Guidelines for entry

1. Go to www.nelspruiteisteddfod.co.za
2. Click on the 'Entry system login' button
3. Enter your username and password
4. Click on the three white lines in the top left corner of the page
5. Select the 'Participant' option
6. Click on the correct type of participant, e.g. 'Add individual'
7. Complete the form and click on the 'Add individual' button at the bottom of the page
8. You will receive a 'Success' message
9. Click on the 'Add individual' option on the right to load the next participant
10. To add a group, click on e.g. 'Add Drama Group'
11. Complete the form. Please use a group name and not the name of one of the participants. This group name will appear on the certificate.
12. Ensure that the number of participants is correct. This is also the number of certificates that will be printed.
13. Now click on the 'Add drama group' button at the bottom of the page

When you have loaded your participants / groups, you can start with the entry process

1. Click on the three white lines in the top left corner of the page
2. Select the 'Entries' option
3. Click on 'Start an entry'
4. Select the list of participants/groups you wish to see, e.g. 'Individual' or 'Drama groups'
5. Next to the name of the participant/group that you want to enter, click on 'Enter'
6. Select the correct grade type and then the correct grade
7. Click on the 'List available entries' button
8. Now tick the items for which you want to enter the participant/ group, and click 'Update'
9. When u receive the 'Success' message, click on 'Finish'
10. You will now receive a list of items for which the individual / group has been entered.
11. **Make sure that the information is correct before proceeding. An administration fee will be levied if changes need to be made after this step.**
12. **Please note the two payment options as explained on the page**
13. You have the option to stop here and then only submit the items for which you received payment
14. PLEASE USE THE CORRECT REFERENCE NUMBER WHEN MAKING PAYMENT