

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 previous years 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**

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 date format "dd/mm/yyyy" and a calendar icon), "Street Address", "Suburb", "City", "Email", "Phone number", "Password", and "Confirm Password". At the bottom of the form, there is a green "REGISTER" button.

This will take you to the Dashboard.

The screenshot shows a "PARENT DASHBOARD" with a blue header. The main content area contains the text "No children yet." followed by a prominent blue and green button labeled "ADD A CHILD AS A COMPETITOR?". Below this, the heading "Entries:" is followed by the text "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

Class

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

Class

Select 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 two-column layout:

Name	Comp Entry	Address	, Rotorua
DOB	24 Apr 2007	General Fee Paid?	<input type="checkbox"/>
Age	14		
Teacher	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 square with a white 'x').

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

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)?

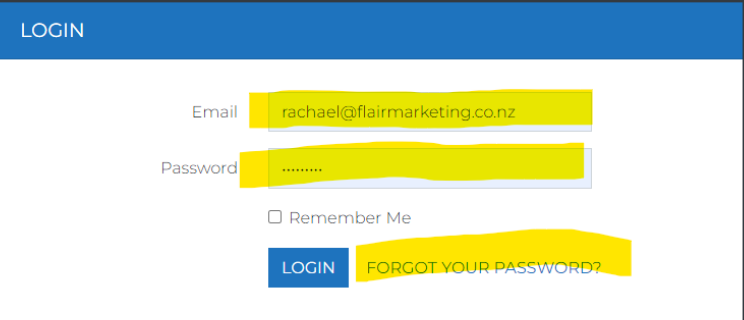
\$

MAKE PAYMENT

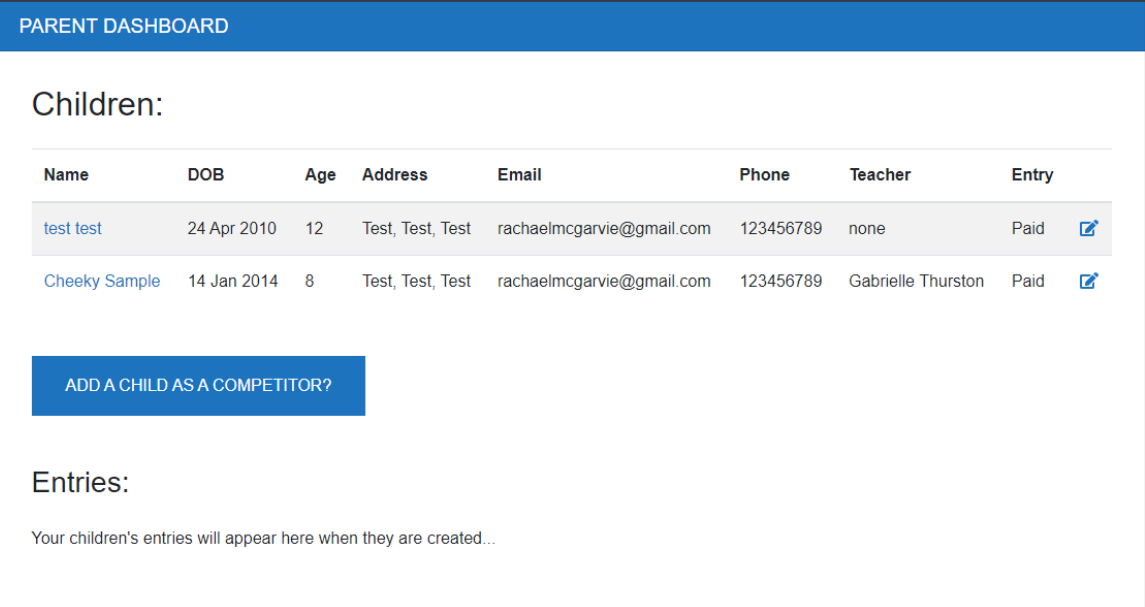
RETURNING USER INSTRUCTIONS:



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.



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



Name	DOB	Age	Address	Email	Phone	Teacher	Entry
test test	24 Apr 2010	12	Test, Test, Test	rachaelmcgarvie@gmail.com	123456789	none	Paid 
Cheeky Sample	14 Jan 2014	8	Test, Test, Test	rachaelmcgarvie@gmail.com	123456789	Gabrielle Thurston	Paid 

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:

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

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

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MAKE PAYMENT