

HOW TO ADD AN EXTRA SCHOOL GROUP TO AN EXISTING SECTION ENTRY (before entries close)

If you have already entered a school group into a particular section, but want to add another group into that same section - just do the following.

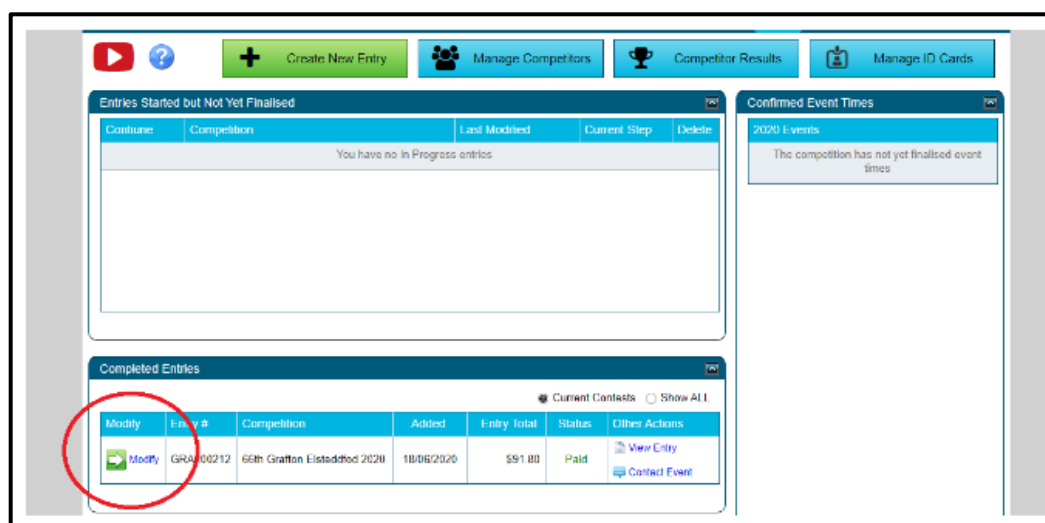
Step #1 Open your entry

Log into Stardom.

Find your entry.

- towards the top under "*Entries Started But Not Yet Finalised*"
- down the bottom of the screen under the heading "*Completed Entries*"

Click on “*Modify*”.



Step #2 Skip the Disciplines Page

Instead of choosing a Discipline, click on “*Next*” at the bottom of the page.



This screen shows all the groups in each of the sections in your entry.

Click on “*Add Group(s)*” against the section you are interested in.

Discipline	Section	Section Description
Schools Days - Primary Schools	016	Years 3 - 4 Choir - Junior Group
+ Add Group(s)		
		Yamba A \$16.00 ✕
Schools Days - Primary Schools	017	Years 5 - 6 Choir - Senior Group
+ Add Group(s)		
		Yamba A \$16.00 ✕

In the dialogue box that pops up, you’ll see the names of all the groups already included in your entry.

Click on the white tick box for the group you want to put in that section.

Click on the green box “*Add*”.

016 - Years 3 - 4 Choir - Junior Group

Select Groups – press ‘Add’ button to allocate section entry.

Competitor grayed out are not within the defined age range for this section.

#	Name
☐	Yamba A
☐	Yamba B

Section Notes ⓘ
Minimum of fifteen (15) voices. Two (2) songs of contrasting character – own choice. One (1) song with no hand or body movement, but one (1) may have some.

+ Add Manage Groups Cancel

To add a new group that is not in that list - click on the blue box “*Manage Groups*” instead.

016 - Years 3 - 4 Choir - Junior Group

Select Groups – press ‘Add’ button to allocate section entry.

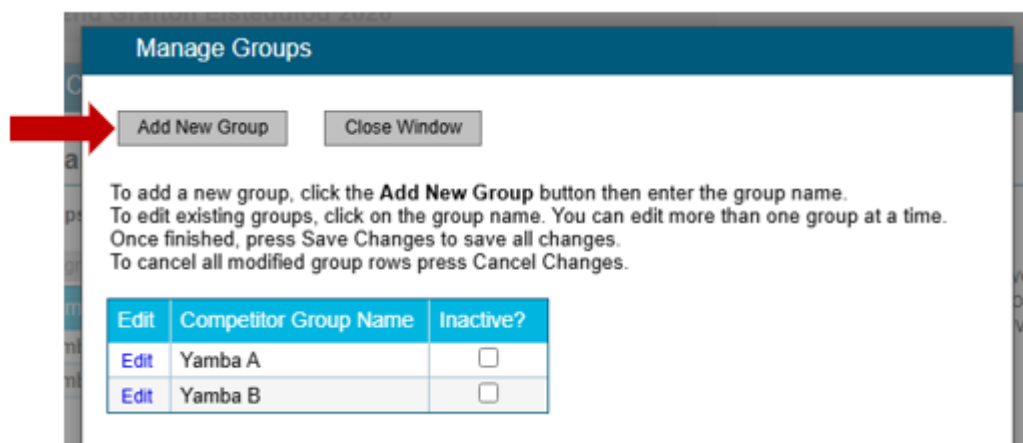
Competitor grayed out are not within the defined age range for this section.

#	Name
☐	Yamba A
☐	Yamba B

Section Notes ⓘ
Minimum of fifteen (15) voices. Two (2) songs of contrasting character – own choice. One (1) song with no hand or body movement, but one (1) may have some.

+ Add Manage Groups Cancel

Click on “Add New Group”.



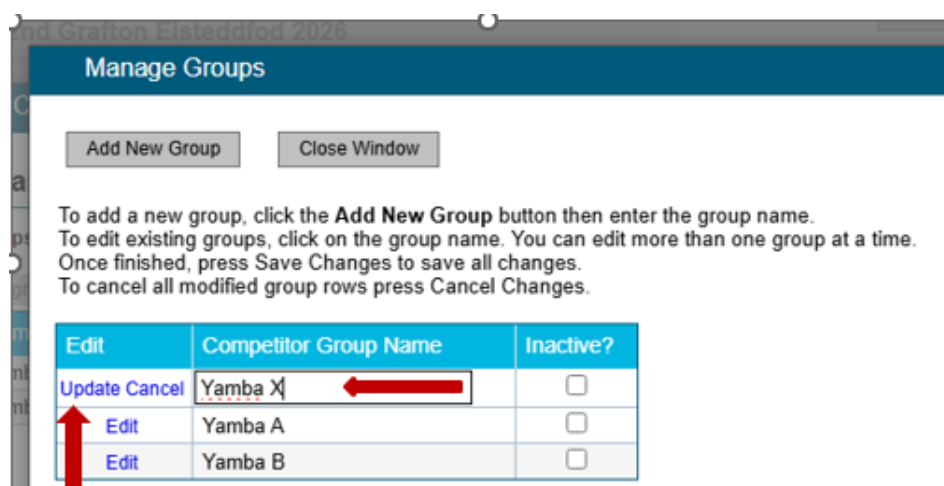
Manage Groups

Add New Group Close Window

To add a new group, click the **Add New Group** button then enter the group name.
 To edit existing groups, click on the group name. You can edit more than one group at a time.
 Once finished, press Save Changes to save all changes.
 To cancel all modified group rows press Cancel Changes.

Edit	Competitor Group Name	Inactive?
Edit	Yamba A	☐
Edit	Yamba B	☐

In the pop-up box, type in the name into the empty top line.
 Then click “Update”, and then “Close Window”.



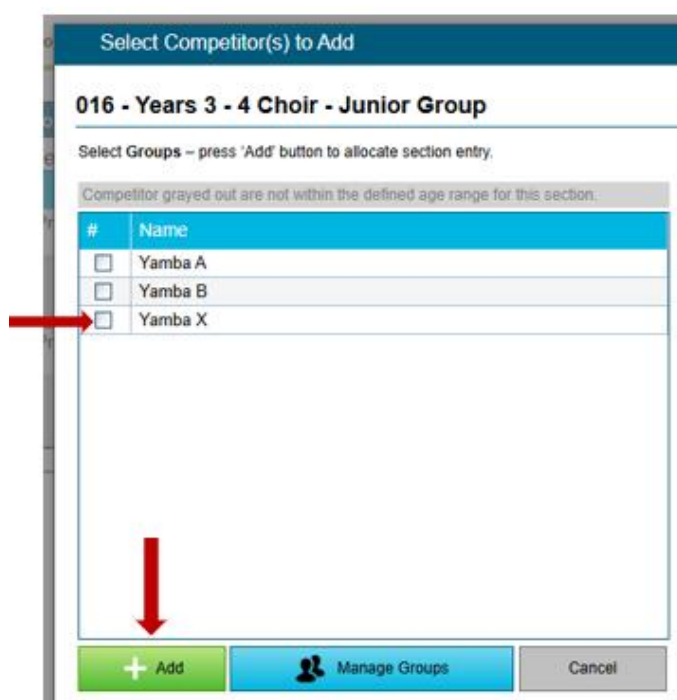
Manage Groups

Add New Group Close Window

To add a new group, click the **Add New Group** button then enter the group name.
 To edit existing groups, click on the group name. You can edit more than one group at a time.
 Once finished, press Save Changes to save all changes.
 To cancel all modified group rows press Cancel Changes.

Edit	Competitor Group Name	Inactive?
Update Cancel	Yamba X	☐
Edit	Yamba A	☐
Edit	Yamba B	☐

The new group will then appear in the entrant list – so tick the box, then click on “Add”.



Select Competitor(s) to Add

016 - Years 3 - 4 Choir - Junior Group

Select Groups – press 'Add' button to allocate section entry.

Competitor grayed out are not within the defined age range for this section.

#	Name
☐	Yamba A
☐	Yamba B
☐	Yamba X

+ Add Manage Groups Cancel

The new group will now appear against that section.

Add competitors to events

Add your Competitors to the selected Sections

Discipline		Section	Section Description
Schools Days - Primary Schools		016	Years 3 - 4 Choir - Junior Group
Add Group(s)		Yamba A	\$16.00
		Yamba X	\$16.00
Schools Days - Primary Schools		017	Years 5 - 6 Choir - Senior Group
Add Group(s)		Yamba A	\$16.00

Scroll down to the bottom of the screen and click on “Next”.

Next >

Update Your Fee Payment

You are now at the *Payment Options* page.

If you are adding one or more extra groups, Stardom will calculate the billing difference and charge you that amount.

Click on “Confirm & Close”.

< Back

Confirm & Close
