

Instructions for using the Festival online booking and payment

PLEASE PRINT ON FIRST USE - YOU MAY NEED THEM


The application has been updated for touch screen tablets, but this is quite new. If you have problem, it may be necessary to use with a real keyboard and mouse. Please share any issues with me and I will inform the developers.

NB *If your group/ensemble is more than a few individuals, please enter using a group name rather than using the individuals names. This will then allow you to substitute within the group without having to amend your festival entry.*

ADD YOUR OWN ACCOMPANISTS AND ENTRANTS FIRST FROM THE TOP MENU

- 1) You can add yourself or named others as accompanists if you wish. This may help us with the scheduling, but we cannot promise to avoid all overlaps given the multitude of dependencies.
- 2) Add the individuals you wish to enter this year by going to 'New' and selecting from the drop down list that appears.
- 3) For Duets, etc you will need to add an ensemble. You can create ensembles from listed individuals, they must be created as individuals first. You can also create ensembles by size. Either way you can give the ensemble a short name – be imaginative if you wish. Complete the details needed in the box that then appears and click on 'Save'. Click on 'Cancel' if you make an error and start again.
- 4) Repeat for each individual/group/ensemble.


MAKE THE ENTRIES to CLASSES

- 5) From your list of entrants, chose one and click on the green 'Enter Festival' button.
Find the class
- 6) On the next screen
 - a) there is a pull down at the top of the dark green box to **choose section** and a **search for class** box and **Search** button.
 - b) in the panel below will be a list of the first classes in the whole festival.
 - c) If you know the number of the class you wish to enter please type this into the '**Search for Class**' box, press search and that class alone will be displayed in the panel below.
- 7) OR select the section you wish to enter from the '**Choose Section**' pull down and a full list of classes and their details will be displayed each in its own box.
- 8) The **blue bar** immediately (above the **Class Boxes** in the main panel) shows you
 - a) which page out of the total number of pages of classes for that section you are on;
 - b) you can select other pages by clicking on the **small blue arrows** or **page numbers**;
 - c) and to the right of this is a **number in a box** showing you how many classes are being displayed per page, you can change this by clicking on the **small black arrow** and selecting the number of classes to be displayed per page from the drop down list.*Select the Class and click on Add to Basket*
- 9) Once you have found the section and class you need, click on the blue '**Add to Basket**' in the bottom left of the **Class Box**
 - a) You will be prompted for an additional information require
 - b) If the class is age restricted you will be prompted to enter or confirm the age of the entrant.
 - c) if necessary please enter details of the own choice and any other information requested.
- 10) When complete then '**Add to Basket**'.
 - a) You will then see 1 entry in your basket (top right of your screen). If you are working on a small tablet or phone, the basket is hidden under a small icon () top right – just click on it to expose.

- b) and you will have the choice of Checking out; Selecting another class or changing entrant
- 11) From here you can make further entries (following the same procedure as above) into the same class, different classes in the same Section or search for another class
- 12) Once you have made all the entries you want to at this time you can either:-
 - a) **log off** and all your entries will be saved in your basket.
 - b) You will be alerted to any entries in your basket, that you have not yet checked out, when you next login;

NB these entries will be in draft and will not yet have been put into the Festival. They will only become completed entries once you checkout and fully pay for them.

Continue to Basket to CHECKOUT

- 13) Click on the *Trolley* icon (top right – or click  to see it) to view all entries you have made at this/previous session(s) that have not yet been checked out and paid for.
 - a) At this stage you can delete any entry by clicking on the 'blue bin' icon or
 - b) remove all entries by clicking on 'Empty Basket'; or
 - c) To go back and add further entries click on 'Cancel'.
- 14) To complete your entry click on 'Checkout', taking you to the next page where you
 - a) here you need to check the boxes to confirm you have read and agree to abide by Festival Rules.
 - b) and then click on the 'Proceed to Payment'
- 15) This takes you to the next page which explains about making your online payment through **Paypal**,
 - a) either as a guest (using any credit or debit card) or
 - b) by setting up/using an existing Paypal account.
 - c) Please follow the on screen instructions from this point.
 - d) **DO NOT Close the browser** until you are back in the Entry website. If you are not returned please contact us as the payment may not have been registered.
- 16) At the end of the booking process once online payment has been made you will get
 - a) an on screen message confirming your booking and payment;
 - b) and an email will be sent to you containing details of your entry and payment.
 - c) You will then be automatically returned to the Festival website www.hcfmsd.com

FOR HELP - If you have any difficulties with or further queries about our online booking and payment system please contact our coordinator, Derek Starling, at webmaster@hcfmsd.com