# RWB Arts Festival

**To enter online for the RWB Arts Festival, please follow the instructions set out below:**

1. Click this link to access the online system: https://rwbartsfestival.runmyfestival.net/runMyFestival/security/welcome.jsf

2. If you are an 'Existing User', Login.

## Existing Users Login Here

Before logging in please note that Privacy Policies and Terms of Use have them before logging in.

- RunMyFestival's Terms of Use and
- RunMyFestival's Privacy Policy which covers what data we collect fi and
- RWB Arts Festival's Privacy Policy which covers what data RWB Ar and how RWB Arts Festival will use it

\* Indicates that the field is mandatory.

Email Address or User Name \*

Password \*

Login

I've forgotten my password

3. If you are a New User, you will need to create a RunMyFestival account. You will require an email address and you will need to set a password.

   Scroll to the bottom of the page and create an account.

Email Address *

Confirm Email Address *

**Register**

*This will prompt the system to send you a confirmation email from* [admin@runmyfestival.net](admin@runmyfestival.net)

ℹ **An email has been sent to the email address you provided. Please check your email for this message and use the link provided in the email to complete your registration.** ✖

*Use the link in the email to finalise the registration process.*
Attend to all boxes, e.g. data collection, setting a password, your contact details etc.

You will need to identify your role, teacher, parent, entrant: you can be more than one role.

## Profile types

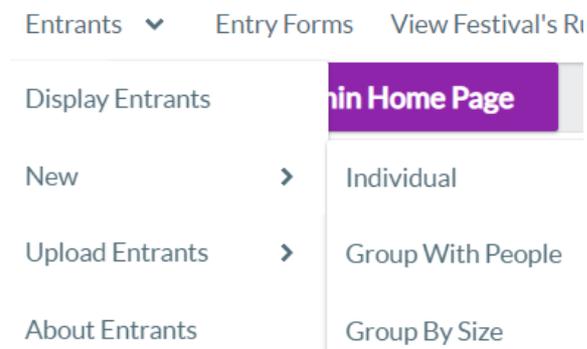Choose at least one of the following profile types taking care to read the purpose of each one.

☐ Entrant (Select this type if you are entering yourself into the festival)

☐ Organisation (Select this type if you are entering performers on behalf of a school or similar organisation)

☐ Parent/Guardian (Select this type if you are entering your children into the festival)

☐ Teacher (Select this type if you are entering your pupils into the festival)

Please also select marketing preferences, as this allows us to contact you to advise you about any Festival changes.

Click 'Register' button.

4. Once this is complete, you will then be taken back to the Login page.

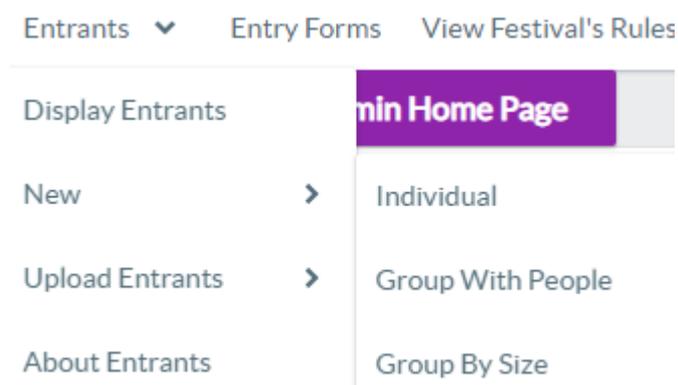5. You will now see a number of options displayed at the top of the page. Select entrants.



6. Select 'New' from the dropdown options.

7. Now select the type of Entrant you wish to create. Please note:

- Individual: this is a person performing on their own, who could be yourself, your child, or a pupil of yours
- Group with People: any group consisting of two or more named individuals such as a duet or a trio etc*
- Group by Size: a group that is known only by its name and whose members may change from day to day – such as a choir or community performing arts group

  *Please note: in order to add groups (duos and above,) you will need to have the individual entrants entered first. Once you have done that, you can then create the duo, by combining the two individuals into the pair. See the below two screenshots:

## Entrants - Details of Ensemble or Group With Named Members

Name

What is the name of the school that this ensemble or group comes from?

Select Members *

**Available Individuals**          **Members of Ensemble**

8. Fill in requested entry information (name, DOB, gender, disability access, permission for the entrant to photographed by DBS cleared Festival photographers (for social media or press releases). Pay attention to Age Settings as per the bottom of this page.
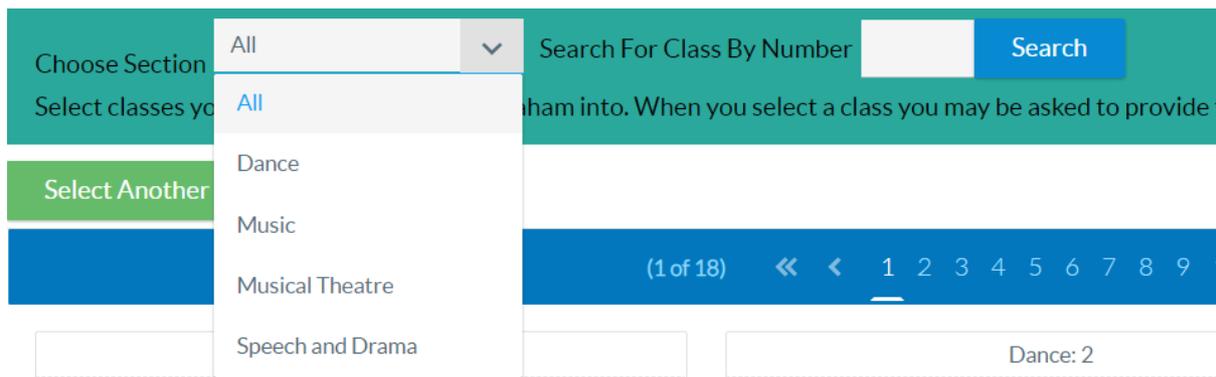
   Repeat for as many entrants as required.
   (This is a one-time only activity; you do not need to keep re-entering students from scratch each year. They will be available to you to just enter into their class choices year on year.)

9. To the left of each Entrant's name is a green 'Enter' button. Click this button select classes for that candidate, and to enter classes.

Click To Enter Festival

Enter

10. When the button is clicked, you will be taken to a page displaying the classes that are available

11. Use drop down menu to find section e.g. Music, Speech & Drama, Musical Theatre etc. or search by class no.
N.B. there may be a number of pages to scroll through in each section (the above screen shot shows Page 1 of 18 for example).

The below is an example of the user having searched for MT1 which returns this class.



12. Select 'Add to Basket' if this is your class of choice.

- If entering a number of students repeat for next entrant (from 5) until your entry is complete. You can alter or amend your entries by clicking on to the name.

**Notes about accompanists:**

Please specify if you require the Festival accompanist when submitting your forms online. N.B. there is no need to specify you do not require one.

**Notes about piece names:**

You do not need to specify your own piece names, but these will be needed on the day for the adjudicator.
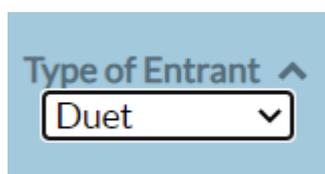
13. Once you have finished you will be directed to your basket so that you can check your entry and select payment type.

**<span style="color:red">Help I've made a mistake!</span>**

**Don't worry!** If you have made a mistake, and entered someone into the wrong class, please STOP. Do not try and fix, just drop us an email at RWBArtsFestival@gmail.com and we will help you.

**Helpful tips**

If you have lots of Entrants you can filter the list based on type or the name of the Entrant. To filter by type, select a type from the drop down in the first column's header below the 'Type' label, e.g. 'Duet' (solo/group etc).

If you want to find a specific Entrant you can type their name (first or second name only will both return results). The list will automatically redisplay shortly after you press your return/enter key.

| Type of User | Title | First Name ◇ | Surname ◇ |
| --- | --- | --- | --- |
| | | | |

You can also sort the list by various columns, using the up/down arrows next to the column label.

**Notes for Teachers and Organisations:**
Want to bulk upload your entrants? This is done by filling in details in a file that you can download and then load up again.

This upload facility is only for loading Individuals or Groups by Size. Each file contains instructions.

To load the Individuals in bulk:
1. Select Entrants from the top menu
2. Select Upload Entrants
3. Select Download Individuals Template
4. Open the file on your computer and follow the instructions
5. To load up the file of Individuals select Entrants from the top menu
6. Select Upload Entrants
7. Select Load Entrants File
8. Follow the instructions on the screen

Thank you! Good luck to all!



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