Online entry system for
Croydon Performing Arts Festival

Welcome to CPAF 2022! We are delighted to be back.

This year, all entries are to be placed on the online entry system (Run My Festival). We hope that you'll be familiar with the system, but as a reminder, and a starting-point for anyone new, here's a little guide.

If you find yourself stuck during the entry process, <u>please have a read through this guide, before making contact</u>. We hope that most of your questions will be answered here, and so you'll be able to continue and place your entry quickly. If you do need to email us, please remember that we are all volunteers and run the Festival around our day jobs. We do endeavour to get back to you as soon as we can, but it might not be immediate.

1. **Logging on**
   - If you have forgotten your password, or your password doesn't work, please request a new password. When you come back to enter the new password, delete the old one from the box, delete your recent history/cache etc., and then put in the new one, this should then work first time.

2. **Your homescreen**
   - The first page you will see will be your list of entrants, all those who you have already put in the system, with their date of birth and age etc. (If you're new to RMF, it will be blank.)
   - If there are entrants who you no longer teach and will not be entering the Festival again, then you can delete them (useful if you have a long list that goes over more than one page). There is a delete button at the far right of the screen by each entrant's name.

3. Entering individuals for solo classes
   Step 1: add the individuals, performers

- You need to input all your students who wish to take part in the Festival.
- Entrants – new – individual.
- (If you are to perform, chose Entrants – new – make me an entrant.)
- Input all the performer's details: full name, gender, date of birth, permission for official photographer.
- At the bottom of the screen, you will see another panel about age cut-off dates. **Do not touch this box. (pictured below)**
- Press the green "save" button.
- Repeat this process for all entrants who are entering solo classes.
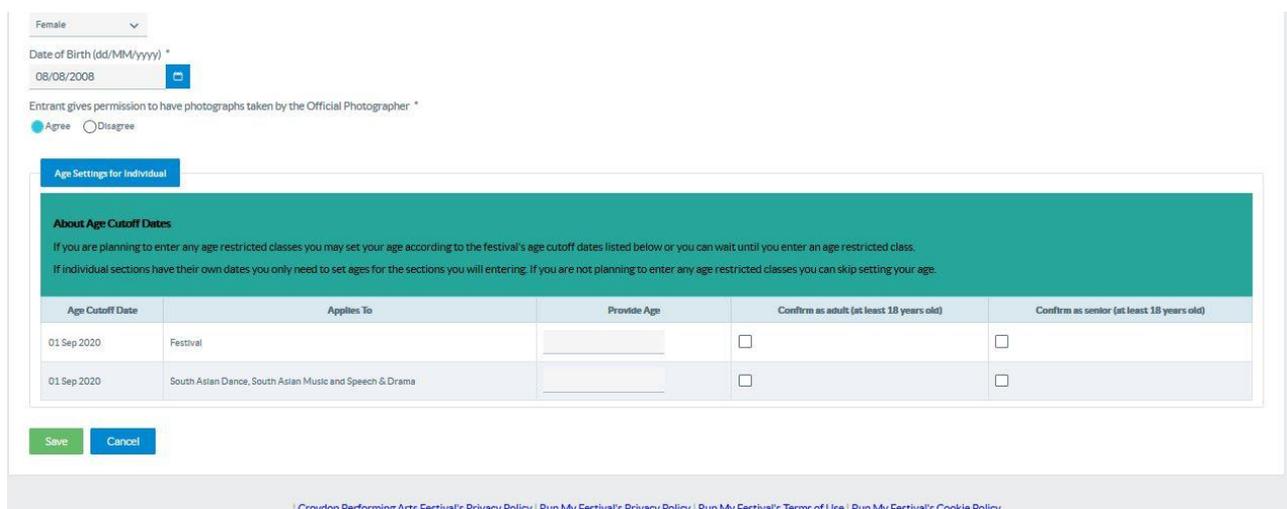
4. Entering individuals for solo classes
   Step 2: enter them

- Use the green "enter" button on the left of the individual's name.
- Search for the section and class (or put in the class number), follow the steps to enter as many classes as required for the individual.
- Repeat for all other individuals.

- Each time you return to the home page (list of all the entrants), you will now see how many entries you've submitted for each individual, and how many entries are in your basket (shopping trolley, top right of screen).

5. **Entering duets, trios, quartets**
   Step 1: add the performers as individuals
- Ensure that all performers for these classes have been added as individuals. (Follow the steps above under point 3.)

6. **Entering duets, trios, quartets**
   Step 2: add the duet, trio or quartet
- Entrant – new – group with people.
- **Leave the name of the group blank** (it will be automatically generated with the performers' names)
- Choose the performers from the box on the left and move them into the box on the right, and save.
- This group will now show up in your list of entrants.
- Repeat for all duets, trios and quartets.

7. **Entering duets, trios, quartets**
   Step 3: enter them
- Use the green "enter" button on the left of the duet, trio or quartet's name.
- Search for the section and class (or put in the class number), follow the steps to enter as many classes as required for the group.
- Ensure that you have chosen the correct age class for all the performers.
- Repeat for all groups.
- Each time you return to the home page (list of all the entrants), you will now see how many entries you've submitted for each individual and these groups, and how many entries are in your basket (shopping trolley, top right of screen).

By setting up them up and entering in this way, all performers' names will appear on the certificate.

8. **Entering groups (5 or more performers)**
   Step 1: add the group
- Entrant – new – group by size
- Name your group — **DANCE SCHOOL/SCHOOL/GROUP name** — and input the number in the group.
- This group will now show up in your list of entrants.
- Repeat for all groups.

Please do not set up groups of 5 or more performers as a group with people and then selecting all the performers. Not only does this make work for us in changing everything on

the paperwork, **it clogs up the system and will slow you (and us) down, making the process very difficult.**

9. **Entering groups**
   Step 2: enter the group
- Use the green "enter" button on the left of the group's name
- Search for the section and class (or put in the class number), follow the steps to enter as many classes as required for the group.
- Ensure that you have chosen the correct age class for all the performers.
- Repeat for all groups.
- Each time you return to the home page (list of all the entrants), you will now see how many entries you've submitted for each individual and all groups, and how many entries are in your basket (shopping trolley, top right of screen).

10. **To check out and pay**
- When have placed all your entries, click on the shopping trolley, top right of screen.
- Check all your entries are correct now (names, classes etc.).
- Proceed to checkout and follow the instructions on screen.
- Payment is via **PayPal**. Follow the instructions on screen. If you do not have a PayPal account, you will be able to pay with a **debit or credit card**.
- Payment will be accepted and you will receive an email confirmation from PayPal.
- To finish placing the entry, you will need to confirm that you have read various rules and policies etc.
- When the entry process is complete, you will receive an email confirmation from the system, giving an entry number, a list of the entries placed, marked payment received, and a copy of various policies.
  If you do not receive this email on the same day, please contact us asap.

11. **Changing an entry**
- You should be able to make changes until the entry deadline.
- If you are unable to do so, please, email info@croydonperformingartsfestival with your <u>name, entry number</u>, and <u>exact details</u> of what you would like changed, and we will do our best to assist
- Please remember that entry fees are refunded only if the Festival cancels the class.

12. **Performance licences DANCE**
- Forms will be attached to the entry-confirmation email with regards to performance licences. These forms are to be completed for **all dancers aged 16 or below** and must be returned by the date given. Failure to do so could result in the dancers being unable to perform on the day, which no one would like to happen.