Electronic Lodgement of Speech & Drama Text

Upload Instructions

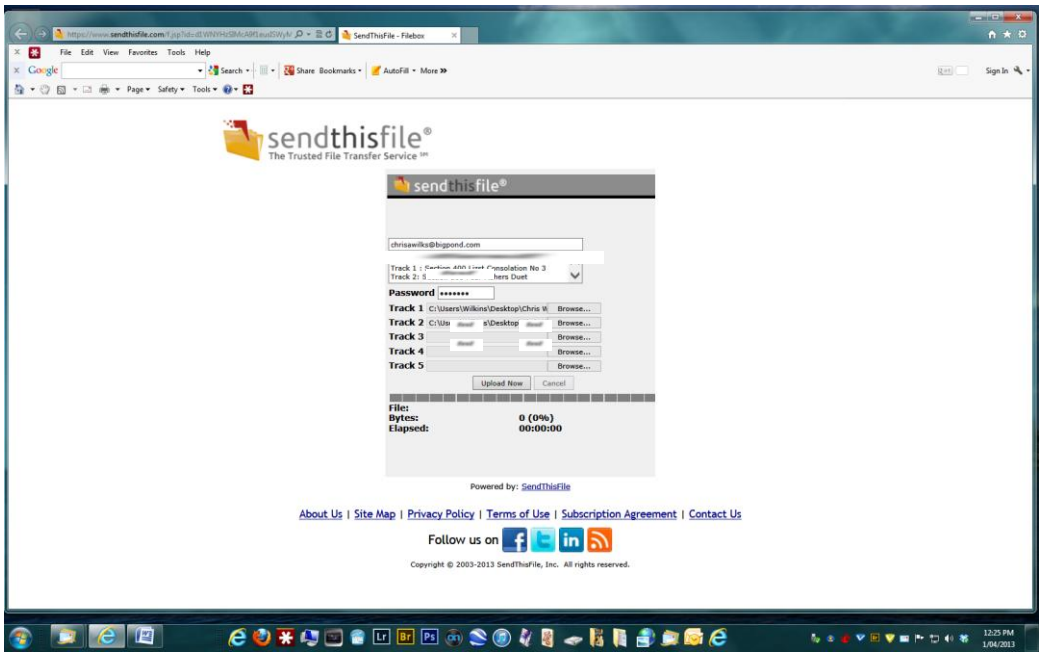
We are using a ***FileBox*** managed by ***SendThisFile*** for you to upload your speech and drama text documents for the Eisteddfod. Please ensure you follow the instructions below very carefully and if you have any questions at all then do not hesitate to call us or send us a message at wgongeisteddfod@bigpond.com.

* The **upload password** was provided to you at the time of your entry in STARDOM and it is also published in the syllabus document. If you still can't find it then request it via email using the link on the upload files web page. The Eisteddfod will email this password back to you. Don't send multiple requests as we are often at venues and unable to answer our emails instantly.
* The only acceptable formats for your documents are WORD files created using Microsoft Office or other applications that have the capability of producing documents in the same format. The files will have an extension .**DOC** or .**DOCX**. Adobe .**PDF** files are acceptable where WORD documents are not available.
* that number for the competitor name e.g. Section 345-8-The Calves.doc, for competitor number 8.
* Before uploading your tracks, save them as copies on your desktop or other folder. Rename each one with the section number, competitor name/number and title of the track. If you already know your competitor number as published in the programme then the file names should look like the following examples

Section 345-8-Mary Smith-The Calves.docx
Section 304(1)-4-Simon Jones-The Clown.docx (Championship item 1 verse "The Clown")
Section 304(2)-15-Julie Peters-Brothers.docx (Championship item 2 prose "Brothers")
Section 327&332-4-Mary Smith-name of poem.mp3 (Combined sections Poetry)
Section 354A-1-Simon Jones & Julie Peters-name of poem (Split section poems for 2)

* **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.wollongongeisteddfod.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 file via the Browse button 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.

Thank you for submitting your documents at least 7 days before your performance. It will help us to make the Eisteddfod run more efficiently. Don't forget that if you any questions at all just contact us.