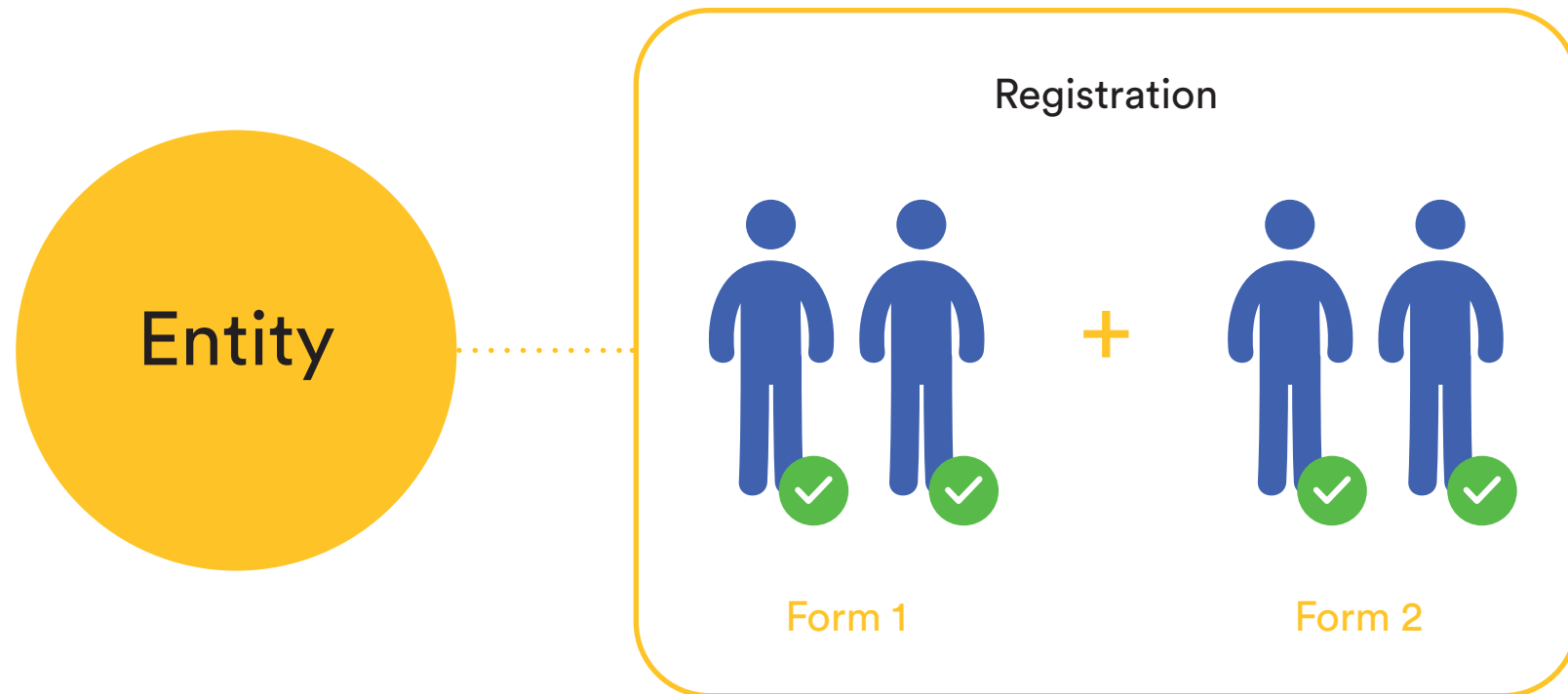


Professionals

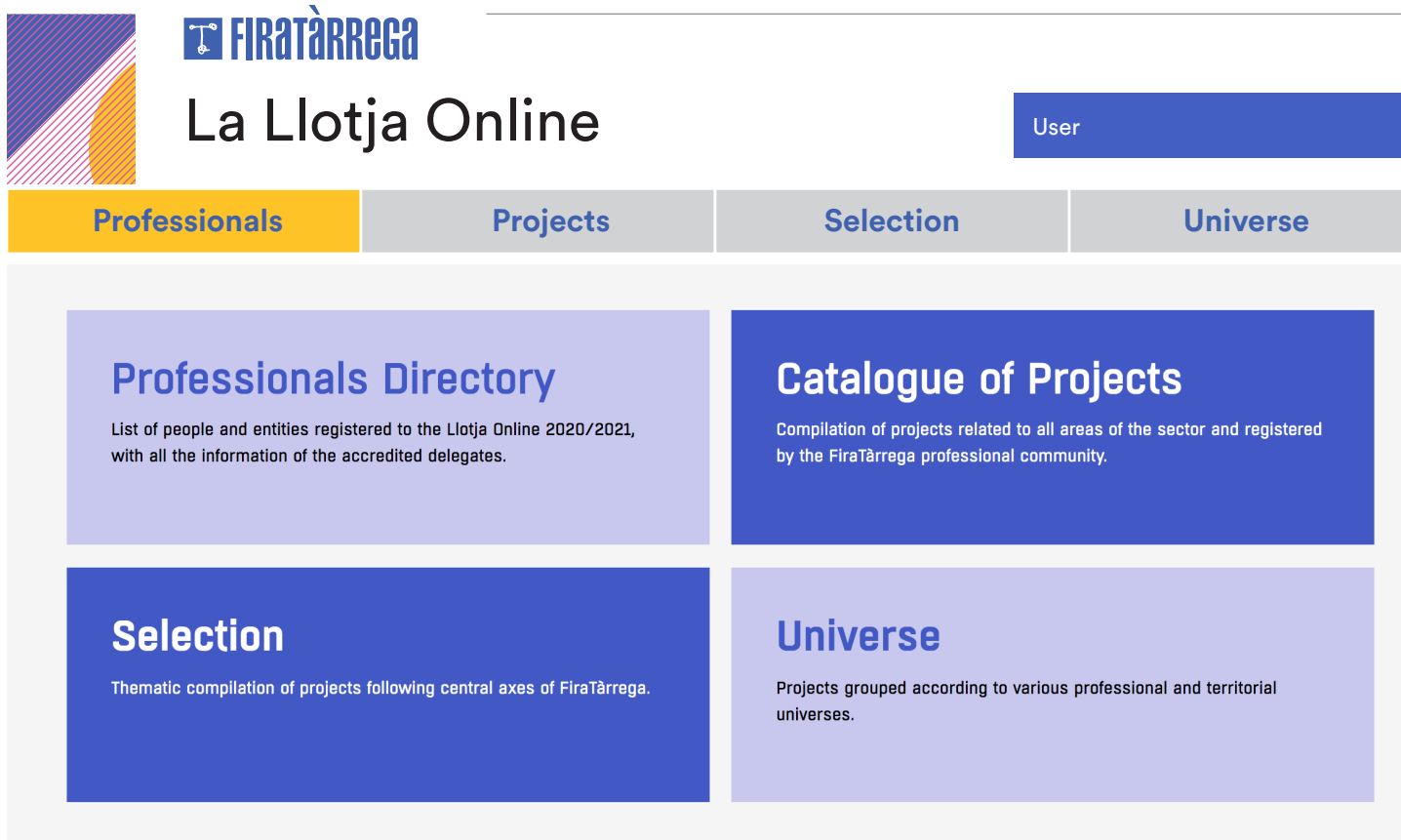


Entities

Any performing arts professional can request personal registration or through organisations, with a maximum of four representatives.



The registration is done in two parts. If you register as an organisation, on the initial form you can include the name of two members. If applicable, the names of other 2 people can be added in the second part of the registration.





The screenshot displays the La Llotja Online website interface. At the top left, there is a logo for FIRATÀRREGA, which consists of a blue square with a white grid pattern and the text 'FIRATÀRREGA' in blue. To the right of the logo is the text 'La Llotja Online'. In the top right corner, there is a blue button labeled 'User'. Below the header, there is a navigation bar with four tabs: 'Professionals' (highlighted in yellow), 'Projects', 'Selection', and 'Universe'. The main content area is divided into four sections:

- Professionals Directory**: List of people and entities registered to the Llotja Online 2020/2021, with all the information of the accredited delegates.
- Catalogue of Projects**: Compilation of projects related to all areas of the sector and registered by the FiraTàrrega professional community.
- Selection**: Thematic compilation of projects following central axes of FiraTàrrega.
- Universe**: Projects grouped according to various professional and territorial universes.

Once the registration is completed, you will be able to access La Llotja Online. Navigate the website and explore the resources to take maximum advantage of your subscription.

The following are the most important features:



# La Llotja Online

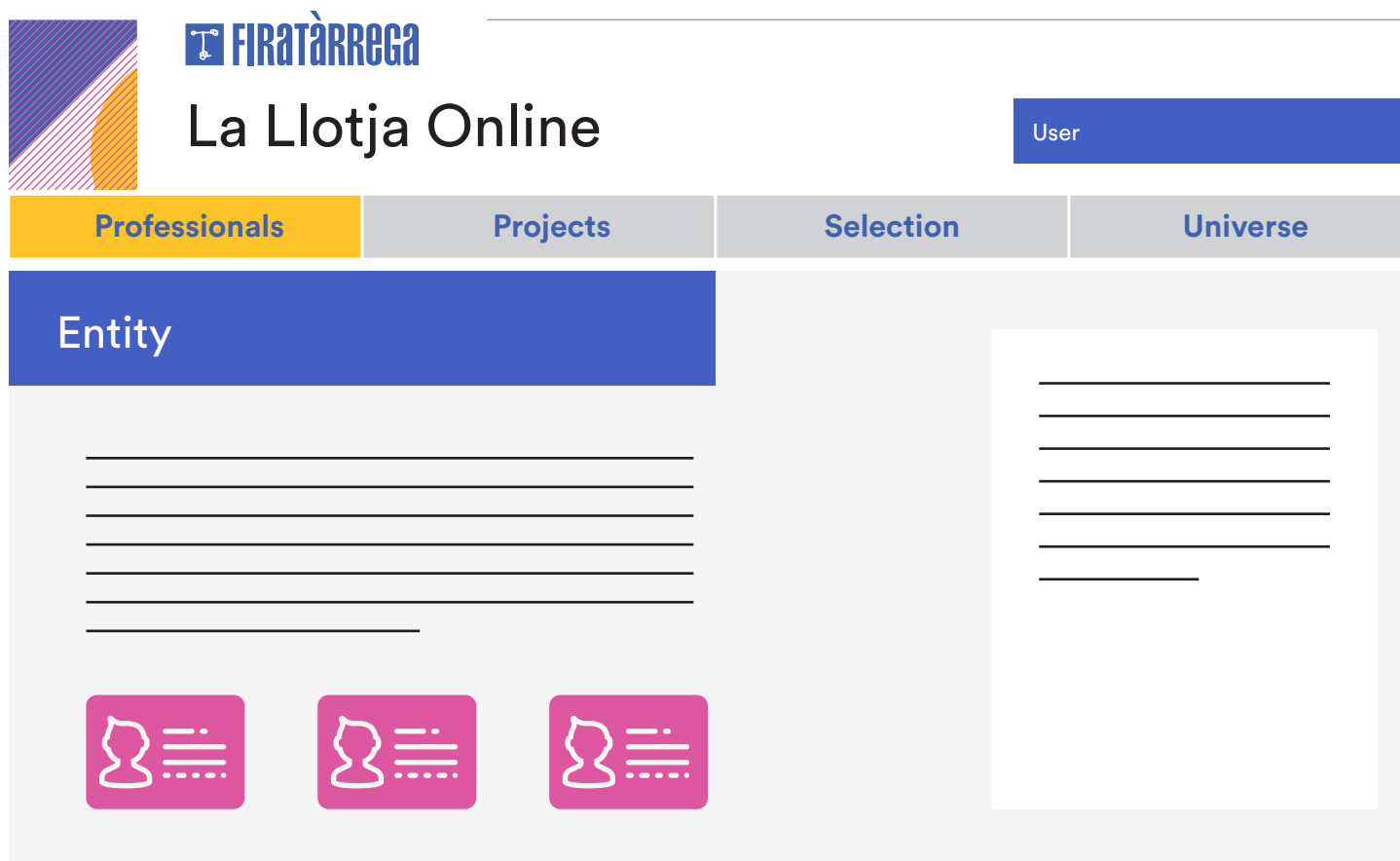
User

**Professionals** Projects Selection Universe

Name	Type	Origin	Representative
Entity 1	Festival/Fair	City - Country	Name >
Entity 2	Network/Association	City - Country	Name >
Entity 3	Institution	City - Country	Name >
Entity 4	Programmer	City - Country	Name >
Entity 5	Institution	City - Country	Name >
Entity 6	Network/Association	City - Country	Name >
Entity 7	Festival/Fair	City - Country	Name >
Entity 8	Company/Producer	City - Country	Name >

## Professionals directory

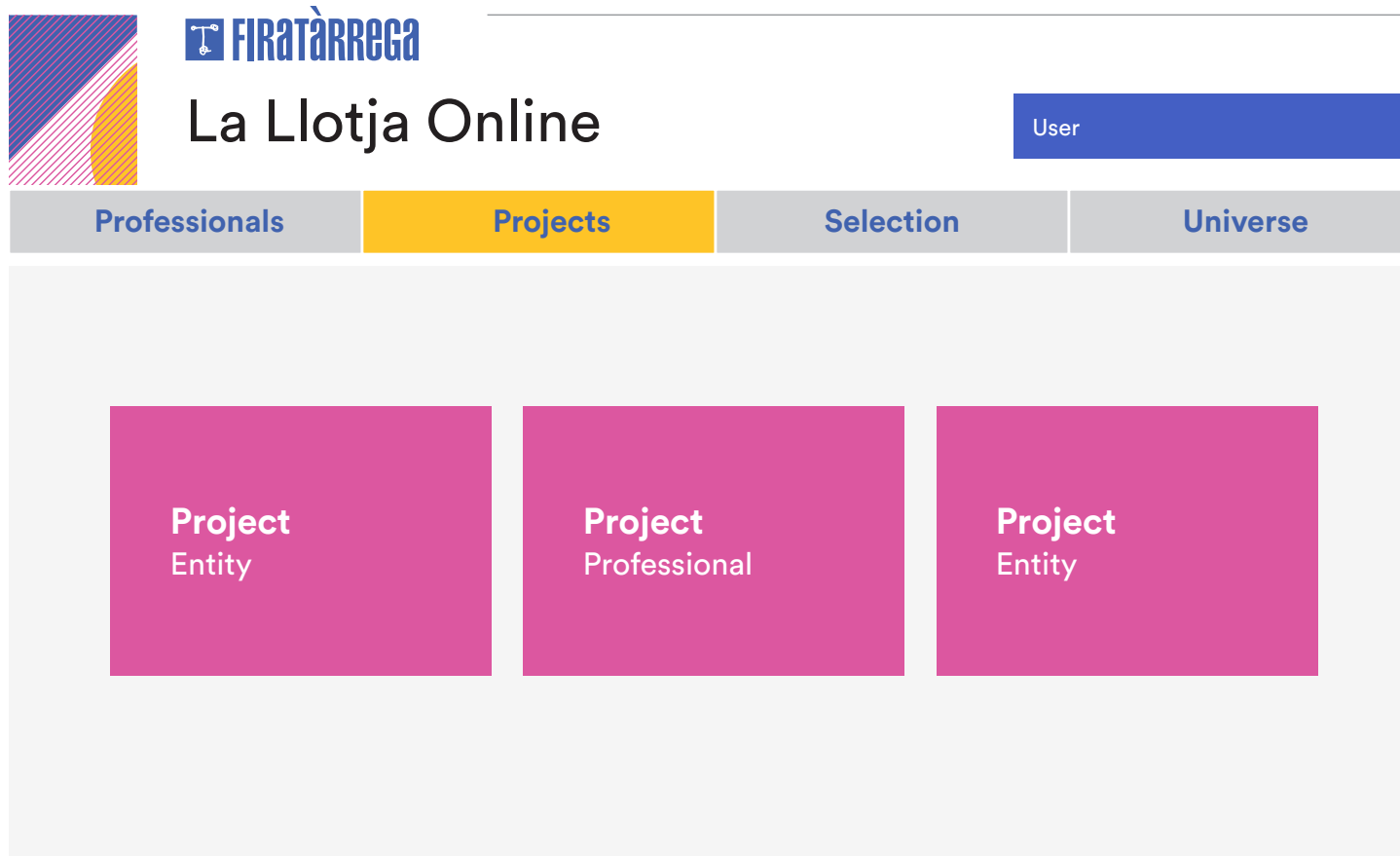
The list of people and organisations registered to La Llotja Online.



## Professionals directory

Every organisation has a file with all the professional information and contact details of the inscribed delegates. Check the list regularly. This directory is dynamic and grows day by day.





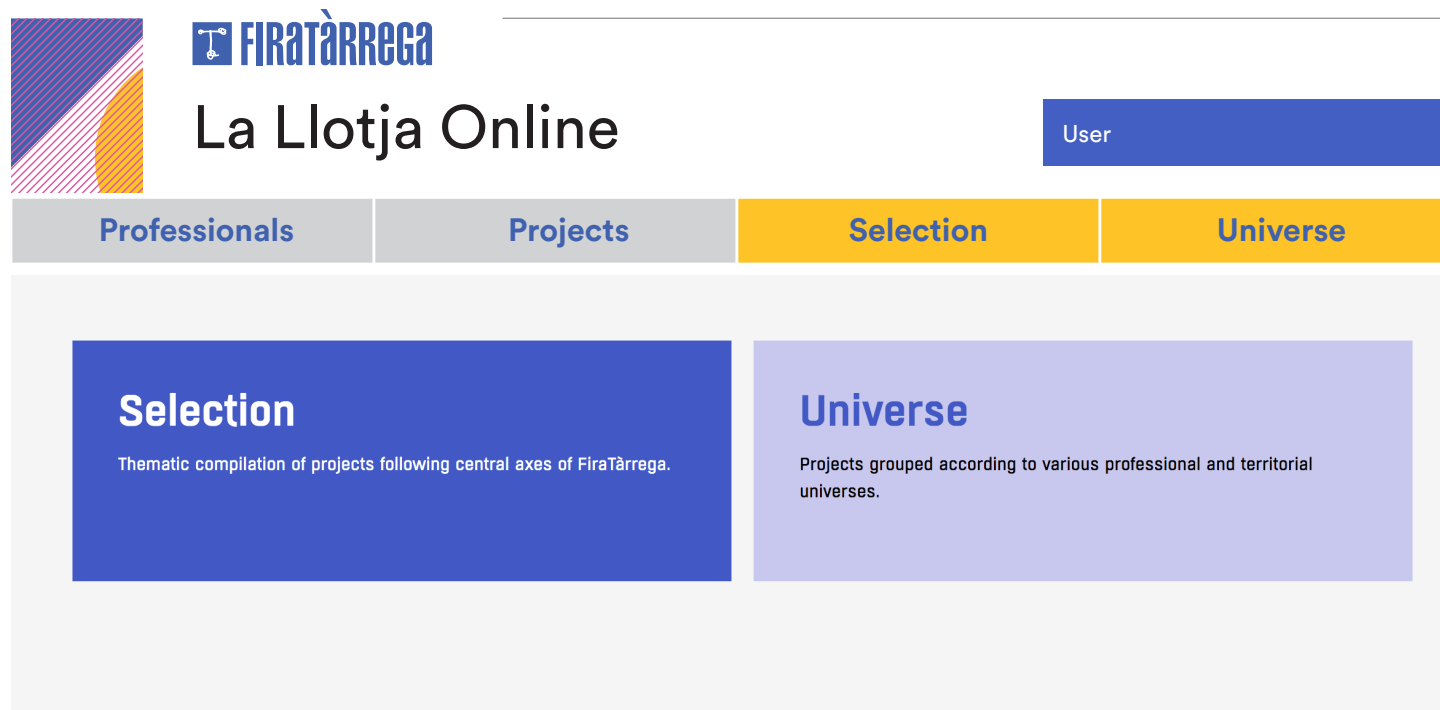
## Catalogue of Projects

Every organisation can submit a project in the catalogue. Choose carefully which one do you wish to share with the FiraTàrrega professional community, as you can only promote one.

The screenshot displays the 'Project | Entity' form in the 'Projects' section of the La Llotja Online platform. The interface includes a header with the FIRATÀRREGA logo and the text 'La Llotja Online'. A navigation bar contains 'Professionals', 'Projects' (highlighted), 'Selection', and 'Universe'. A 'User' button is located in the top right. The form itself features a large pink header area, followed by three circular language selection buttons labeled 'CAT', 'ES', and 'ENG'. Below these are several horizontal lines for text input. On the right side of the form, there is a white box with horizontal lines for text and a grey button with a person icon and a list icon.

## Catalogue of Projects

Every file contains the information as entered on the form. Prepare the info and follow the instructions of the form, carefully. If you want the description to be read in 3 languages, have the translations ready before completing the form.



## Selection

Several folders contain projects segmented following central axes of FiraTàrrega. Check the selection regularly as it is updated periodically.

## Universe

FiraTàrrega registers people from very diverse universes. This section contains projects and delegates grouped according to various professional and territorial universes. It is a handy way to locate them.

## Other utilities of La Llotja Online:



### **The search engine:**

You can do simple searches, or advanced searches according to specific tags. Using them, they will help you find everything you are looking for, like or interested in, both in the Professionals Directory and in the Catalogue of Projects.



### **My favourites:**

You can create a personal library with the projects, professionals and selections you have marked as your favourites.



### **The PRO Agenda:**

Your personal agenda, which includes the activities you sign up for and projects selected as favourites. Make your own and keep updating it to make the best of your participation in La Llotja Online.

Remember that La Llotja Online is a dynamic and interactive digital space that is constantly updated. Sign in to your account often to keep up to date with the latest news. Your access to the platform will be active on [www.firatarrega.com](http://www.firatarrega.com) until the summer of 2021

If you have any questions, please contact us:  
**[pro@firatarrega.com](mailto:pro@firatarrega.com)**



[www.firatarrega.com](http://www.firatarrega.com)