Instructions for File Upload for Speech & Drama Sections

To begin the upload process, log into Stardom and locate your relevant Eisteddfod entry in the bottom half of your home page under the heading "Completed Entries". You should see a treble clef symbol and a "**Performance Item**" link on the right side of the entry record under the sub-heading "Other Actions". Click on that link.

You will then be taken to a page that lists only those sections you have entered into where a document file upload option is provided.

For each of these sections and the competitors listed, please do the following:

- In the box with the heading "Special Instructions (Optional)" you may enter any Special Instructions that you wish to tell us about.

- In the area headed "Speech Document" you need to tell us the name of your pieces and select the file(s) to upload. In some cases (e.g. Championships) you will be given the option to upload two separate files, depending on the requirements of the section. For each file to be uploaded, please complete the following:
  - Type the name of the Poem/Prose or other title in the first box.
  - Optionally enter the name of the Author (if known) in the second box.
  - Click on "**Choose File**" and upload your document file from a folder on your device. The Eisteddfod prefers to receive Acrobat **PDF** or Microsoft **WORD** file formats ready to open our Windows based PC's.

At any stage during the above process, you can scroll to the very bottom of the page and click on "**Save Changes**" button. It is highly recommended that you do this often if you have a large number of uploads to perform.

Also note, that if any of your file names are extra-long, then information may start to disappear off the right side of the page. To view or edit data off to the right, scroll to the bottom of the page and make use of the horizontal scroll bar that is immediately below the "Save Changes" button. Alternatively you can also use **TAB** key to navigate across the fields for each track to get to the *Choose File* button.

On completing the upload task, click on "**Save Changes**" one more time and then scroll back to the top of the page to Logout.

If you believe that one of your sections requiring a file upload is not showing on this page, then please either contact the Wollongong Eisteddfod at wgongeisteddfod@bigpond.com or email Stardom Support at support@stardom.com.au. If you need further assistance you can always call Tony on **0400 155 745**.

This is the first time the file upload process has been used on Stardom, so we thank you for your patience as we endeavour to ensure this new feature performs as expected.