Guide to online entries for the SASMT Johannesburg Festival for the Advancement of Music

Please follow the instructions below in order to enter a participant online:

## Step 1: Register / Log in

When you create online entries for the first time, you have to register in order for the system to connect your pupils with your profile.

Go to http://www.sasmt-	jhbfestival.org/Home.htm	l and follow the link	Online Entries at the	bottom of
the page.				

Click on the <u>'click HERE to register'</u> link at the bottom of the page.

Electronic Entry	System		
Welcome to our brand new electr	onic entry system.		
Username or Email			
Password			
Remember Me			
LOG IN			
OR click HERE to register.			

Enter the required information on the next screen, then click on the <u>Register</u> button. You will see the following screen:

Register		
The account User has been successfully created!		
You will soon be redirected automatically. If you see this page for more than 3 seconds, please click here.		

Now you can log in to the system using your username and password.

## Step 2: Create an entry

After a successful login, you will be taken to the landing page below. Click on <u>'Create Entry'</u>.



On the next screen select the type of entry: individual, ensemble or choir.

Create Entry		
Please select one of the following sections:		
Individual		
Ensemble		
Choirs		

We will now continue with an individual entry.

Select the participant's instrument on the next screen.

Individual Other	
Please select an instrument:	
Piano	
Bowed String	
Harp	
Guitar	
Woodwind	
Brass	
Recorder	
Vocal	
Piano Accordion	

We will continue with a piano entry.

Enter the participant's detail as requested on the next page.

The events for which the participant is entering must be selected on the next page as shown below:

Piano Individual Other	
Events	
Please select the details for piano items.	
Number of Items for Participant (Please create another entry for more than 8 items)	
3	
Event 1: Section	Event 1: Item Baroque
Baroque	P-01 8 yrs and under
Event 2: Section	Event 2: Item Classical
Classical	P-11 8 yrs and under
Event 3: Section	Event 3: Item Concerto
Concerto	P-54 10 yrs and under
<< Previous	Next >>

Click on the next button, and complete the last page regarding sight reading and quick study.

Piano Individual Other	
Sight Reading & Quick Study	
Will this participant do sight reading?	
Yes No	
Participant's Relevant Grade	
3	
Sight Reading	
P-66 10 yrs and under	
Will this participant do a quick study?	
Yes No	
<< Previous	SUBMIT >>

You will then receive an e-mail with the participant's detail and events as confirmation.

The other sections operate in a similar fashion as set out above.