HOW TO ENTER USING RUN MY FESTIVAL

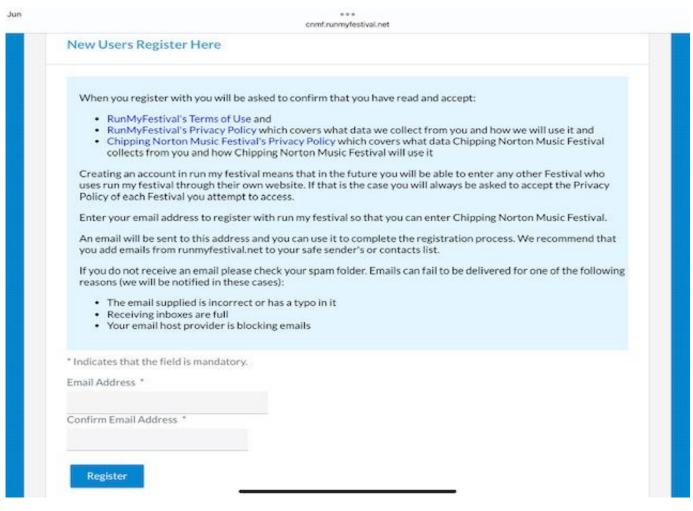
Run My Festival is an online entry portal that is utilised by many Music, Speech and Drama Festivals up and down the country, that enables you to have one login for the system that then enables you to enter any festival using the same log ins and passwords. If you are new to the entry system you will first have to create an account. The system works best on either a desktop/laptop or tablet but is less user friendly if on a smart phone (if using a smartphone it is best used in landscape format)

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1. Creating an account

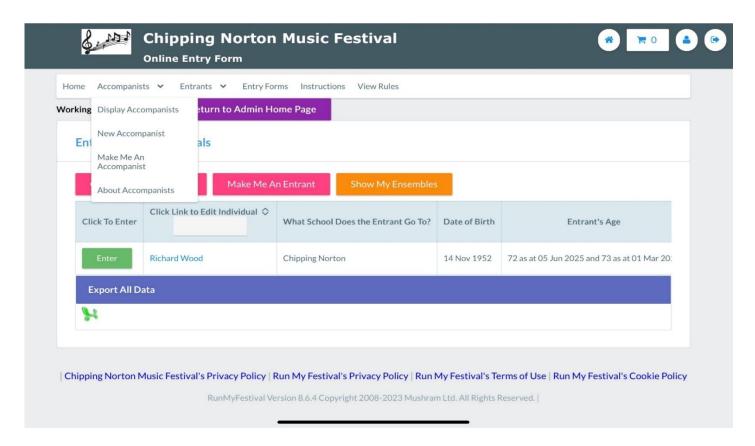
If this is your first time using *RunMyFestival*, you will need to create an account. Add your email address, twice, then click the link in the confirmation email you receive. You will then be able to set up your account, add your contact details, and create a password:



You can enter multiple individuals, ensembles, choirs and duets using a single account and if you enter another festival, you can use the same account details.

2. Set up your accompanist (if applicable) If you are accompanying a performer you are entering, or you are bringing your own accompanist, please set this up before you make any entries. You can do this by going to the top menu and selecting 'New Accompanist' or if it is yourself then select "Make me an Accompanist"

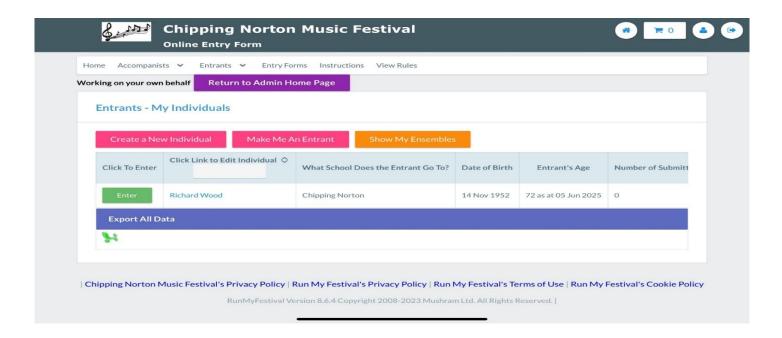
If you chose one of the Festival Accompanists, then these will appear when you enter a relevant class. (Please note we do not make an admin charge for accompanists, but you will need to arrange terms with them beforehand)



Add their name and click save.

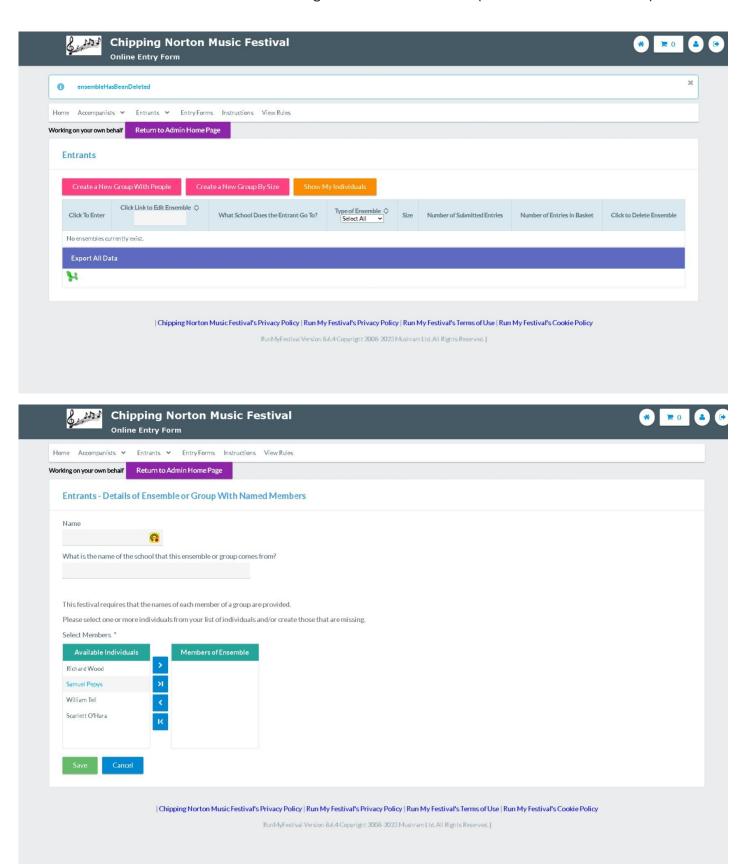
3. Adding individuals to RMF

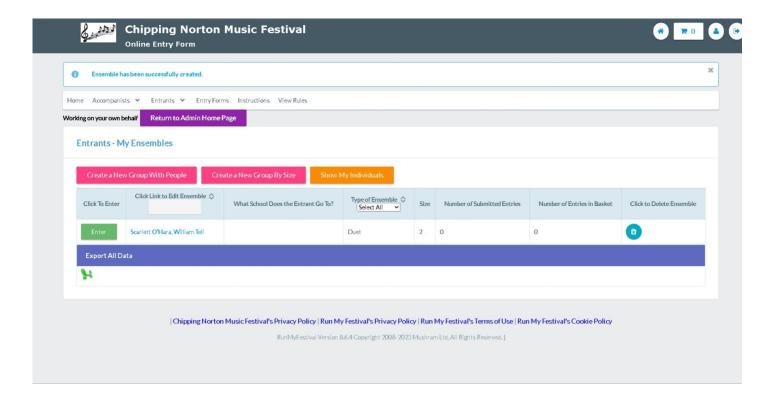
If you are entering individuals in solo classes, simply click 'Create New Individual'. Complete the performer's details, including name, date of birth, school where required and address details then click "save" at the bottom of the page.



4 Adding Duets or Ensembles by Name to RMF (ie Samuel Pepys and Jonny Walker)

First, add the individual members of the ensemble as individual entrants, as per the instructions in 3 above. Then click on the orange 'Show My Ensembles' button. Click the pink 'Create a New Group with People' button, then add the individuals to the ensemble using the blue arrow buttons (leave the Name box blank). Click save:



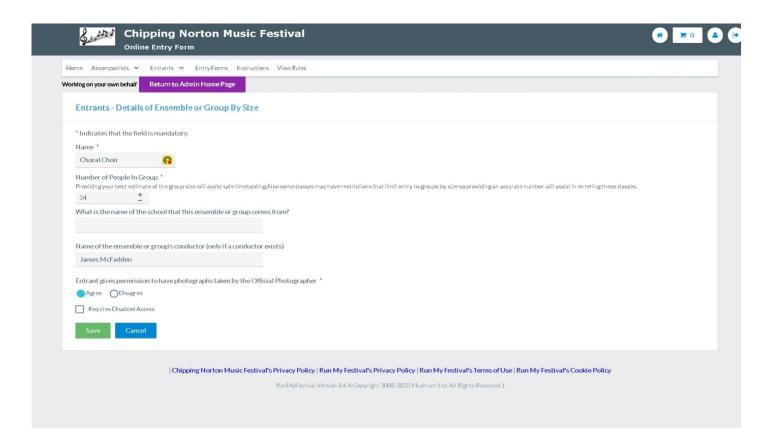


You can then enter the group as a duet or ensemble following the instructions for individuals at 6 below by clicking the green 'Enter' button:

5 Adding Ensembles or Groups by Size to RMF (ie Choirs or Ensembles with a name eg Kitchen Choir or The Trumpet Ensemble)

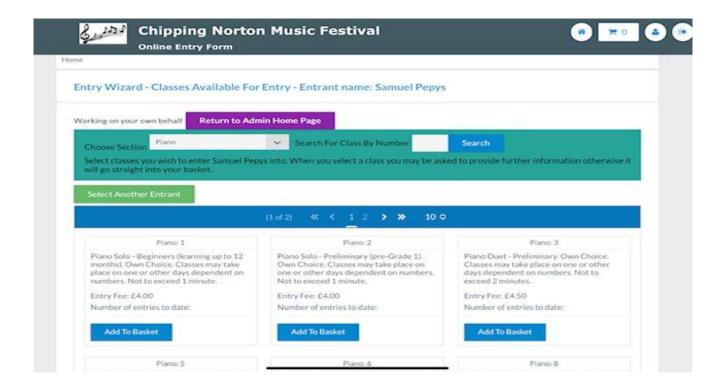
Click on the orange 'Show My Ensembles' button, then the pink 'Create a New Group By Size' button: Complete the details for the name of the ensemble, the number of performers in the group, and if applicable the name of the conductor or director:

You can then enter the named ensemble or choir following the instructions for individuals at 6 below

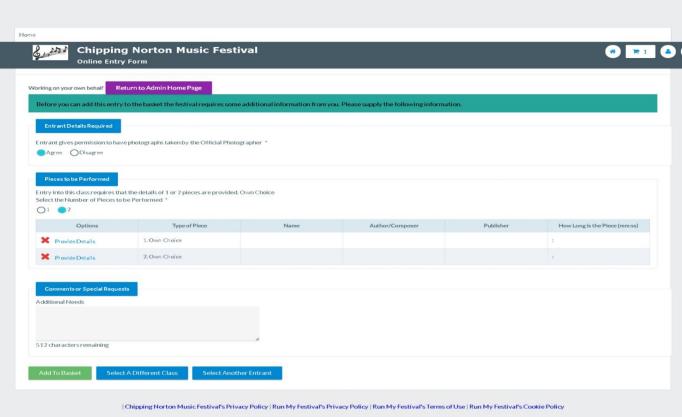


6. Entering a Class on RMF

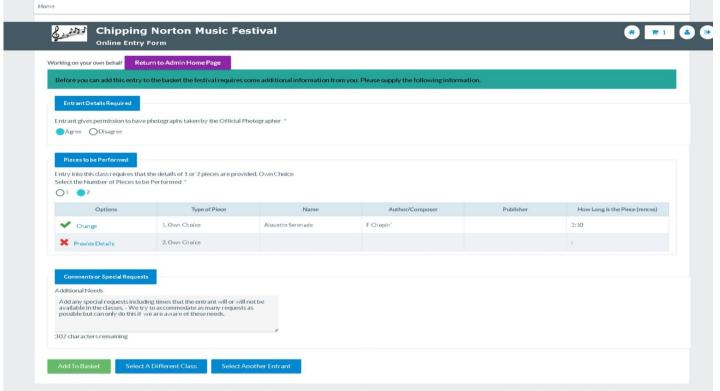
To enter a class, click the green 'Enter' button next to the name of the individual, group or ensemble. A screen will appear with a list of all classes – you can search for a class by each section – ie Piano, Choirs etc, or if you know the class number it can be searched for using this. Select the class in which you wish to enter by selecting the blue "Add To Basket" button.



The next screen as below will appear. Select how many pieces will be performed. Click 'Provide Details' to input the titles and composers and the length of the items being performed. If you have any needs or requests these should be entered in the "Comments or Special Requests" box. On completion, remember to click 'Complete Piece Details'. When all the information has been added, click 'Add to Basket':



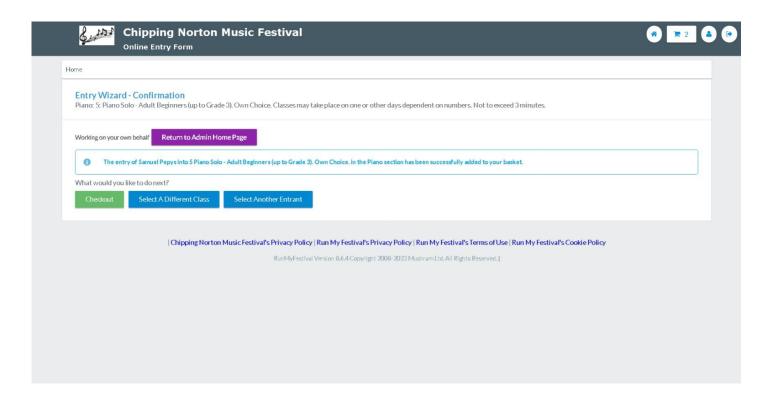
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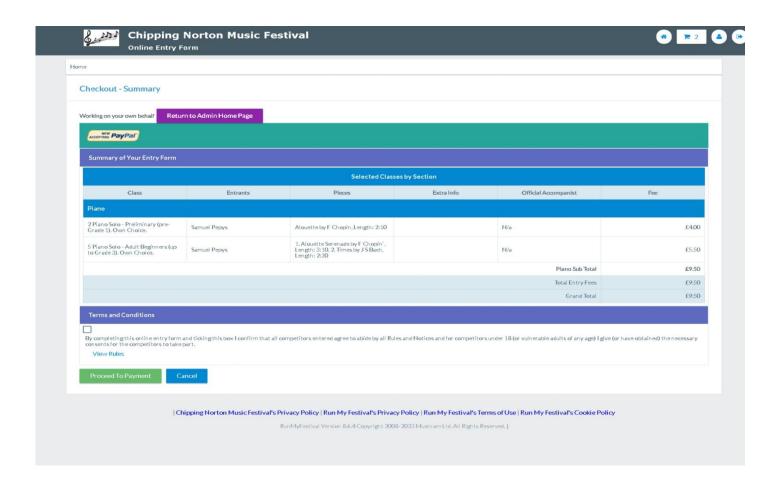
|Chipping Norton Music Festival's Privacy Policy | Run My Festival's Privacy Policy | Run My Festival's Terms of Use | Run My Festival's Cookie Policy | Run My Festival's Terms of Use | Run My Festival's Cookie Policy | Run My Festival's Terms of Use | Run My Festival's Cookie Policy | Run My Festival's Terms of Use | Run My Festival's Cookie Policy | Run My Festival's Terms of Use | Run My Festival's Cookie Policy | Run My Festival's Terms of Use | Run My Festival's Cookie Policy | Run My Festival's Terms of Use | Run My Festival's Cookie Policy | Run My Festival's Terms of Use | Run My Festival's Cookie Policy | Run My Festival's Terms of Use | Run My Festival's Cookie Policy | Run My Festival's Terms of Use | Run My Festival's Cookie Policy | Run My Festival's Terms of Use | Run My Festival's Cookie Policy | Run My Festival's Terms of Use | Run My Festival's Cookie Policy | Run My Festival's Terms of Use |

7. Emptying your Basket in RMF

When you have completed an entry for a class, it will appear in your basket, accessed by the blue button in the top right-hand corner of the screen. You can add multiple entries to the basket before checking out: As seen in the screen shot below you can select another entrant or add another class to the existing entrant.

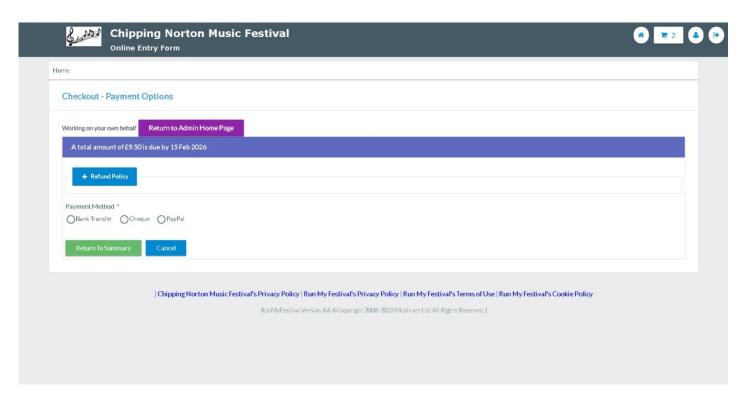


Click 'Checkout'. You will then need to tick to say you have read and accepted the Festival Regulations:

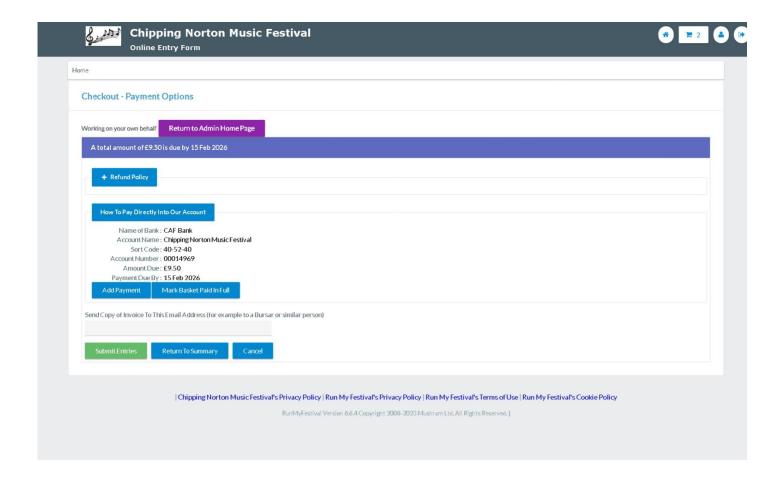


8 Payments in RMF

Click 'Proceed to Payment' where you can select pay by Bank Transfer, (This is not done within the RMF process – you have to go to your own banking online to make the payment) Cheque or PayPal. Please note that you <u>do</u> <u>not</u> need a PayPal account and you must tick this box if you want to pay by Credit/Debit Card or Apple Pay.



Note: PayPal is the only method that uses online instant payment via the PayPal app or portal. If you pay by BACS then you need to go to your own banking app/portal and make the payment immediately after completing your entry.



Once you have completed the checkout and payment process, you will receive a confirmation of your entry both on screen and by email. – we will also get a copy and notification of the entry.

If you have opted to pay by Bank Transfer, our details are to be found on the confirmation, and we would respectfully ask you to make payment at the time of entry. Please use the CNMF**** unique reference number when paying via BACS so that we can allocate this to your entry. No places are secure in the Festival until payment has been received.

9. Making changes to your entries

You can log back into your account at any time up until the closing date to make changes to your entries, for example, updating piece details etc.