



Hamilton Eisteddfod

ENTRY INSTRUCTIONS

2017 Entries Open: Friday 20 January 2017

2017 Entries Close: Friday 24 March 2017

Entry to the Hamilton Eisteddfod is via the **Stardom** online entry system.

Please submit your entry following the steps below, by **Friday 24 March 2017**.

Late entries will not be accepted. Entry Fees are not refundable.

Before you enter:

1. Read about the upcoming Eisteddfod on the Hamilton Eisteddfod website. Please make sure you read the General Conditions for Eisteddfod, including any special conditions which apply to the discipline you are entering.
2. View the Hamilton Eisteddfod Schedule on the website, and make note of the sections you would like to enter (note: you will need to know the section number/s to complete your entry).

To register or login:

1. Go to the Stardom website: www.stardom.com.au.
2. Scroll down to the '**Stardom User Login**' section. The buttons will look like the examples below:



For existing users: click on 'Login' if you have previously created an account in Stardom or GENI (the previous version of this system). Enter your Stardom/GENI username and password to login.



For new users: click on 'Register' if you are a new user and have not previously created an account in Stardom or GENI. Complete the registration form to continue.

(Tip: Teachers should provide their school email address when registering, to ensure invoices reach the bursar/business administrator.)

Please remember your username and password – you will need these to login again in the future.

To submit your entry:

1. Once you are logged in (after creating an account, if this was your first visit), click on the '+ Create New Entry' button.
2. Scroll down the list of eisteddfods, and click on the green arrow button next to 'Hamilton Eisteddfod 2017 (Hamilton, VIC)'.
3. Navigate through the steps using the instructions displayed to you in the system. Below is some additional advice to guide you:

'Choose Sections' screen:	Select one or more competition sections on this screen which you would like to enter. Clicking on the ⓘ icon will provide more information about the section.
'Add Competitors' screen:	On this screen you will nominate an individual/duo/trio/group to enter into your selected sections. Clicking on the 'Manage Competitors' or 'Manage Groups' buttons will allow you to add new competitors. <i>Note: When entering groups please remember to name each group in the manner you would like the name to appear in the program.</i>
'Purchase Extras' screen:	Purchase printed programs on this screen, and book the official accompanist, if required. Please state the number of the section/sections where the accompanist is required (e.g. Section 108, 107, etc). The fee for the accompanist is charged per section.
'Confirm Payment' screen:	Confirm your entry on this screen, and payment details. The preferred method of payment is by Credit Card. Payment may also be made by Cheque or Direct Deposit. When using Direct Deposit please quote invoice number. <u>Please make cheques payable to:</u> The City of Hamilton Eisteddfod Inc. c/- The Secretary City of Hamilton Eisteddfod P.O. Box 342 Hamilton 3300

For further assistance:

Contact the Eisteddfod Committee at enquiries@hamiltoneisteddfod.org.au, or click on the 'Contact' link at the top of the Stardom website to fill in a support form. Always quote the invoice reference number when making enquiries. This enables us to find your entry quickly and efficiently.