HOW TO UPLOAD MUSIC FILES IN STARDOM
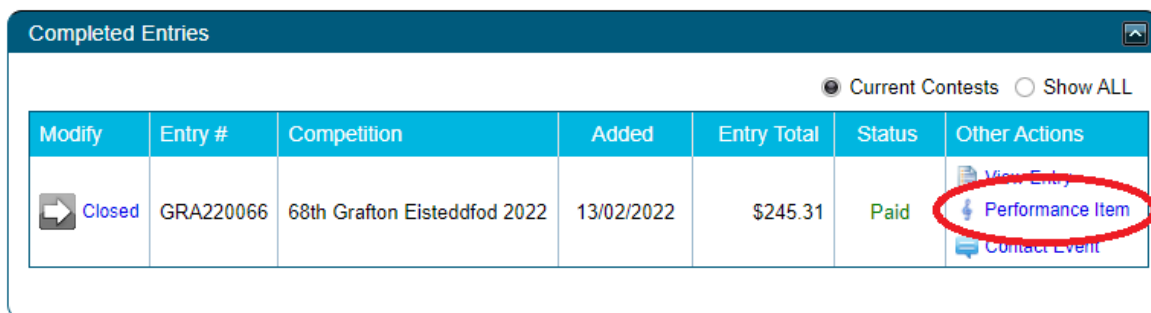## FOR GRAFTON DANCE EISTEDDFOD

UPLOADING A MUSIC FILE

Step #1   Open your entry

Log into Stardom and locate your Grafton Eisteddfod entry in the bottom half of your home page under the heading "Completed Entries".

Step #2   Go to the Music Section

On the far right side under "Other Actions" you should see a treble clef symbol and a "Performance Item" link.   Click on that link.

You will then be taken to a page that lists those sections that you have entered where a backing track file is needed.
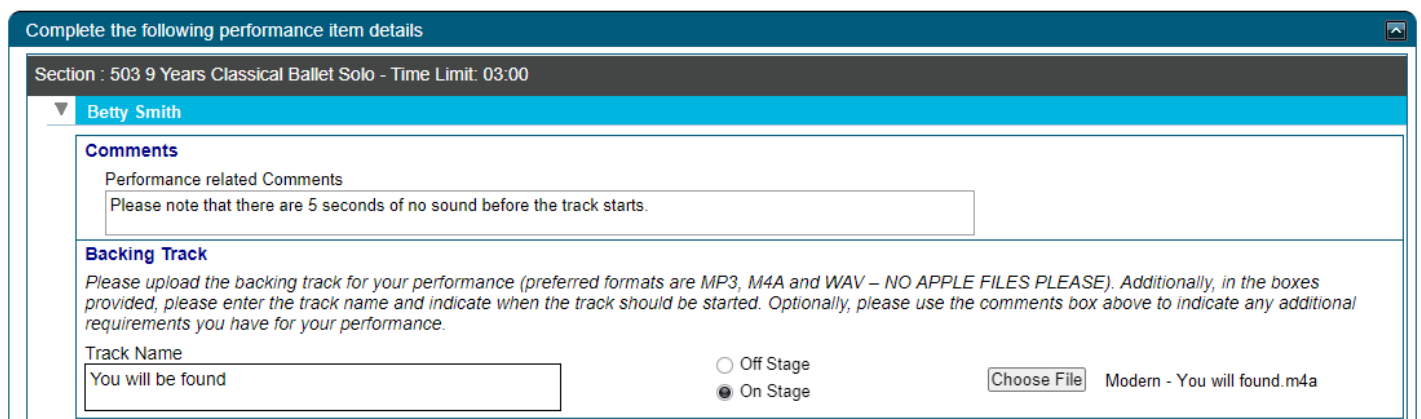
Step #3   Add the music

Each person you entered and their sections will be listed. For each please do the following:

In the box with the heading "Performance related Comments", write any information that you think would help the Grafton team in working with you for your performance. This is optional.

Then, under the "Backing Track" heading, please include the following information:
- the Track Name
- Click on whether you would like the track started while they are "Off Stage" or "On Stage".
- Click "Choose File", then locate the backing track file on your computer/ device and the select it.

Note: In some cases you will be asked to upload two separate files
(eg. for a Championship section).

If the upload has worked you will see the file title in blue and there will be a green tick.

Backing Track

Please upload the backing track for your performance (preferred formats are MP3, M4A and WAV – NO APPLE FILES PLEASE). Additionally, in the boxes provided, please enter the track name and indicate when the track should be started. Optionally, please use the comments box above to indicate any additional requirements you have for your performance.
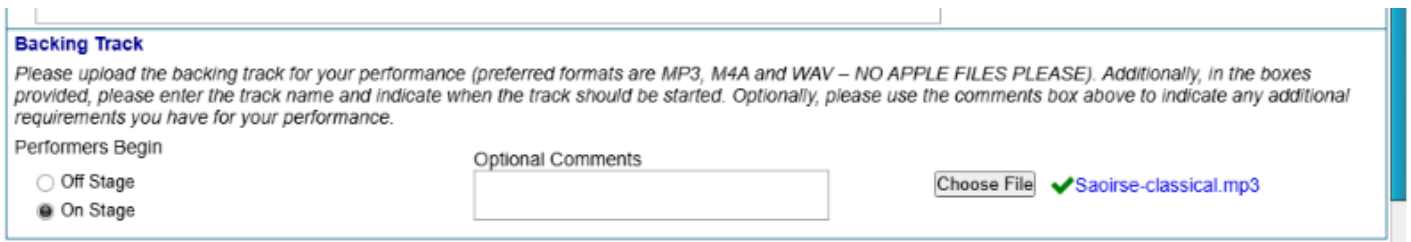
Performers Begin

○ Off Stage

● On Stage

Optional Comments

Choose File ✔ Saoirse-classical.mp3

Step #4   Save your changes (often)

At any stage during the uploading process, you can scroll to the very bottom of the page and click on **"Save Changes"** button.

We strongly recommend that you do this after every file you upload.

| Save Changes | Back to Home |

Step #5   Save again and log out

When you have finished uploading all your music files, click on "Save Changes" one more time and then scroll back up to the top of the page to "Logout".

HOW TO CHECK YOUR MUSIC

If later you are worried that the music might have disappeared or you might have uploaded the wrong music file, you can easily check it.

- Go back to your entry, click on "Performance Item", to take you to the music upload area.

- If a blue file title and a green tick are showing, that item of music is there.

- To test a music file, double click on the file title – and it will download. You can then play it.

- If it is the wrong music file you delete it off Stardom and upload a different one.

HINTS AND TIPS

MUSIC FILE FORMAT

Most audio file formats are OK, but the Eisteddfod **does not accept** AAC and Apple AIFF file formats as they cannot be played on our Windows based PC's.   No video should be included with the track – music ONLY.

FILE NAMES

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If any of your file names are extra-long, then information may start to disappear off the right side of the page. To view or edit data off to the right, scroll to the bottom of the page and make use of the horizontal scroll bar that is immediately below the "Save Changes" button. Alternatively you can also use TAB key to navigate across the fields for each track to get to the "Choose File" button.

FILES NOT SHOWING

If you believe that one of your sections requiring a file upload is not showing on this page, then please email Stardom Support at support@stardom.com.au.

BRING A BACKUP

Please bring your music on a USB as a backup. This is the very first time we have used the file upload process on Stardom, and if something goes wrong on the day we want to make sure the performances still go ahead as planned.

Please put a key tag on your USB with the entrant's name. If we have several USBs sitting on the Music desk we don't want to waste everyone's time trying them all to figure out which one belongs to the person about to dance.

ALSO the music file names on the USB must have the section number at the start (or have one USB per section with only that piece of music on it) - otherwise we won't know which one to play.

The USB should NOT have any other material on it.