

Go to <https://rotorua.stagetonic.co.nz/>

**NEW USER:** You do not have a login and this is the first time you have used the online entry website. Go to page 2 and follow the instructions.

**RETURNING USER:** You entered the competition in 2021 using the online entry system. Go to page 7

#### **NEED HELP?**

**If you need help with your online entry, please call Rachael on 021 271 1517  
OR email [info@rotoruacompetitionsociety.org.nz](mailto:info@rotoruacompetitionsociety.org.nz)**

## NEW USER INSTRUCTIONS:

Click on register tab, select whether you are a competitor, parent or teacher, complete form and click on REGISTER.

The screenshot shows a registration form titled "REGISTER" with a blue header. The form asks "What are you registering as?" with three radio button options: "Competitor" (selected), "Parent", and "Teacher". Below this are several input fields: "Select teacher" (a dropdown menu currently showing "none"), "First name", "Last name", "Date of Birth" (with a calendar icon and the format "dd/mm/yyyy"), "Street Address", "Suburb", "City", "Email", "Phone number", "Password", and "Confirm Password". A green "REGISTER" button is visible at the bottom of the form.

This will take you to the Dashboard.

The screenshot shows a "PARENT DASHBOARD" with a blue header. The main content area displays "No children yet." Below this is a prominent blue button with white text that says "ADD A CHILD AS A COMPETITOR?". Underneath the button, the text "Entries:" is followed by "Your children's entries will appear here when they are created..."

Click on Add Child as Competitor then add their details.

Select teacher (if your teacher is not listed, or you do not have one, select none), then enter name and date of birth.

You can add email and phone number at the competitor level as well and they will receive notification of their entry.

Then select whether you want to:

- Return to Dashboard
- Add another child
- And an entry for this child

Click on ADD

### ADD COMPETITOR

First name

Last name

Select teacher

Date of Birth

Add details for this child's address and contact information that are different from the parent details?

What do you want to do next?

Go to dashboard  
 Add another competitor  
 Add an entry

## ADD Entry

1. Select the Class (click on drop down box and scroll to find class number)
2. Add Title (if not known Type TBC, you can add details later. OR for impromptu sections or reading at sight enter N/A)
3. Add length of performance
4. Select whether you want to go back to dashboard (competitor details) or add another class entry.
5. Click ADD

### ADD ENTRY

Competitor: Ella McGarvie

Class: 231 Impromptu Talk - 14 Years and Under 16 Years

Title:

Length (minutes):

Notes:

What do you want to do next?

Go back to competitor details  
 Add another entry

For GROUP/DUO Classes you can select your group.

Scroll through to see if your group is listed and select. Otherwise, leave on 'No groups yet, create group'

### ADD ENTRY

Competitor: Ella McGarvie

Class: 281 Small Group Drama - Duo - 14 Years and Over

Select group: No groups yet. Create group?

Title:

Length (minutes):

Notes:

What do you want to do next?

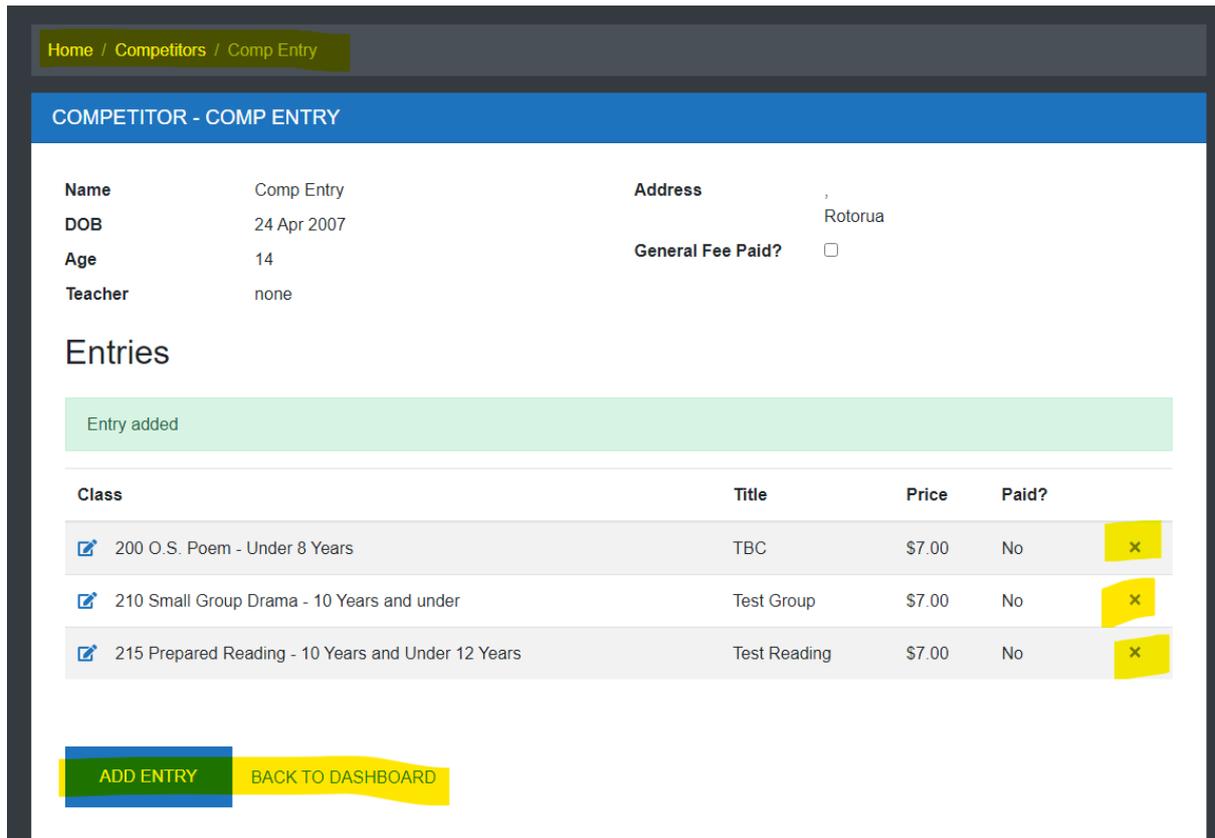
Go back to competitor details  
 Add another entry

## NAVIGATION

You can use the menu at the top to navigate between

- Home (Dashboard)
- Competitors (if you have more than one child entering the competition)
- Comp Entry (the Classes that the competitor has entered)

If you have entered the wrong category, you can delete the entry by clicking on the cross.



The screenshot shows a web application interface for managing competitor entries. At the top, there is a breadcrumb trail: Home / Competitors / Comp Entry. Below this is a blue header bar with the text "COMPETITOR - COMP ENTRY".

The main content area is divided into two sections. The first section displays competitor details in a grid-like format:

<b>Name</b>	Comp Entry	<b>Address</b>	, Rotorua
<b>DOB</b>	24 Apr 2007	<b>General Fee Paid?</b>	<input type="checkbox"/>
<b>Age</b>	14		
<b>Teacher</b>	none		

The second section is titled "Entries" and features a green notification bar that says "Entry added". Below this is a table with the following columns: Class, Title, Price, Paid?, and a delete button (represented by a yellow 'x' icon).

Class	Title	Price	Paid?	
<a href="#">200 O.S. Poem - Under 8 Years</a>	TBC	\$7.00	No	
<a href="#">210 Small Group Drama - 10 Years and under</a>	Test Group	\$7.00	No	
<a href="#">215 Prepared Reading - 10 Years and Under 12 Years</a>	Test Reading	\$7.00	No	

At the bottom of the page, there are two buttons: "ADD ENTRY" (highlighted in blue) and "BACK TO DASHBOARD" (highlighted in yellow).

## PAYMENT

Once you have finished entering all your Competitors and their Classes go to dashboard and you can pay online or manually via internet banking.

You have unpaid fees.

Enter your credit card details below to make a payment, or make a payment to this account: 03-1552-0094425-000



The Speech and Drama Competition costs more than \$25,000 to run. We rely on grants to fund the majority of the costs. Due to Covid it is likely we will not receive as much in grants as previous years. Would you like to donate an amount to help us and ensure we can continue running the Competition each year? All donations over \$5 are tax deductible and a receipt will be emailed to you.



Total to pay:

**\$29.00**

(this includes \$8.00 in general entry fees)

Would you like to make an optional donation (minimum \$5)?

\$

Card number

MM / YY CVC

**MAKE PAYMENT**

# RETURNING USER INSTRUCTIONS:

Enter you email address.

If you can't remember your password, click on 'Forgot your Password'. You will be sent an email. If you don't receive the email, check your junk folder.

LOGIN

Email rachael@flairmarketing.co.nz

Password .....

Remember Me

LOGIN FORGOT YOUR PASSWORD?

When you are logged in you will be taken to the Dashboard

PARENT DASHBOARD

Children:

Name	DOB	Age	Address	Email	Phone	Teacher	Entry
test test	24 Apr 2010	12	Test, Test, Test	rachaelmcgarvie@gmail.com	123456789	none	Paid <a href="#">✎</a>
Cheeky Sample	14 Jan 2014	8	Test, Test, Test	rachaelmcgarvie@gmail.com	123456789	Gabrielle Thurston	Paid <a href="#">✎</a>

ADD A CHILD AS A COMPETITOR?

Entries:

Your children's entries will appear here when they are created...

You can:

Enter an existing child on your dashboard by clicking on their name, then click ADD ENTRY.

#### ADD Entry

1. Select the Class (click on drop down box and scroll to find class number)
2. Add Title (if not known Type TBC, you can add details later. OR for impromptu sections or reading at sight enter N/A)
3. Add length of performance
4. Select whether you want to go back to dashboard (competitor details) or add another class entry.
5. Click ADD

ADD ENTRY

Competitor: Ella McGarvie

Class: 231 Impromptu Talk - 14 Years and Under 16 Years

Title: [Empty]

Length (minutes): [Empty]

Notes: [Empty]

What do you want to do next?

Go back to competitor details  
 Add another entry

ADD CANCEL

For GROUP/DUO Classes you can select your group.

Scroll through to see if your group is listed and select. Otherwise, leave on 'No groups yet, create group'

ADD ENTRY

Competitor: Ella McGarvie

Class: 281 Small Group Drama - Duo - 14 Years and Over

Select group: No groups yet. Create group?

Title: [Empty]

Length (minutes): [Empty]

Notes: [Empty]

What do you want to do next?

Go back to competitor details  
 Add another entry

ADD CANCEL

Once you have added all the classes for that child, select "GO TO DASHBOARD"

From here you can add additional children, or select other existing competitors to add their entries.

Once finished you can make payment online OR make a bill payment.

## PAYMENT

Once you have finished entering all your Competitors and their Classes go to dashboard and you can pay online or manually via internet banking.

### Bank Account Details:

Rotorua Competitions Society  
03 1552 0094425 000

You have unpaid fees. ×  
Enter your credit card details below to make a payment, or make a payment to this account: 03-1552-0094425-000

The Speech and Drama Competition costs more than \$25,000 to run. We rely on grants to fund the majority of the costs. Due to Covid it is likely we will not receive as much in grants as previous years. Would you like to donate an amount to help us and ensure we can continue running the Competition each year? All donations over \$5 are tax deductible and a receipt will be emailed to you. ×

Total to pay:	\$29.00
(this includes \$8.00 in general entry fees)	
Would you like to make an optional donation (minimum \$5)?	\$ <input type="text" value="Enter dollar amount here."/>
<input type="text" value="Card number"/>	<input type="text" value="MM / YY CVC"/>
<input type="button" value="MAKE PAYMENT"/>	

