

HOW TO ENTER A FESTIVAL

using Festival Connect

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SIGN IN/SIGN UP

New to Festival Connect?

1. Click **Sign Up**
2. Fill out all the relevant information.
3. You will then receive an email with a temporary password (which can be changed later in your Account). Please check your junk folder in case it goes in there.
4. Go to **Sign in** and login with your temporary password.

Already have a Festival Connect Account?

1. Click **Sign In** and login using your details.
2. If you haven't used the new site yet, click **Forgot Password** and you will receive an email with a temporary password (which can be changed later in your Account). Please check your junk folder in case it goes in there.

CREATE STUDENTS

1. Select the **Students** tab at the top of the screen.
2. To **create** a new student, click the **'+ Create New'** button and fill out the relevant information.
3. To **edit** an existing student, click the **'Edit'** button (to the right of their name). Edit information and press **'Save'** at the bottom of the screen.

CREATE DANCES

1. Select the **Dances** tab at the top of the screen.
2. To **create** a new dance, click the **‘+ Create New’** button and fill in the relevant details. If the dance does not require a title (eg. Classical Ballet) select **‘N/A’** from the dropdown Title Needed.
3. To **edit** an existing dance, click the **‘Edit’** button (to the right of the dance). Edit information and press **‘Save’** at the bottom of the screen.

CREATE ENTRIES

1. Select the **Entries** tab at the top of the screen.
2. Click '**Enter a Festival**'
3. Select the festival you wish to enter and the priority access code if you have been sent one
4. To **create** a new entry, click the '**+ Create New**' button in the top right corner and fill in the relevant details.

MAKING PAYMENT

1. Click on the **Payment** tab at the top of the screen.
2. You'll see the festival you've entered listed on the left, the amount due in the centre, and a **'Pay Now'** button on the right.
3. Click **'Pay Now'**. This will lead you to the checkout page, where you can make payment.
4. If the festival accepts payments by **Bank Transfer**, when you click pay now it will bring up the bank details.

Important note: If paying by bank transfer, entries can take a few days to show as entered in your portal.

TOP TIP - DELETING

To delete a student, dance or entry, click the **'Delete'** button next to the relevant one.

Important Note: Students or dances that are entered into a current or future festival cannot be deleted until that festival is completed. Entries can be deleted while entries are open. Once entries have closed for that festival you will need to contact the festival directly to remove an entry

NEED FURTHER
HELP?

CONTACT US

support@festivalconnect.co.uk

