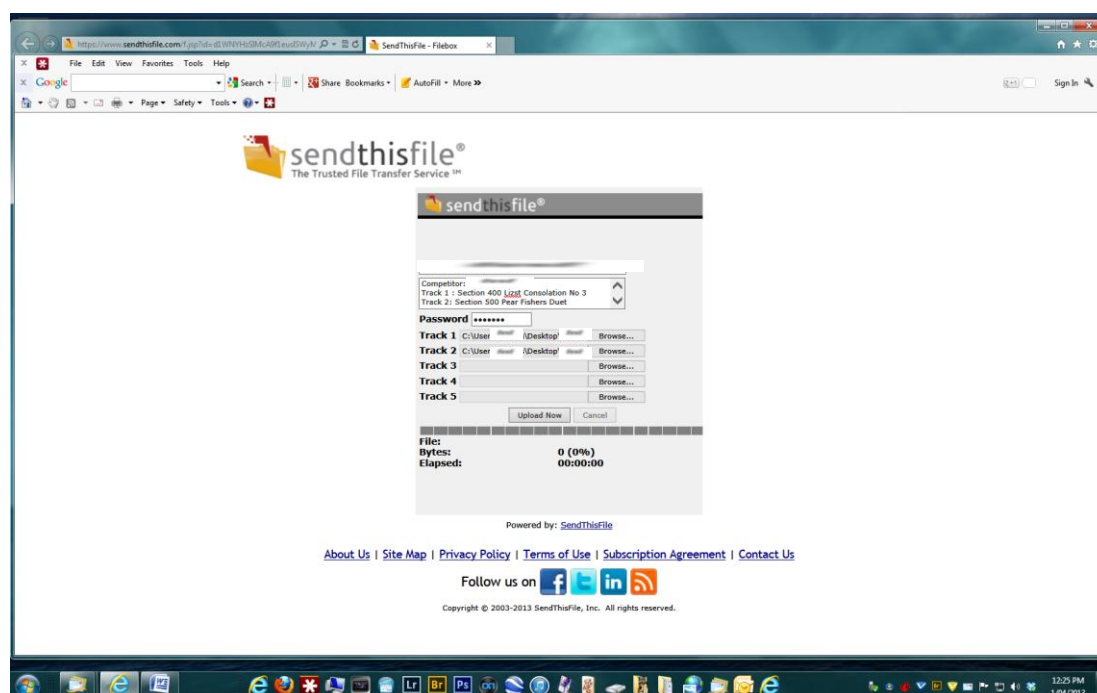


## Electronic Lodgement of Music

### Upload Instructions

We are using a **FileBox** managed by **SendThisFile** for you to upload your dance and vocals backing tracks to us for the 2013 Eisteddfod. Please ensure you follow the instructions below very carefully and if you have any questions at all then do not hesitate to call us or send us a message at [wgongeisteddfod@bigpond.com](mailto:wgongeisteddfod@bigpond.com).

- \* Request the **upload password** via email using the link on the upload files web page. The Eisteddfod will email this password back to you. You cannot upload files without this password. This is a necessary step to stop bots, spammers and other undesirables attempting to use this facility.
  - \* Acceptable formats for your music are **MP3, MPEG 4, WMA, M4A, WAV and AAC**. Please do not send **.CDA** or **.WPL** files as they are not music files and unfortunately (Apple) **.AIFF** files will not work on our equipment.
  - \* Before uploading your tracks, save them as copies on your desktop. Rename each one with the section number, competitor name/number and title of the track e.g. Section 400-John Smith-Send in the Clowns.mp3. If you already know your competitor number as published in the programme then the file name should look like this e.g. **Section 400-10-John Smith Send in the Clowns.mp3**. **NO** extra dashes please.
  - \* For championships where 2 tracks are required, the file naming convention should be such that item 1 will be Section xx(1) and item 2 Section xx(2). Using this method for say a tap championship then the names will be: **Section 603(1)-4-Slow tap solo.mp3** and **603(2)-4-Fast tap solo.mp3**
  - \* **It is critical that you follow the file name specification exactly so that we can sort tracks automatically.**
  - \* Go to the Eisteddfod website at [www.wollongongeeddfod.com.au](http://www.wollongongeeddfod.com.au) and click on the upload files button on our home page. This will take you directly to the upload page where you must enter your email address in the appropriate box and your name and track details in the Message box as shown in the example below.
  - \* Locate your track via the Browse button (this is where it's very useful to have copied your tracks to the Desktop) and select it.
  - \* Enter the password that you will have received from the Eisteddfod and press "Upload Now".
- \*\*\*TIP: Don't forget to enter the password or you'll have to start the process all over again \*\*\***



- \* When your upload has completed, you will receive an email from **SendThisFile** to notify you that your upload was successful. You will also receive a further email to notify you when we have downloaded your track. You may receive 2 messages as we download your music at two sites as a safeguard that we get all uploaded tracks.
- \* During the introductory period, we would ask that you send us an email advising that you have uploaded your tracks and what they are.

Thank you for using our new system to submit your music. It will help us to make the Eisteddfod run more efficiently. Don't forget that if you any questions at all just contact us.