



Féile Luimnigh Self Entry Instructions

Here is a Step-by-Step guide on how to make a Self Entry to Féile Luimnigh competitions. Some competitions are not open for Self Entry, and these are clearly shown in the site

Step 1. Create an Account

1. Click LOG IN (below the word "Menu")
2. In the next screen at the section called "To enter you must create an account first":
 - a. Enter your **First name**
 - b. Enter your **Last name**
 - c. Enter your **Email address**
 - d. Click **Register**

You will be redirected to 'My Account' dashboard and sent a password via email. You should retain the password for later use.

ALREADY CREATED AN ACCOUNT?

1. Click LOG IN (below the word "Menu")
2. Scroll to 'If you already have an account, sign in here'
3. Enter email and password sent to your email and click **Log In**

You will be redirected to 'My Account' dashboard.

Step 2. Add Competitor Names

1. In the list of links on the left, click **Competitors**
2. On the next screen, click **Add New**
 - To add a **Single Competitor**
 1. Enter **Full Name**
 2. Enter **Year of Birth**
 3. Click **Submit**
 - To add a **Group**
 1. Enter **Group Name**
 2. Click **Submit**
0. Repeat until all competitors have been entered

Step 3a. Enter Competitions (Per competition fee)

1. Return the homepage of the site; www.feileluimnigh.ie
2. Click the section name; Vocal, Instrumental etc
3. When the page opens, click on a **Competition**
4. On the next screen select the specific competition by clicking **Details**
5. In the next screen fill in the **Entry Form**
 - a. Click **Select Competitor** and choose a single competitor or group from the drop down list
 - b. Add **Music School / Teacher Name** (if applicable)
 - c. Add **Music School / Teacher Address** (if applicable)
 - d. Click **Add to Cart**
6. **Repeat Step 3a** for other entrants in this or other competitions

Step 3b. Enter Competitions (Per entrant fee)

1. Return the homepage of the site; www.feileluimnigh.ie
2. Click the section name; Vocal, Instrumental etc
3. When the page opens, click on a **Competition**
4. On the next screen select the specific competition by clicking **Details**
5. Where the competition requires the number of entrants, enter total number of entrants in the box
6. **Entry Form**
 - a. Click **Select Competitor** and choose a single competitor or group from the drop down list
 - b. Add **Music School / Teacher Name** (if applicable)
 - c. Add **Music School / Teacher Address** (if applicable)
 - d. Click **Add to Cart**
7. **Repeat Step 3b** for other entrants in this or other competitions

Step 4. Checkout & Pay

1. Click the CART icon in the site
2. From your Cart page
 - a. To add more competitions, click **Enter More Competitions**
 - b. To pay, click **Proceed to Checkout**
3. On checkout page, fill in the **Billing details**
 - a. For those teachers undertaking a Self Entry, you should enter the School name if applicable
4. Add **Credit/Debit card** details
5. Click **Place order**
6. You will receive a confirmation email