STEP ONE- REGISTER

1. Use the link on the Festival website to access the on-line entry system and then select **New Users Signup Here**. Enter your email address in the required box, and again in the verification box, and click on **Register**.

2. You will receive an email to enable you to complete the registration process. Open the email and click on the link it contains.
You will see the Complete registration panel. Complete your registration with all the required details.

3. Once you have chosen which type of user you are the system functions for you in the best way. You can select more than type.

Entrant	*Parent/Guardian*	*Teacher*
to enter yourself into one or more classes	to make entries on behalf of your child or children	- For teacher (or support staff), tutor, mentor or musical director making entries for students

4. Confirm your acceptance of the Terms and Conditions and Privacy Terms of RunMyFestival.

Click on **Register**. The system confirms registration is complete.

Click on **Login**. In the Welcome panel displayed, enter the email address and password you specified earlier in the process, and click on **Login**.

STEP TWO- ENTRANT INFORMATION

Entrant   go directly to STEP THREE.

Parent/ guardian & *teacher*   Select the **Entrants** menu.
Select **New** to create an individual record for each solo and duet/duologue entrant. (Selecting **Upload Individuals** followed by **Download Individuals Template** will allow you to put the details on a csv file which has instructions at the top and then save to the system).

Teacher To enter choirs, bands, ensembles, group acting and speaking select
Group by Size from the **Entrants** menu. If you are entering more than one group in same class please give them different names eg "Academy A", "Academy B"……(There is also a csv upload for this)

STEP THREE- CLASS ENTRY

SOLOS	DUETS/DUOLOGUES	GROUPS
	From the **Entrants** menu select **Group with people.** From the available individuals select two. **Save**.	
Click the **Enter Festival** beside the name of entrant	Names will appear together in list of entrants. Click **Enter Festival**	Click the **Enter Festival** beside the name of group

Locate the class you require, by searching for a specific class number or selecting a section using the drop-down box.

After clicking **Add to Basket** you may be asked to provide additional information – e.g. own choice details, before the entry is added to basket.

To place further entries for this person, click on **Select a Different Class**. To place entries for a different entrant, click on **Select Another Entrant**.

If you wish to enter a significant number of classes, perhaps for several entrants, you can do so in more than one log-on session. Any entries created will remain in your basket awaiting checkout, and will be available to view, change, delete or add-to when next you log-on.

STEP FOUR- CHECKOUT

On clicking **Checkout** or **Basket** you will see a summary of the classes entered and the total entry fees. If any of the entries are incorrect, you can remove them individually by clicking on the recycle bin, or remove them all by clicking **Empty Basket**. If you wish to complete your entry and pay, click on **Checkout**.

If you have entries in more than one section you will see a list of section entries.. If you are ready to pay for all sections, click on **Continue**. If you wish to leave any in your basket for possible changes, click on the symbol next to **Ready For Checkout**. The entry will be highlighted in orange. Only those sections highlighted in green will be checked-out. Click on **Continue**.

STEP FIVE -PAYMENT

The system displays the entries for which you'll be paying now. You must tick the boxes to accept Terms and Conditions and compliance with our Child Protection Policy.

Click on **Proceed to Payment** and select the method of payment.

If you choose Paypal, please ensure you read the explanation of our use of Paypal. Click on the Checkout with PayPal. This will transfer you to the PayPal system. Once you have provided the required information to pay click **Close** and you will be back with the on-line entry system.

After payment you will see confirmation of your completed entry.

STEP SIX- CONFIRMATION

You will receive an email confirming your successful entry. Note that you should quote the entry form number given at the foot of the screen in any correspondence with the festival. Click on **Log Out.**

Since you are now a registered system user, when next you log-in (perhaps to review your entries or create more) you should log-in via the **Existing Users Log In Here** section.

AND

CANCEL usually takes you back a step- You will not lose everything!
Please do not use your browser's back button as you may get inconsistencies. Instead always use the button or menu options to navigate the system.

If you encounter problems when using the system and cannot resolve them, please contact the Festival via our Contact page on the website and we'll do our best to help.