

ONLINE STARDOM REGISTRATION GUIDE – IMPORTANT INFORMATION

- An entry may be completed by the competitor or their parent/guardian or teacher.
- Teachers or School representatives may submit entries on behalf of all of their students on a single Registration Form. If entering a school, select ‘School Representative’ as your user type.
- Students of one teacher and all members of the one family maybe entered on one Registration Form
- Duets/Duos and Trios are to be entered by one competitor only. ‘Confirm and lock in’ these entries.

Getting Started

- Go to the Lismore Eisteddfod webpage: www.lismoreeisteddfod.com.au and click on the “STARDOM/ENTRIES” tab at the top of the page
- Either LOG IN, if you already have these details from using Stardom before for another Eisteddfod or REGISTER as a new user. Your secure login will now be available for current and future eisteddfods.
- **Check and update your details for accuracy and administrative purposes.** The way in which a competitor’s name is spelt is what will appear in the final program.

How to enter

- From the list of eisteddfods, choose the Lismore Eisteddfod and click START ENTRY.
- Select the Discipline/s you wish to enter and all available Section/s will be visible. Tick the box on the left hand side of each section you wish to enter. If a teacher or parent is filling in the registration form and wish to enter multiple students on the same form, tick each section the students are entering. If multiple students/groups are entering the same section, the section still only needs to be chosen once. In the next pages of Stardom you can indicate there will be multiple students/groups in that section. Read the relevant rules for the sections you are entering via the schedule available on our website. When all relevant sections are chosen, press the green NEXT button.
- Add competitors to the sections by pressing the green ADD COMPETITORS button in the first section you have entered.
- **FOR SOLOIST COMPETITORS:** press the blue MANAGE COMPETITORS button. Press grey ADD NEW COMPETITOR button, and you will be asked for Competitor Full Name and Date of Birth. Then press UPDATE. Keeping pressing the ADD NEW COMPETITOR button and go through the same process until every competitor to be entered on that registration form (not just for that particular section) has been added. Then close Manage Competitors window.

- In the ‘Select Competitors to add’ window, all of your competitors for that registration form should be visible. For the particular section you are now entering, tick the competitors who you wish to enter into that section and then press the green + ADD button. You should now be back to the ‘Add Competitors to Events’ page and be able to see that the competitor/s you added are now entered in that particular section. Continue in same way until all competitors have been added to each section. Then press green NEXT button
- **FOR GROUP/SCHOOL COMPETITORS:** press the blue MANAGE GROUPS button. Press grey ADD NEW GROUP button and you will be asked for the name of the group. Then press UPDATE. Keeping pressing the ADD NEW GROUP button and go through the same process until every group to be entered on that registration form has been added. Continue in same way as the Soloist Competitor instructions after this and press green NEXT button.
NB: If entering a student for the HSC Section 1120, if a date of birth is asked for, you can create any birthdate if that is easier as the DOB is irrelevant to this section but part of the Stardom program for Solo competitors.
- PURCHASE EXTRAS page is where you can order a printed program (programs will be available on the website for download as well), competitor passes, season tickets, trophy donations and donations.
- There is a STARDOM administrative fee of \$2 per Registration Form (regardless of number of competitors). Disregard the red writing saying minimum required is 1, no other number can be added anyway. When completed press the green NEXT button. This takes you to a Disclaimer page asking if you have read the terms and conditions of the Lismore Eisteddfod.
- The next page is the payments page. This will show the cost of the sections entered, any extras ordered and the \$5 Lismore Eisteddfod Admin Fee per competitor for solos/ or per troupe or school entry form to cover such costs as copyright etc.
- Choose a method of payment. All methods will result in an invoice being emailed to the person who registers the form.
 - A) If paying by **Credit Card**, there is an extra 2% fee.
 - B) If paying by **Bank Deposit** the next page which comes up will have the Lismore Eisteddfod bank details of Lismore Musical Festival Society **BSB: 032 539 Account Number: 515506** as well as an invoice number which we ask that you include as your reference for your bank deposit. The invoice number starts with LMF200.....
 - C) Schools are able to pay by **Purchase Order** which will provide the school representative with an invoice emailed to the email address they provided and can be given to their school’s finance department. The next page after choosing Purchase Order will ask for a Purchase Order Number before allowing you to submit. Either write TBA or your School Name here and continue.
- Recheck all rules before completing payment
- Entries are only confirmed once payment has been received.

All details entered are secured with an industry accredited SSL certificate on a fully secured Server. All logins are required to have a password that is based on industry standard complexity. The only Eisteddfods that know of your existence are those that you have entered.

If you experience difficulty with your entry form or payment methods, please do not hesitate to contact

Lisa Pirlo

entries@lismoreeisteddfod.com.au

0434 997371.