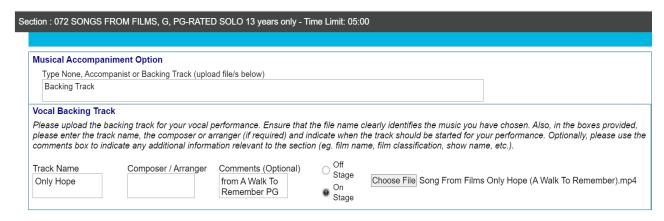# Instructions for File Upload for Vocal Sections

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 backing track file option is provided.

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

- In the box with the heading "Musical Accompaniment Option", enter one of the following:
    - **None** – this means that you will perform unaccompanied (a Capella).
    - **Accompanist** – this means that you will have a "live" accompanist on a piano or other instrument. You can name that accompanist if you wish.
    - **Backing Track** – this means you will upload a pre-recorded music file to be played.

- If you have entered "Backing Track" above, then please import the backing track file. In some cases you will be given the option to upload two separate files (e.g. Championships), depending on the requirements of the section. For each file to be uploaded, please complete the following:
    - Type the name of the Track (i.e. the song name) in the first box.
    - Optionally enter the Composer or Arranger of the track in the second box.
    - Optionally enter any relevant comments in the third box. Note however, this field **must** be used to indicate other important information relating to the unique requirements of a few sections. This **must** be the **show name** for *Musical Theatre* sections or **film name** and the **rating/classification** of the film the track is from for *Songs from Films* sections.
    - Indicate whether you'd like the track to be started while you are off stage or after you have walked on stage.
    - Click on "**Choose File**" and upload your music file from a folder on your device. Most audio file formats should be okay to upload, except some WAV files may be too big for the system. The Eisteddfod **does not accept** the following formats; **AAC** and Apple **AIFF** file formats as they cannot be played on 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.

TIP: <u>**If uploading a lot of files - save changes after every 4 files uploaded**</u>.

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 <u>horizontal scroll bar</u> 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 <u>wgongeisteddfod@bigpond.com</u> or email Stardom Support at <u>support@stardom.com.au</u>. 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.