

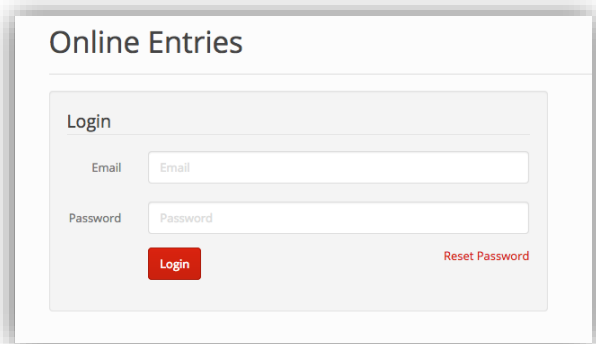
## INSTRUCTIONS ON HOW TO ENTER ON LINE— FOR PAF COORDINATORS

### 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.

A screenshot of a web browser showing the 'Online Entries' login page. The page has a white background with a grey border. At the top, it says 'Online Entries'. Below that is a 'Login' section with two input fields: 'Email' and 'Password'. To the right of the 'Password' field is a red link that says 'Reset Password'. At the bottom of the login section is a red button with the word 'Login' in white text.

## 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.

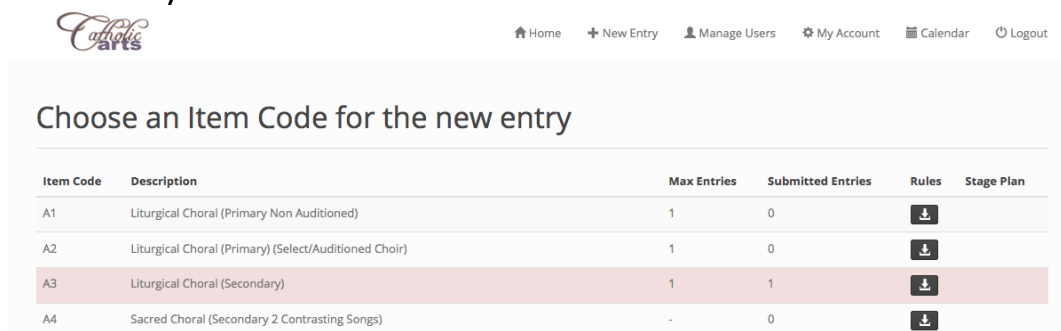
Email

Role

- Staff accounts can create and view all entries for the school
- Students accounts can **only create and view** their own entries
- Coordinator users can view, delete and submit all entries and manage 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.



Choose an Item Code for the new entry

Item Code	Description	Max Entries	Submitted Entries	Rules	Stage Plan
A1	Liturgical Choral (Primary Non Auditioned)	1	0		
A2	Liturgical Choral (Primary) (Select/Auditioned Choir)	1	0		
A3	Liturgical Choral (Secondary)	1	1		
A4	Sacred Choral (Secondary 2 Contrasting Songs)	-	0		

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

### Entry # 342 - In Progress

---

**Performance Details**

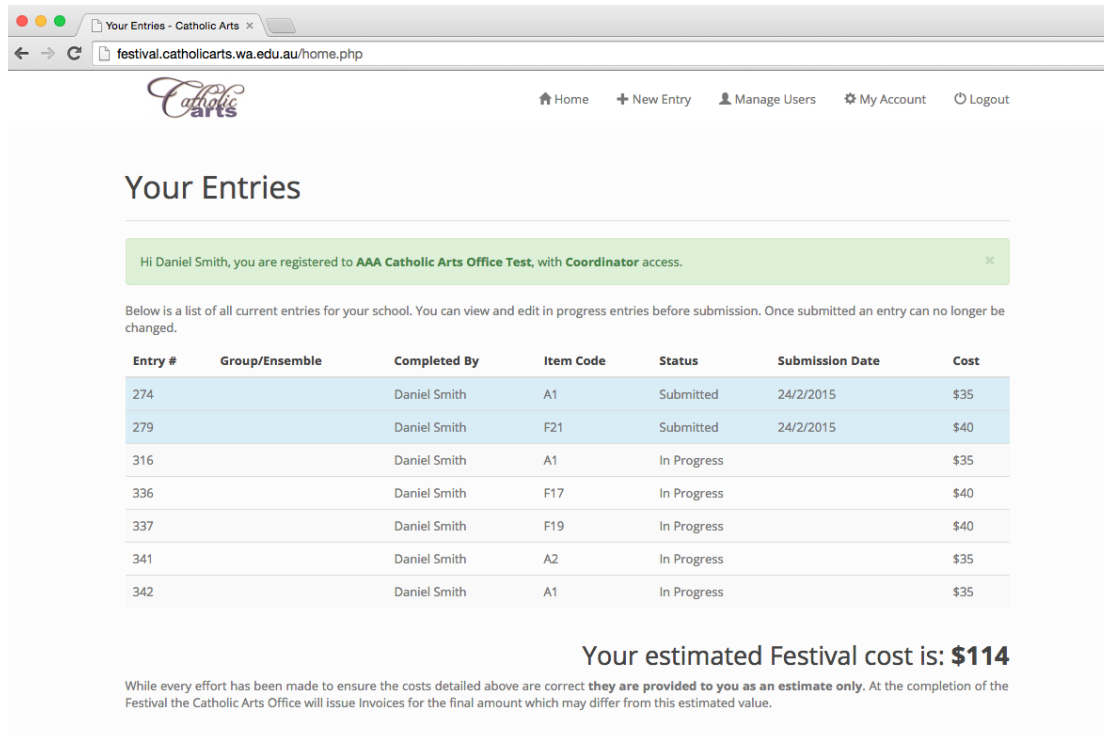
Entry #	<input type="text" value="342"/>
Item Code (Rules)	<input type="text" value="A1"/>
School	<input type="text" value="AAA Catholic Arts Office Test"/>
Group/Ensemble Name	<input type="text" value="Group, or Ensemble Name"/>
Student Year Levels	<input type="text" value="Student Year Levels"/>
Number Of Performers	<input type="text" value="Number Of Per"/>

**Item Details**

- 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.



Hi Daniel Smith, you are registered to **AAA Catholic Arts Office Test**, with **Coordinator** access.

Below is a list of all current entries for your school. You can view and edit in progress entries before submission. Once submitted an entry can no longer be changed.

Entry #	Group/Ensemble	Completed By	Item Code	Status	Submission Date	Cost
274		Daniel Smith	A1	Submitted	24/2/2015	\$35
279		Daniel Smith	F21	Submitted	24/2/2015	\$40
316		Daniel Smith	A1	In Progress		\$35
336		Daniel Smith	F17	In Progress		\$40
337		Daniel Smith	F19	In Progress		\$40
341		Daniel Smith	A2	In Progress		\$35
342		Daniel Smith	A1	In Progress		\$35

Your estimated Festival cost is: **\$114**

While every effort has been made to ensure the costs detailed above are correct they are provided to you as an estimate only. At the completion of the Festival the Catholic Arts Office will issue Invoices for the final amount which may differ from this estimated value.

- 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.

Group/Ensemble Name  
 ✕  
A group or ensemble name is required

Student Year Levels  
 ✕  
You must provide a list of student year levels

Number Of Performers  
 ✕  
You must provide a number here

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

## Entry # 258 - Submitted

This entry was submitted to the Catholic Arts Office on the 23/2/2015 by Dan Smith. No further changes can be made, [Go back](#).

### Performance Details

Entry #

258

Item Code *(Rules)*

A1

# **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