

ON-LINE ENTRY SYSTEM

Our website www.carrickfestival.co.uk has been updated.

For our Festival please enter performers and make payment online. The online entry module has been developed by Run My Festival and is used by other festivals. It facilitates quicker processing, later closing dates and reduces the enormous workload for our dedicated secretaries. If you do not have access to the internet you can still post a Paper Entry.

CLOSING DATES

- The closing date for **Online Entries** and their payment is **20 FEB 2019**
- The closing date for **Paper Entries** and their payment is **20 FEB 2019**
- **Please note Entries cannot be accepted after the above date.**

ONLINE ENTRY

- Go to our website and click on the Enter tab – www.carrickfestival.co.uk
- You will be asked to register the first time you use the system

Once you have completed your registration, it is important that you complete Steps 1-3 first. You may complete this over various sessions, but it is imperative that you complete steps 1-3 below.

The on-line system will **not allow** a single entrant to enter a Duet, Trio, Quartet or Group class.

The system will also **not allow** an entry to a class if they are the incorrect age or gender for that class.

STEP 1 – Please complete this exercise in good time.

- Add your performers (the system calls them Entrants)
- Ensure you add their Date of Birth.
- Competition Ages are calculated on **1st May 2019**

STEP 2 - Please complete this exercise in good time.

- If you have Duets, Trio, Quartet go to NEW / GROUP BY NAME
- Add the two, three, or four names names

STEP 3 - Please complete this exercise in good time.

- If you are entering groups go to NEW / GROUP BY NUMBER
- Add name of Group e.g. "Anderson Team 1"
- Add number in the group e.g. 4, 15, 34 etc

Only when you have completed steps 1-3 proceed to step 4.

STEP 4

- Select the Classes for each Entrant and add to the basket.
- The on-line system will **not allow** a single entrant to enter a Duet, Trio, Quartet or Group class.
- The system will also **not allow** an entry to a class if they are the incorrect age or gender for that class.
- When finished go to Checkout.
- Online payment can be made using PayPal. There is a small charge for processing online payments, which will be added prior to payment.
- Payment can also be made by cheque. Cheques for online entries should be posted to the Music Secretary made payable to Carrickfergus Musical Festival Association. Post dated cheques will not be accepted.
- Entries are not accepted until payment has been made.
- At any stage, before payment, you can come back to your order and modify it prior to check out.
- After you have checked out you will receive a confirmation email detailing your entries.
- If you need help with operating the new system please contact the secretary
- For normal Class queries please contact the Music Secretary, details below.
- If it is a query regarding the timetable for the festival, please check with your Teacher.

MANUAL PAPER ENTRIES

- Paper Entry Forms for the Festival will be available from the Festival website, and for those who do not have online access, are available from the Music Secretary
- Return completed forms with payment to Music Secretary by **20 FEB 2019**.
- Cheques should be made payable to **Carrickfergus Musical Festival Association**. Post dated cheques will not be accepted.

Thank you for your co-operation.