

HOW TO ADD OR REMOVE A SECTION FROM YOUR SCHOOLS' DAYS ENTRY (before entries close)

To modify an already completed entry (if entries are still open) just do the following.

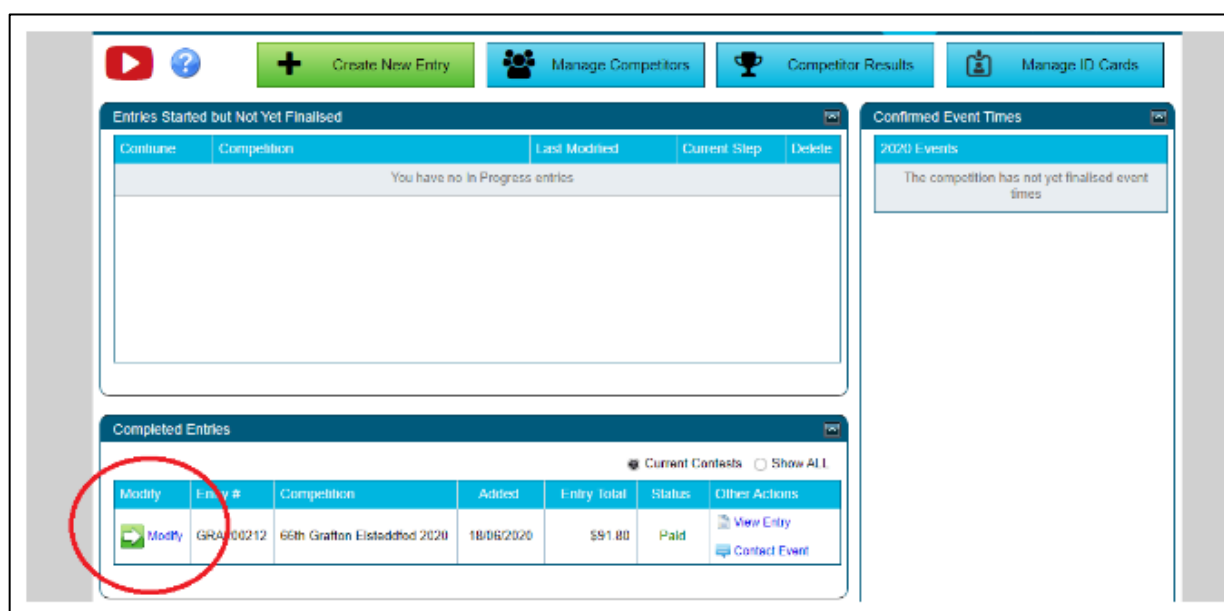
Step #1 Open your entry

Log into Stardom.

Find your entry.

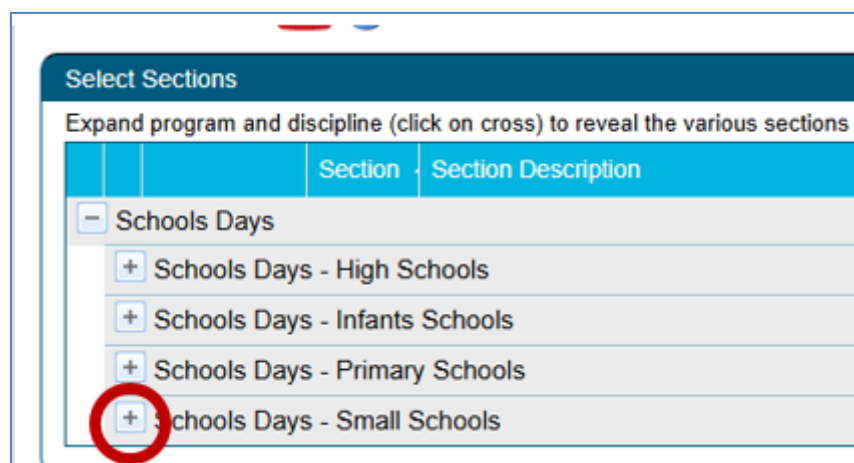
- towards the top under "*Entries Started But Not Yet Finalised*"
- down the bottom of the screen under the heading "*Completed Entries*"

Click on "Modify".



Step #2 Choose the Discipline (ie *the type of school you are*)

Click on the + sign in front of the discipline you are interested in (eg Small Schools).



You will get a list of all the sections in that discipline that are available to enter.

Each section you have already entered has a **green tick** and is **highlighted in orange**.

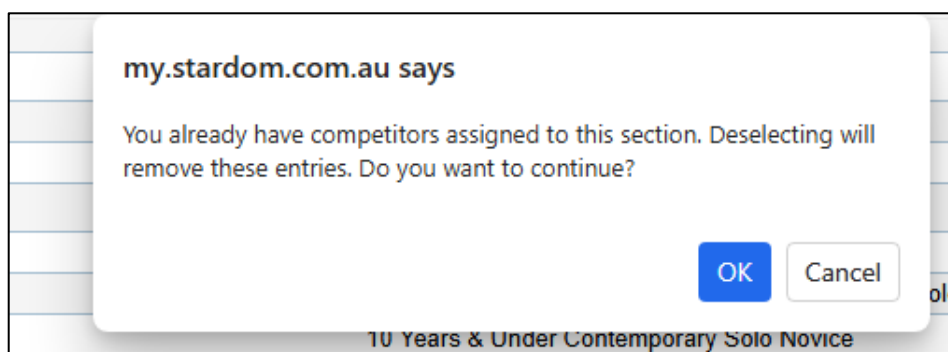
- Schools Days - Small Schools				Discipline Schedule	Entries Close: 1
☐	☐	☐	008	K - Year 6 Instrumental Group	
☒	☐	☐	009	K - Year 6 Choir Group	
☒	☐	☐	010	K - Year 6 Creative Dance Group	
☐	☐	☐	011	K - Year 6 Cultural Dance Group	
☐	☐	☐	012	K - Year 6 Choral Verse Speaking Group	

How To Remove a Section You Don't Want To Be In

Click on the green tick and it will cancel that entry.

- Schools Days - Small Schools				Discipline Schedule	Entries Close: 1
☐	☐	☐	008	K - Year 6 Instrumental Group	
☒	☐	☐	009	K - Year 6 Choir Group	
☒	☐	☐	010	K - Year 6 Creative Dance Group	
☐	☐	☐	011	K - Year 6 Cultural Dance Group	
☐	☐	☐	012	K - Year 6 Choral Verse Speaking Group	

It will ask you to confirm. Click on "OK"



The section row will lose its green tick and turn white.

- Schools Days - Small Schools				Discipline Schedule	Entries Close: 1
☐	☐	☐	008	K - Year 6 Instrumental Group	
☐	☐	☐	009	K - Year 6 Choir Group	
☒	☐	☐	010	K - Year 6 Creative Dance Group	
☐	☐	☐	011	K - Year 6 Cultural Dance Group	
☐	☐	☐	012	K - Year 6 Choral Verse Speaking Group	

To Add an Extra Section You Want to Enter

Pick the New Section From The Discipline List.

Look down the list of all sections in this discipline.

Click on the white box next to the section number of each section you want to add to your entry.

A **green tick** will appear and the entry will become **highlighted in orange**.

Schools Days - Small Schools			Discipline Schedule	Entries Close:
☐		008	K - Year 6 Instrumental Group	
☒		009	K - Year 6 Choir Group	
☒		010	K - Year 6 Creative Dance Group	
☐		011	K - Year 6 Cultural Dance Group	
☒		012	K - Year 6 Choral Verse Speaking Group	

Add the Group's Name

On the next screen - the new section will appear in the list of all sections you have entered - but no one will be listed against it.

Click on the green box “Add Group(s)”.

Add competitors to events			
Add your Competitors to the selected Sections			
Discipline		Section	Section Description
Schools Days - Small Schools		009	K - Year 6 Choir Group
			Palmers Island Public School \$16.00
Schools Days - Small Schools		010	K - Year 6 Creative Dance Group
			Palmers Island Public School \$16.00
Schools Days - Small Schools		012	K - Year 6 Choral Verse Speaking Group
			No Competitors Entered

In the dialogue box that pops up, you'll see the names of all the groups you have 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”.

If you have a different group or even 2 groups that you want to add to this new section - you can add them both here.

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

Click on “*Add New Group*”.

Type the name of the new group in the top blank line.
Click on “*Update*” next to it.
Then click on “*Close Window*” at the top.

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	Palmers Island x	
Edit	Palmers Island Public School	☐

The new group will now show as one of the possible groups to add to the section.

Click on it so it gets a green tick.
At the bottom of the box tick “*Add*”.

Select Competitor(s) to Add

012 - K - Year 6 Choral Verse Speaking Group

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

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

#	Name
☒	Palmers Island Public School
☐	Palmers Island x

The new group now appears under the section as a competitor.

Add competitors to events

Add your Competitors to the selected Sections

Discipline	Section	Section Description						
Schools Days - Small Schools	009	K - Year 6 Choir Group						
+ Add Group(s) <table border="1"> <tr> <td>Palmers Island Public School</td> <td>\$16.00</td> <td>✖</td> </tr> </table>			Palmers Island Public School	\$16.00	✖			
Palmers Island Public School	\$16.00	✖						
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+ Add Group(s) <table border="1"> <tr> <td>Palmers Island Public School</td> <td>\$16.00</td> <td>✖</td> </tr> <tr> <td>Palmers Island x</td> <td>\$16.00</td> <td>✖</td> </tr> </table>			Palmers Island Public School	\$16.00	✖	Palmers Island x	\$16.00	✖
Palmers Island Public School	\$16.00	✖						
Palmers Island x	\$16.00	✖						

Scroll down to the bottom of the page and click “*Next*”

A green rectangular button with the text "Next >" in black.

Update Your Fee Payment

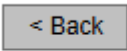
You are now at the *Payments* page.

If you just cancelled one section and added a different one with the same entry fee, the invoice total will still be the same, and you won't need to pay anything more.

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

If you remove a section but don't add another one, then you will need to contact the eisteddfod to organise a refund for that section fee.

Click on “*Confirm & Close*”.

A grey rectangular button with the text "< Back" in black.A green rectangular button with the text "Confirm & Close" in black.
