

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:

The screenshot shows a web browser window with the URL `cnmf.runmyfestival.net`. The page has a blue header with the text "New Users Register Here". Below the header, there is a light blue box containing the following text:

When you register with you will be asked to confirm that you have read and accept:

- RunMyFestival's Terms of Use and
- RunMyFestival's Privacy Policy which covers what data we collect from you and how we will use it and
- Chipping Norton Music Festival's Privacy Policy which covers what data Chipping Norton Music Festival collects from you and how Chipping Norton Music Festival will use it

Creating an account in run my festival means that in the future you will be able to enter any other Festival who uses run my festival through their own website. If that is the case you will always be asked to accept the Privacy Policy of each Festival you attempt to access.

Enter your email address to register with run my festival so that you can enter Chipping Norton Music Festival.

An email will be sent to this address and you can use it to complete the registration process. We recommend that you add emails from runmyfestival.net to your safe sender's or contacts list.

If you do not receive an email please check your spam folder. Emails can fail to be delivered for one of the following reasons (we will be notified in these cases):

- The email supplied is incorrect or has a typo in it
- Receiving inboxes are full
- Your email host provider is blocking emails

* Indicates that the field is mandatory.

Email Address *

Confirm Email Address *

Register

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)

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Online Entry Form



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Display Accompanists

New Accompanist

Make Me An Accompanist

About Accompanists

Make Me An Entrant

Show My Ensembles

Click To Enter	Click Link to Edit Individual	What School Does the Entrant Go To?	Date of Birth	Entrant's Age
Enter	Richard Wood	Chipping Norton	14 Nov 1952	72 as at 05 Jun 2025 and 73 as at 01 Mar 2026

Export All Data



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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.

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Entrants - My Individuals

Create a New Individual

Make Me An Entrant

Show My Ensembles

Click To Enter	Click Link to Edit Individual	What School Does the Entrant Go To?	Date of Birth	Entrant's Age	Number of Submits
Enter	Richard Wood	Chipping Norton	14 Nov 1952	72 as at 05 Jun 2025	0

Export All Data



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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:



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ensembleHasBeenDeleted

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Entrants

Create a New Group With People

Create a New Group By Size

Show My Individuals

Click To Enter	Click Link to Edit Ensemble	What School Does the Entrant Go To?	Type of Ensemble	Size	Number of Submitted Entries	Number of Entries in Basket	Click to Delete Ensemble
			Select All				

No ensembles currently exist.

Export All Data



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Entrants - Details of Ensemble or Group With Named Members

Name



What is the name of the school that this ensemble or group comes from?

This festival requires that the names of each member of a group are provided.

Please select one or more individuals from your list of individuals and/or create those that are missing.

Select Members *

Available Individuals

Richard Wood

Samuel Pepys

William Tell

Scarlett O'Hara

>

>>

<

<<

Members of Ensemble

Save

Cancel

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Ensemble has been successfully created.

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Entrants - My Ensembles

[Create a New Group With People](#)
[Create a New Group By Size](#)
[Show My Individuals](#)

Click To Enter	Click Link to Edit Ensemble	What School Does the Entrant Go To?	Type of Ensemble	Size	Number of Submitted Entries	Number of Entries in Basket	Click to Delete Ensemble
Enter	Scarlett O'Hara, William Tell		Duet	2	0	0	

[Export All Data](#)

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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


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Entrants - Details of Ensemble or Group By Size

* Indicates that the field is mandatory.

Name *

Choral Choir 

Number of People In Group *

34  

Providing your best estimate of the group size will assist safe timetabling. Also some classes may have restrictions that limit entry to groups by size so providing an accurate number will assist in entering these classes.

What is the name of the school that this ensemble or group comes from?

Name of the ensemble or group's conductor (only if a conductor exists)

James McFadden

Entrant gives permission to have photographs taken by the Official Photographer *

☒ Agree ☐ Disagree

☐ Requires Disabled Access

[Save](#)
[Cancel](#)

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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 screenshot shows the 'Chipping Norton Music Festival Online Entry Form'. The header includes the festival logo and navigation icons. The main content area is titled 'Entry Wizard - Classes Available For Entry - Entrant name: Samuel Pepys'. Below this, there's a section for 'Working on your own behalf' with a 'Return to Admin Home Page' button. A search bar allows users to 'Choose Section' (currently set to 'Piano') and 'Search For Class By Number'. A green box instructs users to 'Select classes you wish to enter Samuel Pepys into'. Below this is a 'Select Another Entrant' button. A pagination bar shows '(1 of 2)' and page numbers. The main area displays a grid of class options:

Piano: 1	Piano: 2	Piano: 3
Piano Solo - Beginners (learning up to 12 months). Own Choice. Classes may take place on one or other days dependent on numbers. Not to exceed 1 minute.	Piano Solo - Preliminary (pre-Grade 1). Own Choice. Classes may take place on one or other days dependent on numbers. Not to exceed 1 minute.	Piano Duet - Preliminary, Own Choice. Classes may take place on one or other days dependent on numbers. Not to exceed 2 minutes.
Entry Fee: £4.00 Number of entries to date:	Entry Fee: £4.00 Number of entries to date:	Entry Fee: £4.50 Number of entries to date:
Add To Basket	Add To Basket	Add To Basket

Below the grid, there are labels for 'Piano: 5', 'Piano: 6', and 'Piano: 8'.

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':



Working on your own behalf

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Before you can add this entry to the basket the festival requires some additional information from you. Please supply the following information.

Entrant Details Required

Entrant gives permission to have photographs taken by the Official Photographer *

☒ Agree ☐ Disagree**Pieces to be Performed**

Entry into this class requires that the details of 1 or 2 pieces are provided. Own Choice

Select the Number of Pieces to be Performed *

☐ 1 ☒ 2

Options	Type of Piece	Name	Author/Composer	Publisher	How Long is the Piece (mm:ss)
Provide Details	1. Own Choice				:
Provide Details	2. Own Choice				:

Comments or Special Requests

Additional Needs

512 characters remaining

[Add To Basket](#)[Select A Different Class](#)[Select Another Entrant](#)[| 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](#)

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Working on your own behalf

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Before you can add this entry to the basket the festival requires some additional information from you. Please supply the following information.

Entrant Details Required

Entrant gives permission to have photographs taken by the Official Photographer *

☒ Agree ☐ Disagree**Pieces to be Performed**

Entry into this class requires that the details of 1 or 2 pieces are provided. Own Choice

Select the Number of Pieces to be Performed *

☐ 1 ☒ 2

Options	Type of Piece	Name	Author/Composer	Publisher	How Long is the Piece (mm:ss)
Change	1. Own Choice	Alouette Serenade	F. Chopin		3:10
Provide Details	2. Own Choice				:

Comments or Special Requests

Additional Needs

Add any special requests including times that the entrant will or will not be available in the classes. - We try to accommodate as many requests as possible but can only do this if we are aware of these needs.

302 characters remaining

[Add To Basket](#)[Select A Different Class](#)[Select Another Entrant](#)[| 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](#)

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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.

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Entry Wizard - Confirmation

Piano: 5: Piano Solo - Adult Beginners (up to Grade 3), Own Choice. Classes may take place on one or other days dependent on numbers. Not to exceed 3 minutes.

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1 The entry of Samuel Pepys into 5 Piano Solo - Adult Beginners (up to Grade 3), Own Choice, in the Piano section has been successfully added to your basket.

What would you like to do next?

[Checkout](#) [Select A Different Class](#) [Select Another Entrant](#)

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

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Checkout - Summary

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Summary of Your Entry Form

Selected Classes by Section					
Class	Entrants	Pieces	Extra Info	Official Accompanist	Fee
Piano					
2 Piano Solo - Preliminary (pre-Grade 1), Own Choice.	Samuel Pepys	Alouette by F Chopin, Length: 2:10		N/a	£4.00
5 Piano Solo - Adult Beginners (up to Grade 3), Own Choice.	Samuel Pepys	1. Alouette Serenade by F Chopin', Length: 3:10; 2. Times by J S Bach, Length: 2:30		N/a	£5.50
Piano Sub Total					£9.50
Total Entry Fees					£9.50
Grand Total					£9.50

Terms and Conditions

☐ By completing this online entry form and ticking this box I confirm that all competitors entered agree to abide by all Rules and Notices and for competitors under 18 (or vulnerable adults of any age) I give (or have obtained) the necessary consents for the competitors to take part.

[View Rules](#)

[Proceed To Payment](#) [Cancel](#)

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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 **do not** need a PayPal account and you must tick this box if you want to pay by Credit/Debit Card or Apple Pay.

The screenshot shows the 'Checkout - Payment Options' page of the Chipping Norton Music Festival Online Entry Form. The page has a dark blue header with the festival logo and name. Below the header, there's a 'Home' link. The main content area is titled 'Checkout - Payment Options' and includes a 'Working on your own behalf' link and a 'Return to Admin Home Page' button. A blue banner states 'A total amount of £9.50 is due by 15 Feb 2026'. Below this, there's a '+ Refund Policy' button. The 'Payment Method *' section has three radio buttons: 'Bank Transfer', 'Cheque', and 'PayPal'. At the bottom of this section are 'Return To Summary' and 'Cancel' buttons. The footer contains links to privacy and terms policies and a version notice.

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Checkout - Payment Options

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A total amount of £9.50 is due by 15 Feb 2026

[+ Refund Policy](#)

Payment Method *

☐ Bank Transfer ☐ Cheque ☐ PayPal

[Return To Summary](#) [Cancel](#)

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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.

This screenshot shows the same 'Checkout - Payment Options' page, but with the 'How To Pay Directly Into Our Account' section expanded. This section provides bank details for CAF Bank, including the account name 'Chipping Norton Music Festival', sort code '40-52-40', and account number '00014969'. It also repeats the amount due (£9.50) and the due date (15 Feb 2026). Below this information are 'Add Payment' and 'Mark Basket Paid In Full' buttons. A new section titled 'Send Copy of Invoice To This Email Address (for example to a Bursar or similar person)' has a text input field. At the bottom of the main content area are 'Submit Entries', 'Return To Summary', and 'Cancel' buttons. The footer remains the same as the previous screenshot.

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Checkout - Payment Options

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A total amount of £9.50 is due by 15 Feb 2026

[+ Refund Policy](#)

[How To Pay Directly Into Our Account](#)

Name of Bank : CAF Bank
Account Name : Chipping Norton Music Festival
Sort Code : 40-52-40
Account Number : 00014969
Amount Due : £9.50
Payment Due By : 15 Feb 2026

[Add Payment](#) [Mark Basket Paid In Full](#)

Send Copy of Invoice To This Email Address (for example to a Bursar or similar person)

[Submit Entries](#) [Return To Summary](#) [Cancel](#)

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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.