

## Guide to the Entry System

This year we are starting to use Run My Festival for making entries to the Festival. This is a program developed over the past 14 years specifically for Festivals. It is widely used with great success. This secure online entry system will allow for payments by both PayPal and BACS.

To enter, click on the ENTER HERE button which takes you to Run My Festival. Then

- Register with Run My Festival using your email address
- Open the email with a link to a registration form (please check your junk folder if you don't see it)
- Complete with the relevant information and create your password

Once this form has been completed:

- Log back into Run My Festival via the ENTER HERE button
- Create an entry form for each individual or group
- For duos/duets/trios, each performer should be an individual entrant first (even if they are not performing solo). Leave the name of the group blank as it will be automatically generated with the performers' names. Then create another new entrant, selecting 'Group with people'. You can then add the names of the performers in that duo/duet/trio.
- Select the Section you would like to enter
- Browse classes and add to basket
- Check out when all entries have been completed and follow payment instructions
- When the entry process is complete, you will receive an email confirmation from the system giving details of entries made and payments made by PayPal/to be made by BACS.

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