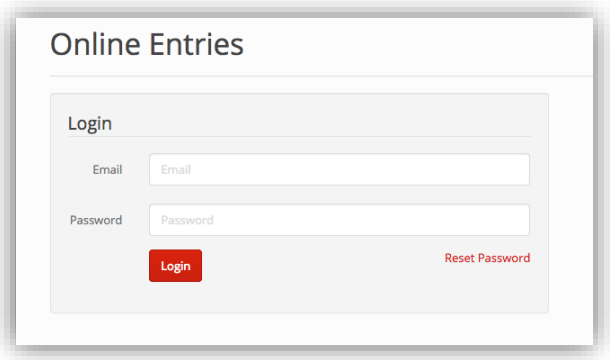
INSTRUCTIONS ON HOW TO ENTER ON LINE–
FOR PAF COORDINATORS



1. Getting Access

- Log in to

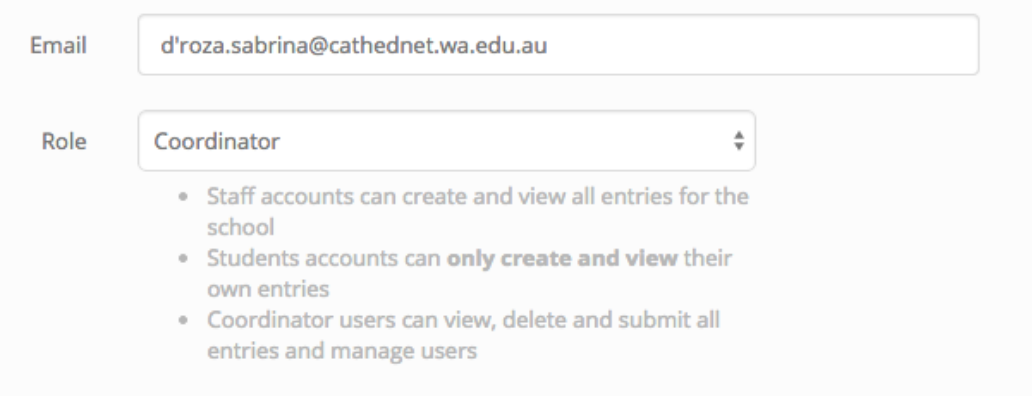
  http://festival.catholicarts.wa.edu.au

- Click on the 'Performing Arts Festival' tab & for On Line Entries 'Click Here'.

- **Log In Screen**: type in your email address & password.
  PAF Coordinators can use the same password as last year. If you have forgotten your password you can reset this online or if you are having difficulty contact the Catholic Arts Office staff (ph: 9241 5241) and you will be re-issued with a new password.
  If you are a new Coordinator to a school or you have transferred to a different school, you will be sent an email by the Catholic Arts Office with a new password.
- Similar to most online systems you will be able to update your personal details.

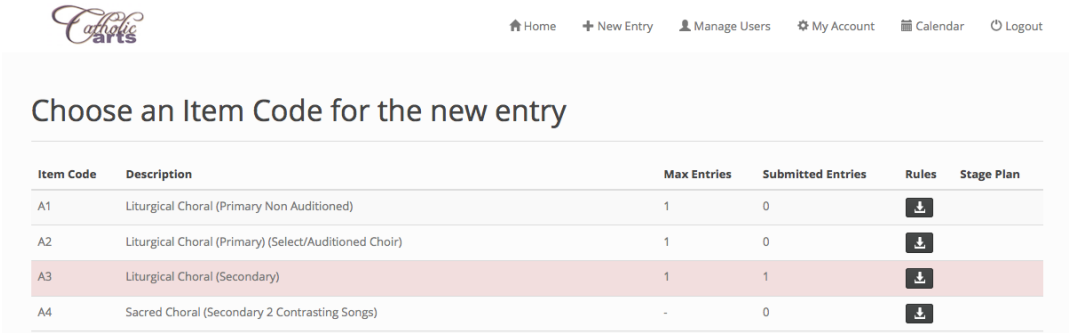
2. Managing Users

- As the School Coordinator you can also create additional user accounts automatically linked to your School. This enables selected Staff and Students to assist with the completion of entries. The list of users you added last year have remained on your account. You can delete any users no longer required or add different users.

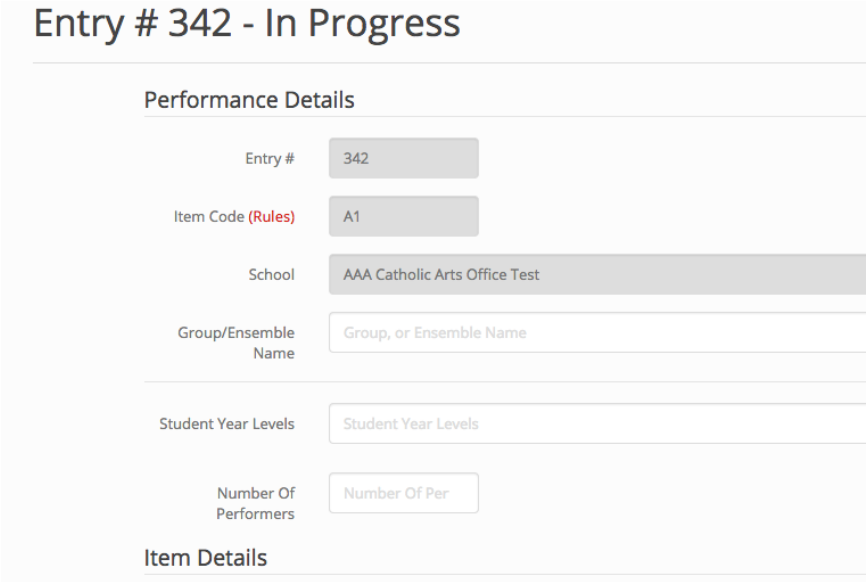


3. Entries

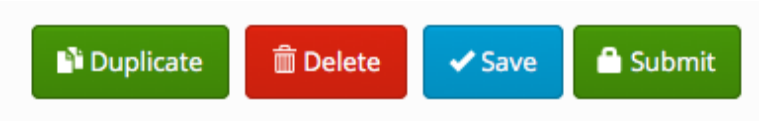
- Coordinators, Staff & Students can all create new entries. Just select "**New Entry**" from the top menu to get started.
- Select the **Item Code** you wish to complete.
- If you have submitted over the maximum entries permitted for this item they will show as red.



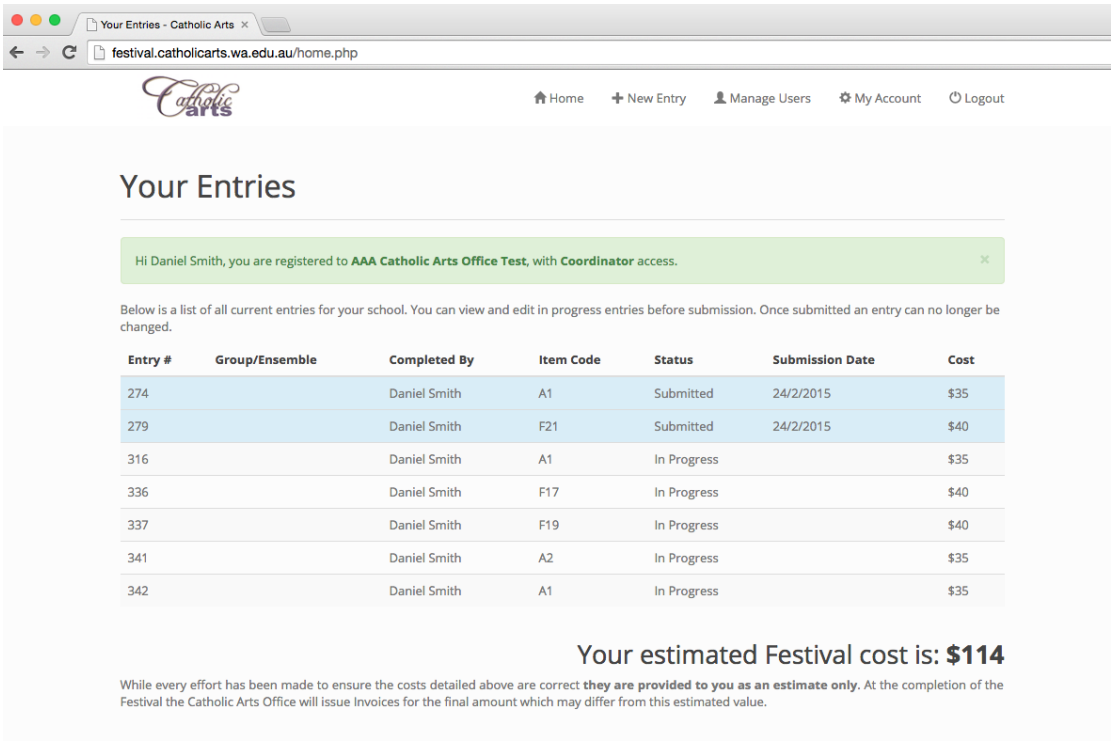
- You can now start to **fill in the entry form**.



- Entry forms can be partially completed and saved for later. Students can even partially complete an entry and have a Staff member or Coordinator review and complete the form another time.
- You can select any entry in the system and duplicate it. Once duplicated go back to the home screen and change any details required.



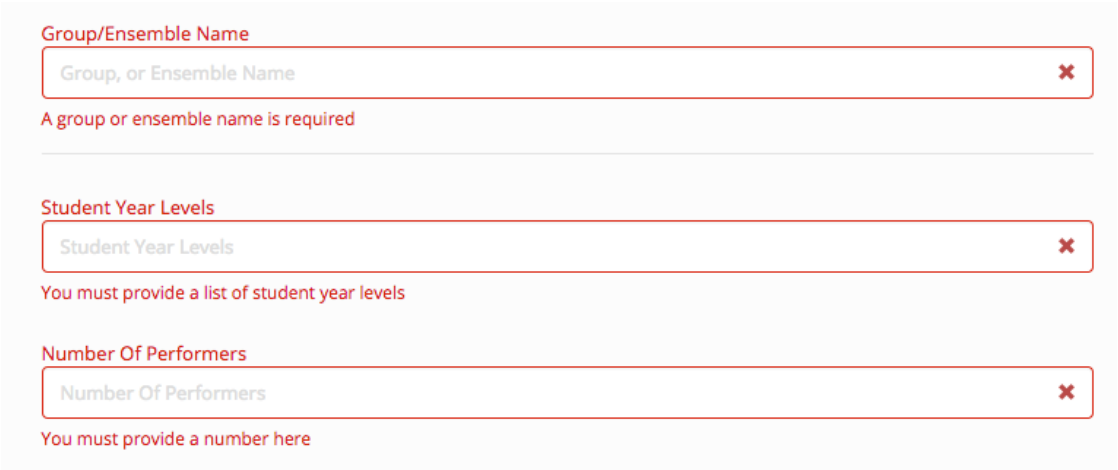
The home screen displays all entries in the system (both "In Progress"and "Submitted") so you can find a previously saved entry, or review a submitted entry.



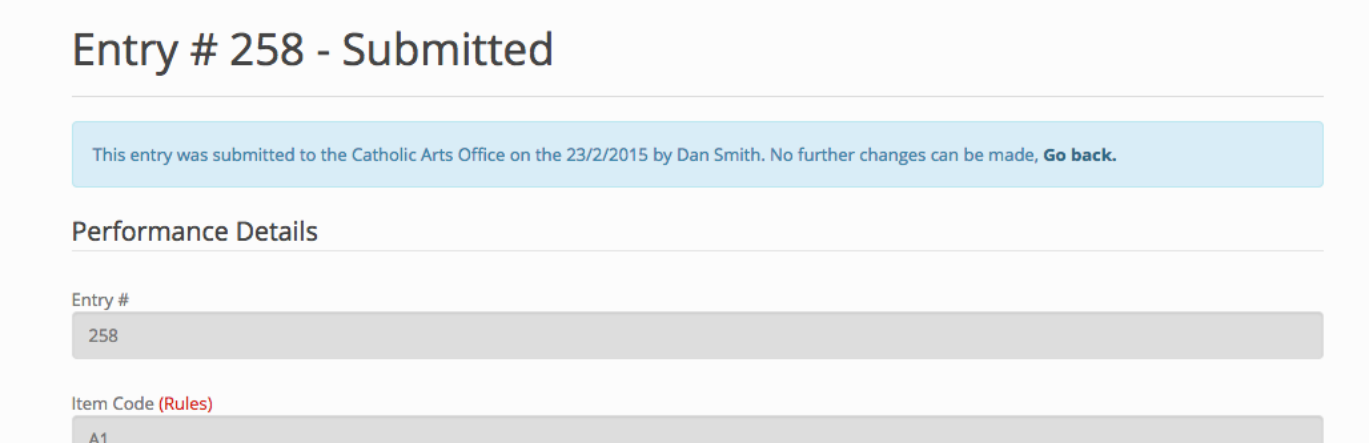
- Access to entries differs depending on the user type:
  - Student accounts can **ONLY create, view and save their own Entries.**
  - Staff accounts **can create, view and save all entries for the school**, enabling them to check up on students' entry progress or correct any mistakes.
  - Coordinators can create, view, save **and submit entries** for the school. This enables the Coordinator to ensure only correct entries are submitted.

4. Submission of Entries

- When it comes time for the Coordinator to submit an entry the website will review your inputted data and show any errors. You will be prevented from submission until the errors are corrected.



- **Once Submitted no further editing is possible**. You can still review, print or even email the entry from the website for your records.



MUSIC AND STAGE PLAN SUBMISSION

For All Sections Requiring Music Scores and Stage Plans these Must be Submitted by:

Friday 24 May 2019

Please use Registered Post or Courier Service to deliver your music to:

Catholic Arts Office
Newman Siena Centre
33 Williamstown Road
DOUBLEVIEW WA 6018

Remember to write on the first page of the music score only:

- Performer's Name
- Section Code
- Name of School
- Mark the Score as Adjudicator's Copy

If the Music /Stage Plan is not received by the Due Date, the entry will be ineligible for an Award