

Lincolnshire higher education exhibition 2018

Visitor information pack

Engine Shed and Lincoln Performing Arts Centre
University of Lincoln

Wednesday 18 April 2018

10:00 – 14:30



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A

Accidents and near misses

Please report any accident or near misses to the organisers office immediately, which is based in the Engine Shed and Lincoln Performing Arts Centre. Alternatively, you can call the organisers on 01522 837100.

Arrivals

On arrival, please make your way to the Engine Shed, where you will be met by event staff and student ambassadors, who will register your attendance, and advise you of where to go.

C

Coaches

Before the exhibition, you will be sent coach access passes, and a site map of where the coaches will drop off and collect. If you have not received this, please contact the Events and Conferencing Team at events@lincoln.ac.uk. If your coach is significantly early, you will be asked to keep your students on the coach until your allocated arrival time.

There is no coach parking available on-site – please ensure your coach company is aware of this.

Cars

As the event is held during term time, there is no parking available on-site. Please use the local public pay and display car parks situated near the university in the city centre – you can view a list of these at www.ucas.com/news-events/events.

Catering

There are a number of catering outlets on the university campus, and some high street outlets within a ten-minute walk of the exhibition venue.

Cash machines

There is a cash machine located across the road from the exhibition venue or in the Minerva Building on campus.

D

Directions

The University is located in Lincoln City Centre, accessed via the A1, with intersections at (the South) A46 Newark and (the North) A57 Retford. AA road signs are displayed around the city once you are to direct you to the exhibition venue.

You can access a variety of maps online by visiting www.lincoln.ac.uk/maps.

E

Emergency procedures

In the event of an emergency, the Event Manager will make an announcement. Upon hearing this, please exit the venue by your nearest exit, and make your way to the rendezvous point, located in the public square between the Engine Shed and the University Library.

Do not re-enter the venue until you have been told by the Event Manager that it is safe to do so.

Event ambassadors

If you have any general queries during the event (e.g. directions to facilities), ask any event ambassador in a red UCAS t-shirt – they are located by the entrance of the Engine Shed, and within the exhibition hall itself.

F

First aid

Trained first aid staff will be on-site during the event, and will be located at the entrance of the Engine Shed.

If you require emergency care, please call 999 immediately, and inform the Event Manager on 01522 837100.

Fire regulations

On arrival, please familiarise yourself with the nearest fire exits in your venue.

In the event of a fire alarm, please leave the venue immediately by the nearest fire exit, in a calm manner. Venue staff, student ambassadors, and staff from the University of Lincoln will direct you to the assembly point, situated in the public square between the Engine Shed and University Library.

We will not be running any fire drills during the exhibition opening hours.

I

Insurance

The organiser has adequate public and employee liability cover. A copy of the certificate can be found at the back of this pack.

While the organisers take every precaution to protect visitors' property during an event, they are not responsible for any loss or damage. All group leaders should ensure they have adequate public and employers' liability cover, in line with the booking terms and conditions.

Internet

There is visitor internet access available at the exhibition. Please refer to the University of Lincoln Visitor WiFi document attached.

L

Lost property

Lost property will be held by the University of Lincoln Events and Conferencing Office for one month after the exhibition. The Events and Conferencing Office can be contacted on 01522 837100 or at events@lincoln.ac.uk.

Please note, any goods, materials, deliveries, or miscellaneous items left on site at the University of Lincoln, without proper authority, will be treated as abandoned, and disposed of accordingly.

O

Organisers

Events staff will be located within the exhibition venue, and can be identified by their red UCAS branded t-shirts. If you need to contact the organiser, please call 01522 837100.

P

Parking

There is no parking access available at the University of Lincoln.

You can access a Lincoln City Centre and parking map by visiting www.lincoln.ac.uk/maps.

R

Risk assessment

The organiser has completed a risk assessment for the event. A copy of this can be found at the back of this pack.

S

Security

On-site security will be located at the entrance of the Engine Shed.



Seminars

Seminars will run throughout the day covering student finance, applying to university through UCAS, exploring post-18 options, choosing a university or course, writing a personal statement, and applying to Oxford or Cambridge. Please see the exhibition guide for times and locations.

Smoking

Smoking is restricted to designated areas around the university, and is clearly labelled outside each building. No smoking or vaping is permitted in any building.

UCAS event organiser risk assessment

Date assessed: 26/02/2018	Assessor: Sam Biggs	Monitored by: Becky Jones
	Signature: 	
Event: UCAS Lincolnshire HE Exhibition	Title: Events and Conferencing Officer	
	Organisation: University of Lincoln	
Venue: Brayford Campus, University of Lincoln		Inclusive dates of site attendance: Tuesday 17th April 2018 – Event set up Wednesday 18th April 2018 – Event date

Key to worst case outcome (A):	4 = High – certain to cause death 3 = Medium – probable to cause serious injury 2 = Low – possible to cause first aid injury 1 = Very low – unlikely to cause injury / damage
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Key to probability rating (B):	4 = Probability 3 = Possibility 2 = Unlikely 1 = Remotely
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Key to risk level:	12 – 16 = high risk 6 – 9 = medium – high risk 3 – 4 = low – medium risk 1 – 2 = low risk
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Activity	Who is affected	Risk evaluation			Control
Hazard identified	Person(s) at risk	Worst case outcome (A)	Probability rating (B)	Risk level (AxB)	Control measures
Over-crowding of event hall / stand	Public and exhibitors	4	4	6	<ul style="list-style-type: none"> The floor plan has been designed to ensure that aisle widths avoid overcrowding. Suitable space provided around the stands & feature areas, which will be monitored, by the Events Team. Organisers to schedule arrivals in line with venue capacities, and monitor arrivals with help from the venue, to help prevent overcrowding. Coach arrival schedule has been implemented to also enable this. Appropriate staffing to be put in place by organisers to manage the flow of visitors through the venue, all staff to be visibly identifiable. Organisers to monitor the exhibition area. Exhibitors to notify organisers should their stand, or the immediate locality of their stand, become overcrowded. All to obey instructions given by the organiser, venue staff or sub-contractor used to help control traffic and pedestrian flows. All attendees gain access through a colour coded wristband detailing time of entry. Historical data shows organisations bring fewer numbers than originally booked. 5 Exits from main hall in the Engine Shed & 2 exists in the LPAC, evacuation capacity is greater than attendance.
		3	3		
		2	2		
		1	1		
Fire and other imminent danger leading to	Exhibitors, contractors, visitors, venue staff, organiser	4	4	12	<ul style="list-style-type: none"> Venue owners to ensure fire prevention, detection and alarm systems are adequate for the venue and checked and maintained in efficient working order. Fire extinguishers to be available in venues as per venue plan. Organisers and venue to ensure that the escape routes, final exits and assembly points are adequate to ensure everyone, including those with a disability, can escape to a safe place.
		3	3		
		2	2		

evacuation	staff, student helpers	1	1		<ul style="list-style-type: none"> ▪ Evacuation plan to be known by organisers and communicated to visitors, student helpers and contractors including alarm sound (e.g. bell, horn, siren) ▪ Organisers to provide contractors, exhibitors and visitors with relevant evacuation procedure documentation, including positions of nearest exits and fire assembly points. ▪ Exhibitors should ensure they are aware of the nearest emergency exit and keep all exits clear of obstructions at all times , including during build up and breakdown periods, and ensure that stand displays are kept within the allocated stand space. ▪ Contractors, exhibitors and visitors to ensure they are aware of evacuation procedures, read all relevant documentation provided, and follow all instructions given if needed to evacuate. ▪ All escape routes maintained and kept clear for the event duration. ▪ Exhibitors to ensure all waste and flammable material is stored safely and removed from stand areas to the designated safe place. ▪ Exhibitors & Contractors must use designated smoking areas. ▪ No electric or gas heaters on stands at any time other than authorized event caterers.
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Activity	Who is affected	Risk evaluation			Control
Hazard identified	Person(s) at risk	Worst case outcome (A)	Probability rating (B)	Risk level (AxB)	Control measures
Evacuation	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	4	4	9	<ul style="list-style-type: none"> Venue to ensure fire prevention detection and alarm systems are adequate for the venue, and have been checked and maintained in efficient working order. Organisers and venue to ensure the current number of exits from the venue are adequate. Floor plan submitted to venue in advance of the event for approval. Evacuation plan to be known by organisers and communicated to student helpers, exhibitors and contractors. Organisers to provide contractors, exhibitors and visitors with relevant evacuation procedure documentation, including fire assembly point. Exhibitors should ensure they are aware of the nearest emergency exit and keep all exits clear of obstructions at all times. Contractors, exhibitors and visitors to ensure they are aware of evacuation procedures, read all relevant documentation provided, and follow all instructions given if needed to evacuate. Ensure all gangways and emergency exits are kept clear. All emergency exits maintained and kept clear for the duration of the event. Exhibitors should not block aisles or public areas, including during build-up and breakdown periods, and ensure that stand displays are kept within the allocated stand space. Organisers to ensure PA system can be heard clearly in all public areas, where possible. If any evacuation announcements cannot be heard over the atmospheric noise, then security staff are to go into the halls to evacuate people. Faulty Public Address System measures have loud hailer and event staff to deliver key messages. System monitored by venue on volume.
		3	3		
		2	2		
		1	1		
Slips / trips and falls	Exhibitors, contractors, visitors, venue staff, organiser staff, student	4	4	9	<ul style="list-style-type: none"> Exhibitors should ensure that all boxes are appropriately stacked within the allocated stand space. UCAS to remind exhibitors via email of the Exhibitor Terms and Conditions, highlighting that exhibitors should keep their displays within their allocated stand. Organisers to check all exhibitor stands are appropriate and do not pose a trip hazard, before the event opens. Exhibitors should request that all empty, flat-packed, and broken boxes are removed from their stand by the event staff.
		3	3		

	helpers	2	2		<ul style="list-style-type: none"> ▪ Organisers and exhibitors to ensure empty boxes are cleared from stand, with assistance from student helpers. ▪ Organisers and exhibitors to ensure no trailing cables in stand area, or in adjoining pedestrian walkways. ▪ Organisers and exhibitors to ensure personal belongings are stored away appropriately. ▪ Organisers and exhibitors to ensure all other waste is stored and removed safely. ▪ Exhibitors should ensure they do not break down any part of their stand until all visitors have left the exhibition area and the organiser has said breakdown may begin.
		1	1		

Activity	Who is affected	Risk evaluation			Control
Hazard identified	Person(s) at risk	Worst case outcome (A)	Probability rating (B)	Hazard identified	Person(s) at risk
Working at height	Exhibitors, contractors, venue and UCAS staff	4	4	9	<ul style="list-style-type: none"> Maximum build height of 2m. Work to be carried out from a stable support, either ladder or scaffold with suitable warning signs and barriers as necessary. Exhibitors to ensure all staff required to work at height are suitably trained. Wear necessary and suitable Personal Protective Equipment (PPE).
		3	3		
		2	2		
		1	1		
Stands falling over	Public and exhibitors	4	4	6	<ul style="list-style-type: none"> All exhibitors to ensure that their stands are safe and secure, and report any problems to the organiser. Organisers to try and stop people leaning on stands. Ensure a member of staff from the stand contractor is onsite at all times. Event organisers and Student Ambassadors to make regular visual inspections of all stands throughout the Exhibition.
		3	3		
		2	2		
		1	1		
Special structure: platforms/ marquees etc.	Exhibitors and venue staff	4	4	9	<ul style="list-style-type: none"> Special structure plans submitted and checked by the venue six weeks in advance of the event. Maximum height build of 2m.
		3	3		
		2	2		
		1	1		
Lifting equipment (FLT's, cranes etc.) Power tools and heat sources	Contractors	4	4	9	<ul style="list-style-type: none"> Only the appointed qualified contractor supplied by venue or organiser to use lifting equipment. Power tools used by contractors have the minimum length of trailing leads and protection mechanically and visually from any damage. Such equipment is never to be left unattended with the power supply switched on. Appropriate signage and warning lights used, where necessary.
		3	3		
		2	2		
		1	1		
Catering facilities (mobile & static)	Exhibitors, contractors, visitors, venue staff, organiser	4	4	6	<ul style="list-style-type: none"> All catering facilities and staffing provided by venue, and therefore at the control of venue. Reputable and known concessions units only. Hygiene regulations to be followed rigidly. Catering company to employ suitable and trained staff. Catering staff to ensure all spills are cleaned immediately.
		3	3		
		2	2		

	staff, student helpers	1	1		
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Activity	Who is affected	Risk evaluation			Control
Hazard identified	Person(s) at risk	Worst case outcome (A)	Probability rating (B)	Hazard identified	Person(s) at risk
Variety of contractors and exhibitors on-site	Contractors and exhibitors	4	4	6	<ul style="list-style-type: none"> Exhibitors to agree to a Risk Assessment as part of their booking, and supply additional information where appropriate. Experienced, reliable and approved contractors used only. Organiser to be informed of any particular hazards arising prior to, and during the exhibition. Basic checks made on contractor and exhibitor Risk Assessments. Contractors are the specific responsibility of the hiring company i.e. the exhibitor. Exhibitors are responsible for ensuring their contractors use appropriate equipment and are competent to do so. If there is any doubt about equipment being used on a particular stand, the official contractor must be used to confirm that it is safe. All exhibitors and contractors wishing to work late must request permission from the Organiser prior to the event to enable security, first aid, electricity and lighting to be arranged for the halls or particular stands. Each contracting firm must have a qualified First Aider on their staff covering crew staying late. The contractor must also supply the name of the person in charge and a contact number. Only the appointed qualified contractor supplied by venue or Organiser to use lifting equipment Power tools used by contractors have the minimum length of trailing leads and protection mechanically and visually from any damage. Such equipment is never to be left unattended with the power supply switched on Appropriate signage and warning lights used if appropriate
		3	3		
		2	2		
		1	1		
Electricity: connections, and power to stands etc.	Exhibitors	4	4	9	<ul style="list-style-type: none"> Exhibitors to only use electrical supplies/sockets that have been supplied by the event organisers, or those that have been supplied by subcontractors appointed by the organiser. No electricity available on stands. Exhibitors to ensure equipment is used safely and for the purpose for which it was designed Exhibitors should ensure that no sockets or connections are overloaded within their stand area, and if in doubt should seek approval from the event organiser All electronic portable appliances brought to site by exhibitors should bear a valid PAT Test certificate Ensure all electrical risks are controlled, and a member of staff from the electrical contractor is onsite at all times
		3	3		
		2	2		

		1	1		
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Activity	Who is affected	Risk evaluation			Control
Hazard identified	Person(s) at risk	Worst case outcome (A)	Probability rating (B)	Hazard identified	Person(s) at risk
Build-up and Breakdown	Exhibitors, contractors, venue and UCAS staff	4	4	9	<ul style="list-style-type: none"> Min. 2 hrs exhibitor set up time, full day access for contractors. Only authorised persons are permitted in the venue for build-up and breakdown. Young people under 18 are not allowed on site for the entire duration of build-up and breakdown. No vehicles allowed in exhibition area during open hours. Vehicles can be permitted onsite during build-up and breakdown with permission from the Organiser. All to be aware of the hazards of contractors moving around site, including the use of forklift trucks and delivery vehicles. Badges to be worn by exhibitors to allow them access before the event opens to the public. All contractors to be monitored on-site, with regard to the tasks undertaken and suitable equipment to be worn when necessary. Organisers to control access into areas where major lifting and construction is taking place. Security to wear PPE if indicated by the Organiser, and assist floor managers in PPE policy if it is required.
		3	3		
		2	2		
		1	1		
Occupational Road Risk, and Car parking during show	Visitors and exhibitors	4	4	4	<ul style="list-style-type: none"> Observe speed limits and good driving practice when driving to and from the venue. Parking arrangements for exhibitors and visitors and loading bay information to be communicated in advance. Traffic Marshals used to control flow of traffic on site. Venue contact details to be made available in advance, along with parking permits where applicable. Traffic marshals in place in car park/unloading areas. Additional security and traffic marshals will be on site throughout the build up, operation and breakdown of the exhibition due to construction taking place at the university.
		3	3		
		2	2		
		1	1		
Manual handling	Exhibitors and student helpers	4	4	9	<ul style="list-style-type: none"> Manual handling document to be provided in exhibitor and student helper packs. All to wear appropriate footwear. Liquid spills to be monitored by cleaners and cleared up. Any wet floors to be marked with hazard signs immediately. Exhibitors to ensure that all stand staff are trained in the correct Manual Handling procedures. All to wear appropriate personal protective equipment particularly suitable sturdy footwear and gloves if necessary. UL Student Ambassadors assisting with set up are all trained in the correct Manual Handling procedures
		3	3		
		2	2		
		1	1		

Activity	Who is affected	Risk evaluation			Control
Hazard identified	Person(s) at risk	Worst case outcome (A)	Probability rating (B)	Hazard identified	Person(s) at risk
Visitor orientation	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	4	4	9	<ul style="list-style-type: none"> Visitors to access venue through front main entrance during event. All relevant information will be put in the exhibition guide – including first aid, catering, etc. Use the floor plan to highlight key areas of interest to aid movement around the venue, such as exhibitor stand locations, entrance and exit points, first aid point, organiser's office, seminar rooms, refreshments areas. All stands are advised to have access for the disabled, via the exhibitor manual and stand inspection. Organisers and stewards to monitor disabled guests for ease of movement around the venue. Organisers to ensure there is disabled access/egress to the venue. All height limits will be strictly enforced to enable clear view of signs and banners. Organisers to ensure appropriate staffing in place to provide a managed and safe environment for exhibitors, staff and visitors. No use of trolleys on the exhibition hall floor to move materials during the open hours of the exhibition. Security marshals in place to monitor flows of traffic and pedestrians in the venue.
		3	3		
		2	2		
		1	1		
Seminar rooms	Visitors and speakers	4	4	1	<ul style="list-style-type: none"> Maximum distance to any Emergency Exit within the theatre must not exceed 12 metres All Emergency Exits are to have illuminated Emergency Exit signs above the door All cables must be securely fastened away to avoid trip hazards Loud Speaker stands must not protrude into gangways Noise levels must be kept to a reasonable level Seating runs must be clipped together or benches used
		3	3		
		2	2		
		1	1		
Alcohol / substance controls	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	4	4	1	<ul style="list-style-type: none"> No Alcohol/substances permitted in the Exhibition Halls. Any offenders will be asked to leave the event. If anyone is found to be in possession of controlled drugs (Class A, B, or C) the police may be notified. Host venue operates a challenge 25 policy and is informed of the age range of the exhibition visitors. The Event Team and venue staff will be vigilant.
		3	3		
		2	2		
		1	1		

Activity	Who is affected	Risk evaluation			Control
Hazard identified	Person(s) at risk	Worst case outcome (A)	Probability rating (B)	Hazard identified	Person(s) at risk
<p>Hazard and injury from negative and positive behaviours where staff may not follow rules, and requirements of risk assessments for the above hazards and risks.</p> <p>The significant ones are:</p> <p>a) PPE</p> <p>b) manual handling</p> <p>c) work equipment and electricity</p> <p>d) chemicals</p> <p>e) slips, trips and falls</p> <p>f) work at height</p> <p>g) emergency procedures</p>	Exhibitors, contractors, visitors, venue staff, organiser staff, student helpers	4	4	9	<p>Company policy, procedures and rules apply in all cases.</p> <p>a) PPE training on all types of PPE, and on skin care: risk assessment requirements briefed to staff PPE as identified in risk assessment</p> <p>b) Manual handling training provided: mechanical handling equipment training provided risk assessment requirements briefed to staff staff competence and supervision risk assessments requirements briefed to staff staff competence and supervision</p> <p>c) Work equipment and electricity: staff work equipment training. pre-shift and statutory checks in place, and checked for implementation</p> <p>d) Chemicals - COSHH risk assessment requirements briefed to staff. MSDS and product guidance available staff competence & supervision. waste storage, collection and disposal system in place</p> <p>e) Slips, trips and falls: risk assessment requirements briefed to staff cables and tripping hazards controlled. staff competence and supervision.</p> <p>f) Work at height: training and competence.</p> <p>g) Emergency procedures: staff training in health & safety and emergency procedures. Audible and visible alarms and warnings suitable for danger and regularly tested.</p>
		3	3		
		2	2		
		1	1		
Illness or injury	Exhibitors,	4	4	9	<p>▪ A member of the university event staff to be contacted if in need of First Aid. A member of</p>

	contractors, visitors, venue staff, organiser staff, student helpers	3	3		<p>event staff to be positioned in the arena at all times.</p> <ul style="list-style-type: none"> ▪ Ensure that First Aid facility is known to Exhibitors and Student Ambassadors, and featured on the floor plan in the Exhibition Guides. ▪ Organisers to ensure First Aider is staffed by qualified persons. ▪ If UCAS first aider is involved or assists in an accident/incident, this must be documented in the organiser's first aid book and a copy provided for UCAS. ▪ Room temperature to be monitored throughout the event to maintain appropriate levels.
Emergency situation	Exhibitors, Contractors, Visitors, Venue Staff, Organiser Staff, Student Helpers (Approx 3000+)	1	1	16	<p>Event organiser to have full event briefing with venue pre-event to be aware of emergency procedures and any security measures which have been put in place for the event. Event organiser to communicate details with onsite team and notify if any changes occur.</p> <p>Event organiser to follow venue emergency procedures at all times and take action to ensure safety of all visitors and exhibitors, lock down or evacuate if needed. Event organiser to document all details where possible on an occurrence register.</p> <ul style="list-style-type: none"> • Staff, Student helpers and exhibitors to be provided with a copy of the venues emergency procedures/Evacuation procedures. • UCAS event organiser to alert UCAS incident management team • Staff, Student helpers, Exhibitors and visitors asked to remain vigilant at all times and report anything suspicious to the organisers office or venue security.
		2	2		
		3	3		
		4	4		

Hasilwood House
60 Bishopsgate
London EC2N 4AW
Tel: 020 7847 8670
Fax: 020 7847 8689



TO WHOM IT MAY CONCERN

14th July 2017

Dear Sir/Madam

**UNIVERSITY OF LINCOLN
AND ALL ITS UK SUBSIDIARY COMPANIES**

We confirm that the above Institution is a Member of U M Association Limited, and that the following covers are currently in place:-

1. EMPLOYERS' LIABILITY

Certificate No.	Y016458QBE0117A/T104
Period of Cover	1 August 2017 to 31 July 2018
Limit of Indemnity	£25,000,000 any one event unlimited in the aggregate.
Includes	Indemnity to Principals
Cover provided by	QBE Insurance (Europe) Limited and Excess Insurers.

2. PUBLIC AND PRODUCTS LIABILITY

Certificate of Entry No.	UMT104/13
Period of Cover	1 August 2017 to 31 July 2018
Includes	Indemnity to Principals
Limit of Indemnity	£25,000,000 any one event and in the aggregate in respect of Products Liability and unlimited in the aggregate in respect of Public Liability.
Cover provided by	U M Association Limited and Excess Cover Providers led by QBE Insurance (Europe) Limited

If you have any queries in respect of the above details, please do not hesitate to contact us.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Susan Wilkinson'.

Susan Wilkinson
For U M Association Limited



U M Association Limited
Registered Office: Hasilwood House, 60 Bishopsgate, London, EC2N 4AW
Registered in England and Wales No. 2731799

UoL - Visitor Wi-Fi



If you are a visitor or self-registered guest, please follow the steps below to connect to our Visitor Wi-Fi access point.

Select the wireless network **"UoL - Visitor"**, a browser window will automatically open which instantly redirects to a University of Lincoln landing page.

Note: If for any reason the browser window does not automatically appear, manually open a browser and browse to any website, the redirection to uolvisitor.lincoln.ac.uk should then occur automatically.



Creating an account

1. On the main portal page, click on **"Create an account"** at the bottom of the page.
2. The **"Create account"** page appears (see right)
3. Fill in the required fields (First name, Last name and Email address) and (optionally) provide a phone number. Please ensure you supply a valid email address.
4. Read through the acceptable use policy and tick the box **"I agree to the terms and conditions"** if you are happy to proceed.
5. Click the **"Register"** button to continue.
6. The details for your newly created account are shown.
7. Click on the **"email me"** button to be emailed a copy of the credentials to the email address you provided, this will contain your password.
8. Check for the email on your phone.
9. Back on the main portal page, login with your new account.
10. On successful login, you are redirected to the University of Lincoln homepage and now have internet access.
11. Some users of older mobile devices may need to turn off their Wi-Fi to enable receipt of email via data network (e.g. 4G), once email received turn Wi-Fi back on to access **UoL - Visitor**.

