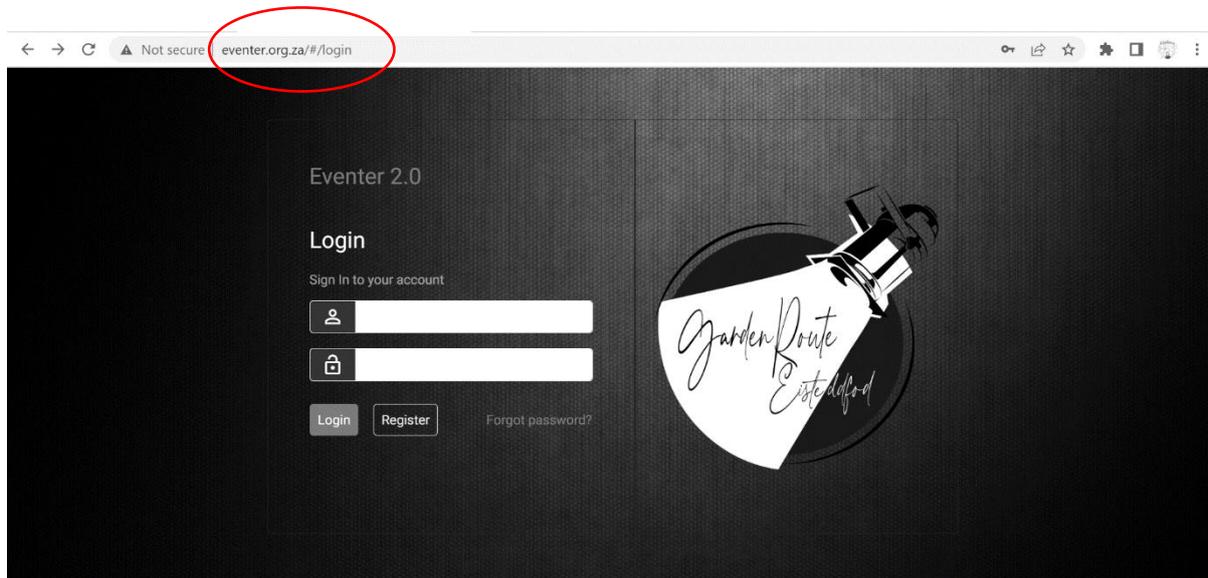




How to enter 2023

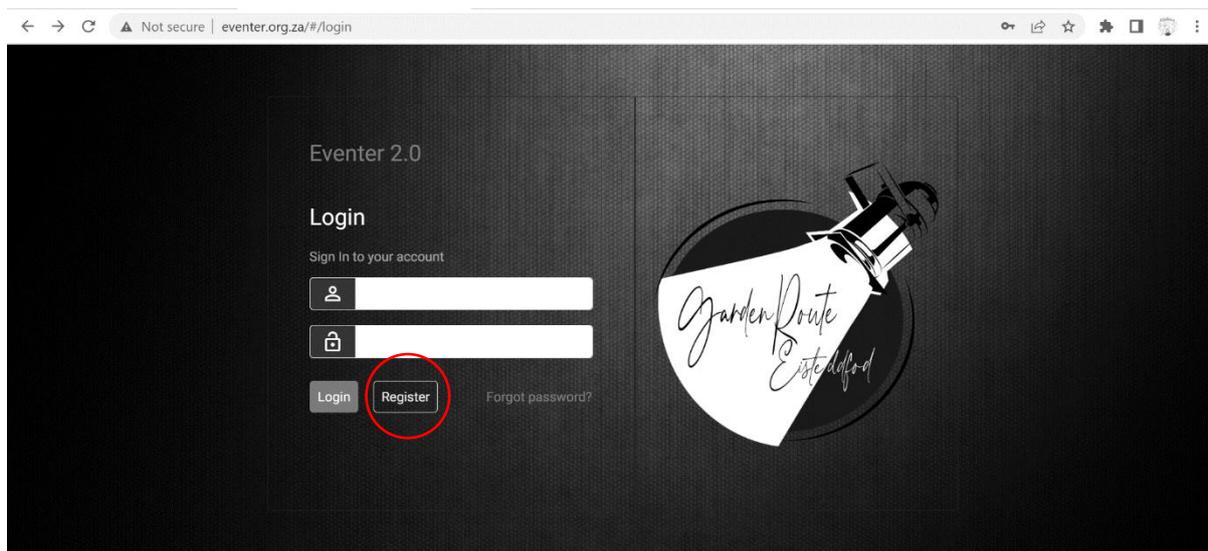
STEP 1 : GO TO WEBSITE

Go to www.eventer.org.za



STEP 2 : REGISTER

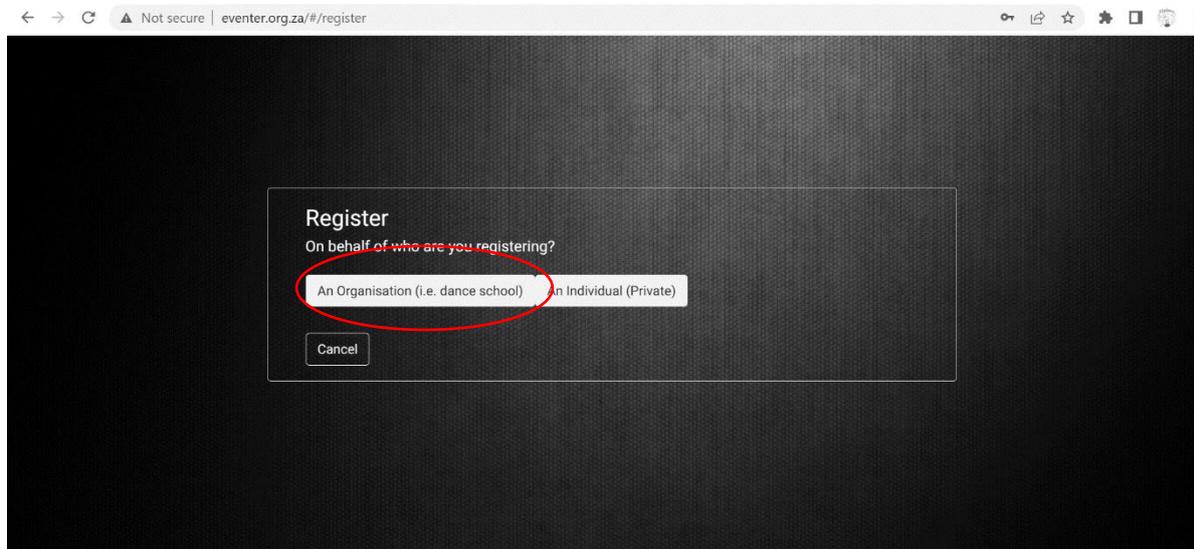
If you already have a profile, go to STEP 5 If you are a new user click on "**Register**"



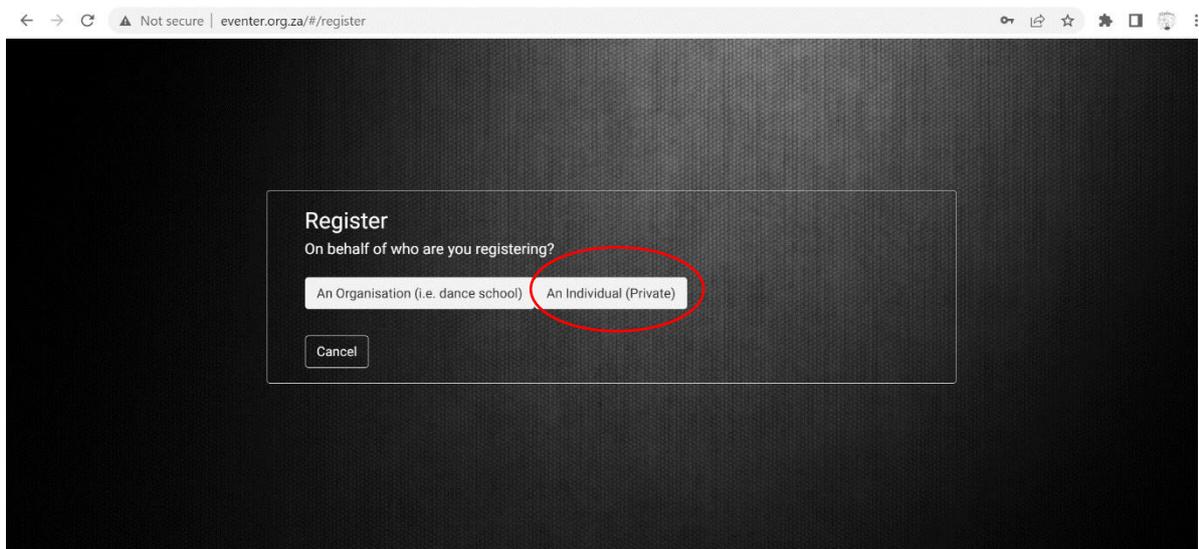


STEP 3 : PRIVATE OR SCHOOL ENTRY

If you are a school/teacher/representative, click **“An Organisation”**



If you are a private entry, click **“An Individual”**





STEP 4 : COMPLETE INFORMATION FORM

Fill in the relevant detail about yourself or organisation.

Please note the email used to create the account will be the email where communications will be sent.

Register
On behalf of who are you registering?

An Organisation (i.e. dance school) An Individual (Private)

Organisation name Mnemonic

Firstname Lastname

Email address (username) Mobile number

Physical address 1 Physical address 2

City/Town Postal code

Province District

Please note the Mnemonic is the Abbreviation used for your school on the program.

Register
On behalf of who are you registering?

An Organisation (i.e. dance school) An Individual (Private)

Organisation name Mnemonic

Firstname Lastname

Email address (username) Mobile number

Physical address 1 Physical address 2

City/Town Postal code

Province District



If your information is correct, please click **“Submit.”**

A registration form with two dropdown menus for "Province" and "District". Below the menus are two buttons: "Submit" and "Cancel". The "Submit" button is circled in red.

A pop-up box will appear.

A registration form with fields for "Firstname" (Lizette), "Lastname" (Gerber), "Email address (username)" (etchcastings@gmail.com), and "Mobile number" (072 449 4022). Below the fields are dropdown menus for "Province" (Western Cape) and "District" (Eden). At the bottom are "Submit" and "Cancel" buttons. A white pop-up box with a red border is overlaid on the form, containing the text "Success" and "An email with a temporary password will be sent to etchcastings@gmail.com shortly." with an "OK" button.

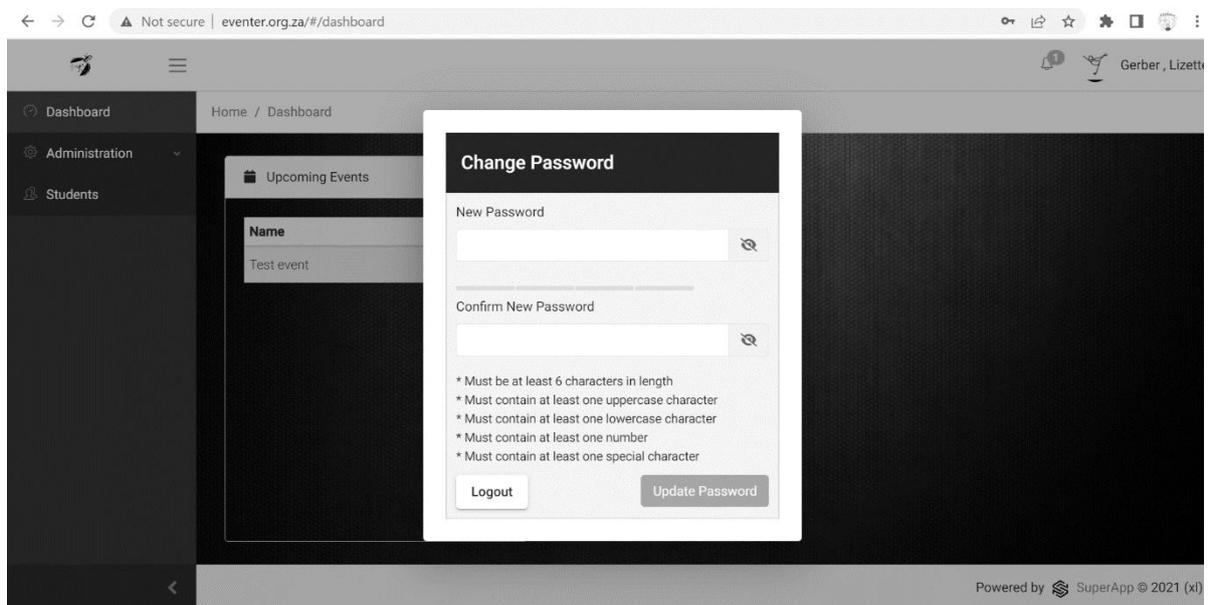
Please receive your temporary password on the email used to create the account.



STEP 5 : LOGIN

Use the email and temporary password to login in if this is the first time you are logging into the account.

Reset password for future use.



Log in you existing account using your email address and password.



STEP 5 : ADD PARTICIPANTS

Go to the **“students”** tab

Home / Admin / Students

Student(s)

Show inactive

Student

First Name:

Last Name:

Date of Birth:

Active: YES NO

Gender:

Special Needs: YES NO

! The student name entered here will be printed on the certificate. Please ensure student details are correct.

Powered by SuperApp © 2021 (xl)

Add student information.

(Please note that the name should be spelled correctly as this will be used for the print of Certificates) No re-reprints will be done if spelling is incorrect on the system.

Home / Admin / Students

Student(s)

Show inactive

Student

First Name:

Last Name:

Date of Birth:

Active: YES NO

Gender:

Special Needs: YES NO

! The student name entered here will be printed on the certificate. Please ensure student details are correct.

Powered by SuperApp © 2021 (xl)



Please ensure that the **“active”** button is clicked to show active.

Home / Admin / Students

Student(s)

Show inactive

Student

First Name: Student Name

Last Name: Student Last Name

Date of Birth: 0020/01/01

Active: YES (circled in red)

Gender: Female (selected)

Special Needs: No

Add Cancel

The student name entered here will be printed on the certificate. Please ensure student details are correct.

Powered by SuperApp © 2021 (x)

Please click the **“special needs”** button and list the needs for the candidate if applicable.

Home / Admin / Students

Student(s)

Show inactive

Student

First Name: Lizette

Last Name: Gerber

Date of Birth: 2020/01/01

Active: YES (selected)

Gender: Female (selected)

Special Needs: YES (circled in red)

Stage needs to be wheelchair accessible. (circled in red)

Add Cancel

The student name entered here will be printed on the certificate. Please ensure student details are correct.

Powered by SuperApp © 2021 (x)



Click **add**

A screenshot of the 'Student(s)' form in the eventer.org.za admin interface. The form is titled 'Student(s)' and includes a 'Show inactive' toggle. The 'Student' section contains fields for 'First Name' (Student Name), 'Last Name' (Student Last Name), 'Date of Birth' (0020/01/01), 'Active' (YES), and 'Gender' (Female, Male). A 'Special Needs' toggle is set to 'NO'. The 'Add' and 'Cancel' buttons are circled in red. A warning message at the bottom states: 'The student name entered here will be printed on the certificate. Please ensure student details are correct.' The footer indicates 'Powered by SuperApp © 2021 (xl)'.

Students will be listed on the left side of screen.

A screenshot of the 'Student(s)' form in the eventer.org.za admin interface, showing a list of students on the left side of the screen. The list is circled in red and contains four entries: 'LastName, FirstName', 'LastName2, FirstName1', 'LastName2, FirstName2', and 'LastName3, FirstName3'. The 'Student' form fields are visible on the right, including 'First Name', 'Last Name', 'Date of Birth', 'Active', and 'Gender'. The 'Add' and 'Cancel' buttons are also visible. The footer indicates 'Powered by SuperApp © 2021 (xl)'.

Please add all participants.



Students can be deleted or

The screenshot shows a web browser window with the URL `eventer.org.za/#/admin/students`. The page title is "Student(s)" and the breadcrumb is "Home / Admin / Students". On the left is a navigation menu with "Dashboard", "Administration", and "Students". The main content area has a "Show inactive" toggle (off) and a list of student entries: "LastName, FirstName", "LastName2, FirstName1", and "LastName3, FirstName3". The "Student" form includes fields for "First Name" (FirstName3), "Last Name" (LastName3), "Date of Birth" (2005/05/05), "Active" (YES), and "Gender" (Female/Male). A "Special Needs" toggle is also present. At the bottom of the form are "Save", "Cancel", and "Delete" buttons. The "Delete" button is circled in red. A warning message states: "The student name entered here will be printed on the certificate. Please ensure student details are correct." The footer says "Powered by SuperApp © 2021 (xl)".

If a student is inactive (not participating in the event) they can be marked inactive on the student page.

This screenshot is identical to the one above, but the "Active" toggle is now set to "NO" and is circled in red. The "Delete" button is no longer circled. The rest of the page content remains the same.



On the left side you can choose to only view active students

Not secure | eventer.org.za/#/admin/students

Gerber, Lizette

Home / Admin / Students

Student(s)

Show inactive

LastName, FirstName
LastName2, FirstName1

Student

First Name

Last Name

Date of Birth

Active

Gender

Special Needs

! The student name entered here will be printed on the certificate. Please ensure student details are correct.

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STEP 6 : ENTER FOR EVENT

Go to **"dashboard"**

Not secure | eventer.org.za/#/dashboard

Gerber, Lizette

Home / Dashboard

Dashboard

Administration

Students

Upcoming Events

Name	Action
Test event	<input type="button" value="enter"/>

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Click **“enter”** to the relevant event.

The screenshot shows a web browser at eventer.org.za/#/dashboard. The page has a dark sidebar with 'Dashboard', 'Administration', and 'Students' options. The main content area is titled 'Upcoming Events' and contains a table with the following data:

Name	Action
Test event	<input type="button" value="enter"/>

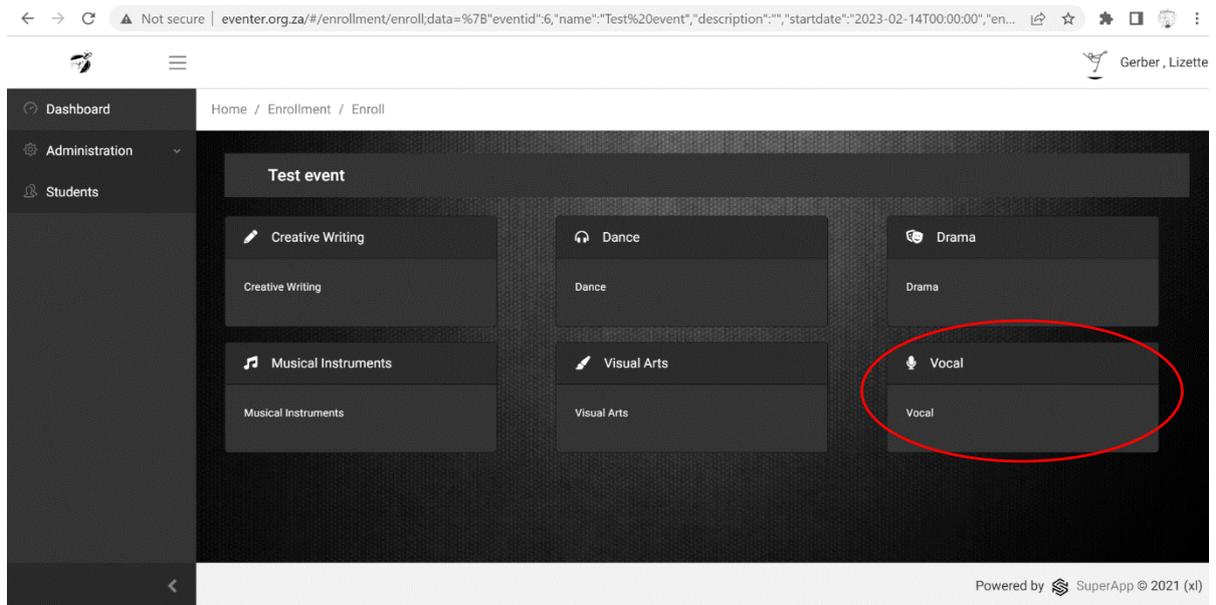
The 'enter' button in the 'Action' column is circled in red. The footer of the page reads 'Powered by SuperApp © 2021 (xl)'.

Click on **“add”** button to start adding entries.

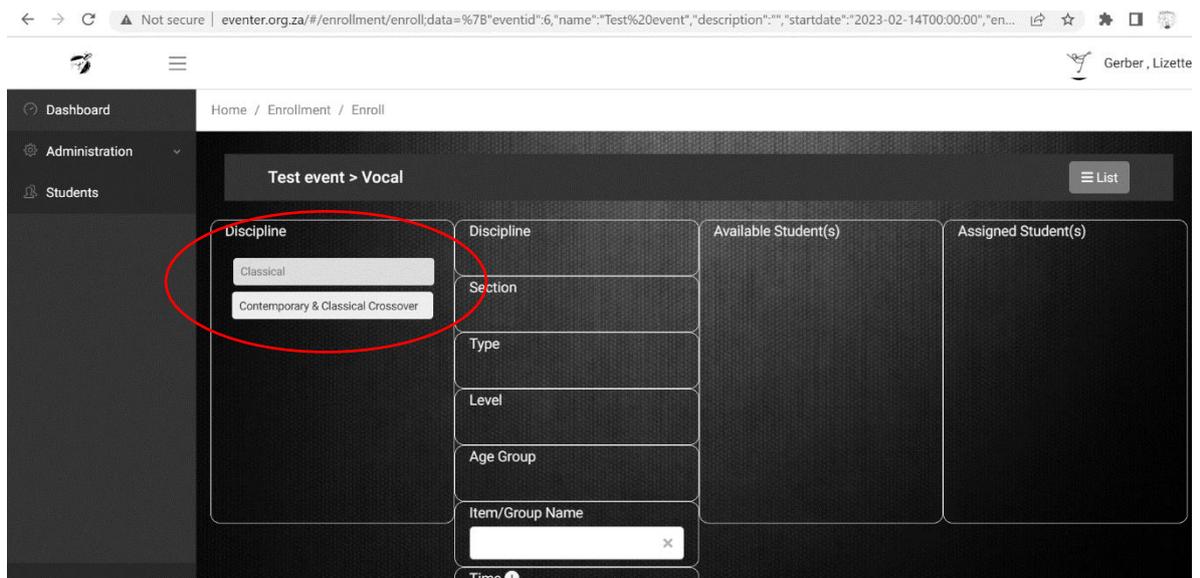
The screenshot shows a web browser at eventer.org.za/#/enrollment/enroll;data=%7B%22eventid%3A6%2C%22name%3A%22Test%20event%22%2C%22description%3A%22%22%2C%22startdate%3A%222023-02-14T00:00:00%22%2C%22enroll%3A%22%22%7D. The page has a dark sidebar with 'Dashboard', 'Administration', and 'Students' options. The main content area is titled 'Test event' and features a table with the following columns: No, Category, Discipline, Section, Type, Level, Age Group, Student(s), and Action. In the top right corner of the table area, there is a '- select report' dropdown menu and a '+ Add' button, which is circled in red.



Click on relevant section of event (vocal section will be used for this document)



Click on the relevant pre-set sections.





eventer.org.za/#/enrollment/enroll,data=%7B%22eventid%22%3A%226%22%2C%22name%22%3A%22Test%20event%22%2C%22description%22%3A%22%22%2C%22startdate%22%3A%222023-02-14T00:00:00%22%2C%22enroll%22%3A%22%22%7D

Gerber, Lizette

Dashboard Home / Enrollment / Enroll

Administration

Students

Test event > Vocal

List

Section Classical Crossover Popular Song Rock RnB/Soul Country Gospel/Spiritual Folk Musical Theatre	Discipline Contemporary & Classical Crossover	Available Student(s)	Assigned Student(s)
Type	Section		
Level	Type		
Age Group	Level		
Item/Group Name	Age Group		
	<input type="text"/>		
	Time		

eventer.org.za/#/enrollment/enroll,data=%7B%22eventid%22%3A%226%22%2C%22name%22%3A%22Test%20event%22%2C%22description%22%3A%22%22%2C%22startdate%22%3A%222023-02-14T00:00:00%22%2C%22enroll%22%3A%22%22%7D

Gerber, Lizette

Dashboard Home / Enrollment / Enroll

Administration

Students

Test event > Vocal

List

Type Solo Duet Duet with Accompaniment Ensemble Choir	Discipline Contemporary & Classical Crossover	Available Student(s)	Assigned Student(s)
	Section		
	Type		
	Level		
	Age Group		

eventer.org.za/#/enrollment/enroll,data=%7B%22eventid%22%3A%226%22%2C%22name%22%3A%22Test%20event%22%2C%22description%22%3A%22%22%2C%22startdate%22%3A%222023-02-14T00:00:00%22%2C%22enroll%22%3A%22%22%7D

Gerber, Lizette

Dashboard Home / Enrollment / Enroll

Administration

Students

Test event > Vocal

List

Level Novice Pre Amateur Amateur Advanced Professional Championships	Discipline Contemporary & Classical Crossover	Available Student(s) Search	Assigned Student(s)
	Section		
	Type		
	Level		
	Age Group		



eventer.org.za/#/enrollment/enroll;data=%7B%22eventid%3A6%2C%22name%3A%22Test%20event%22%2C%22description%3A%22%22%2C%22startdate%3A%222023-02-14T00:00:00%22%2C%22enroll%3A%7B%7D%7D

Gerber, Lizette

Dashboard Administration Students

Home / Enrollment / Enroll

Test event > Vocal List

Age Group	Discipline	Available Student(s)	Assigned Student(s)
5 & under	Contemporary & Classical Crossover	Search LastName, FirstName LastName2, FirstName1	
6 years	Section Classical Crossover		
7 years	Type Solo		
8 years	Level Novice		
9 years	Age Group		
10 years			
11 years			

Type in the item (song) name

eventer.org.za/#/enrollment/enroll;data=%7B%22eventid%3A6%2C%22name%3A%22Test%20event%22%2C%22description%3A%22%22%2C%22startdate%3A%222023-02-14T00:00:00%22%2C%22enroll%3A%7B%7D%7D

Gerber, Lizette

Dashboard Administration Students

Home / Enrollment / Enroll

Test event > Vocal List

Discipline	Available Student(s)	Assigned Student(s)
Contemporary & Classical Crossover	Search LastName, FirstName LastName2, FirstName1	
Section Classical Crossover		
Type Solo		
Level Novice		
Age Group 5 & under		
Item/Group Name <input type="text"/>		



Set the time (duration) of entry.

Not secure | eviewer.org.za/#/enrollment/enroll;data=%7B%22eventid%3A6%2C%22name%3A%22Test%20event%22%2C%22description%3A%22%22%2C%22startdate%3A%222023-02-14T00:00:00%22%2C%22en...

Gerber, Lizette

Test event > Vocal

Discipline: Contemporary & Classical Crossover

Section: Classical Crossover

Type: Solo

Level: Novice

Age Group: 5 & under

Item/Group Name: Song name

Time: 3 : 5

Available Student(s) Search: LastName, FirstName; LastName2, FirstName1

Assigned Student(s)

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Click on the relevant student.

Not secure | eviewer.org.za/#/enrollment/enroll;data=%7B%22eventid%3A6%2C%22name%3A%22Test%20event%22%2C%22description%3A%22%22%2C%22startdate%3A%222023-02-14T00:00:00%22%2C%22en...

Gerber, Lizette

Test event > Vocal

Discipline: Contemporary & Classical Crossover

Section: Classical Crossover

Type: Solo

Level: Novice

Age Group: 5 & under

Item/Group Name: Song name

Time: 3 : 5

Available Student(s) Search: LastName, FirstName; LastName2, FirstName1

Assigned Student(s)

Powered by SuperApp © 2021 (x1)



Click **“add”**

Not secure | eventer.org.za/#/enrollment/enroll;data=%7B%22eventid%3A%226%2C%22name%3A%22Test%20event%2C%22description%3A%22%2C%22startdate%3A%222023-02-14T00:00:00%22%2C%22enroll%3A%22%22%7D

Gerber, Lizette

Test event > Vocal

Discipline: Contemporary & Classical Crossover

Section: Classical Crossover

Type: Solo

Level: Novice

Age Group: 5 & under

Item/Group Name: Song name

Available Student(s)

Assigned Student(s)

+ Add

Search

LastName, FirstName

Screen will now move to Attachment section.

Not secure | eventer.org.za/#/enrollment/enroll;data=%7B%22eventid%3A%226%2C%22name%3A%22Test%20event%2C%22description%3A%22%2C%22startdate%3A%222023-02-14T00:00:00%22%2C%22enroll%3A%22%22%7D

Gerber, Lizette

Test event > Vocal

Discipline: Contemporary & Classical Crossover

Section: Classical Crossover

Type: Solo

Level: Novice

Age Group: 5 & under

Item/Group Name: Song name

Time: 3 : 5

Attachments

+ Add

Assigned Student(s)

+ Add(new)

LastName, FirstName

Powered by SuperApp © 2021 (xl)



STEP 7 : ATTACHMENTS

Click on either MUSIC, DOCUMENT, or IMAGE to select an attachment.

The screenshot shows a web application interface for managing an event. The main content area is titled "Test event > Vocal". On the left, there is a sidebar with navigation options: "Dashboard", "Administration", and "Students". The main area contains several form fields for event details: "Discipline" (Contemporary & Classical Crossover), "Section" (Classical Crossover), "Type" (Solo), "Level" (Novice), "Age Group" (5 & under), "Item/Group Name" (Song name), and "Time" (3:5). A modal window titled "Attachments" is open, showing a file selection interface with tabs for "Music" and "Document". The "Music" tab is active, and the "Select File" button is highlighted with a red circle. Below the tabs, there are "Select File" and "Reset" buttons, a note "(.mp3) Size Limit: 10.00 MB", and an "Upload" button. To the right of the modal, there is a section for "Assigned Student(s)" with a "+ Add(new)" button and a text input field for "LastName, FirstName". The bottom right corner of the page indicates "Powered by SuperApp © 2021 (x1)".

Click "select file"

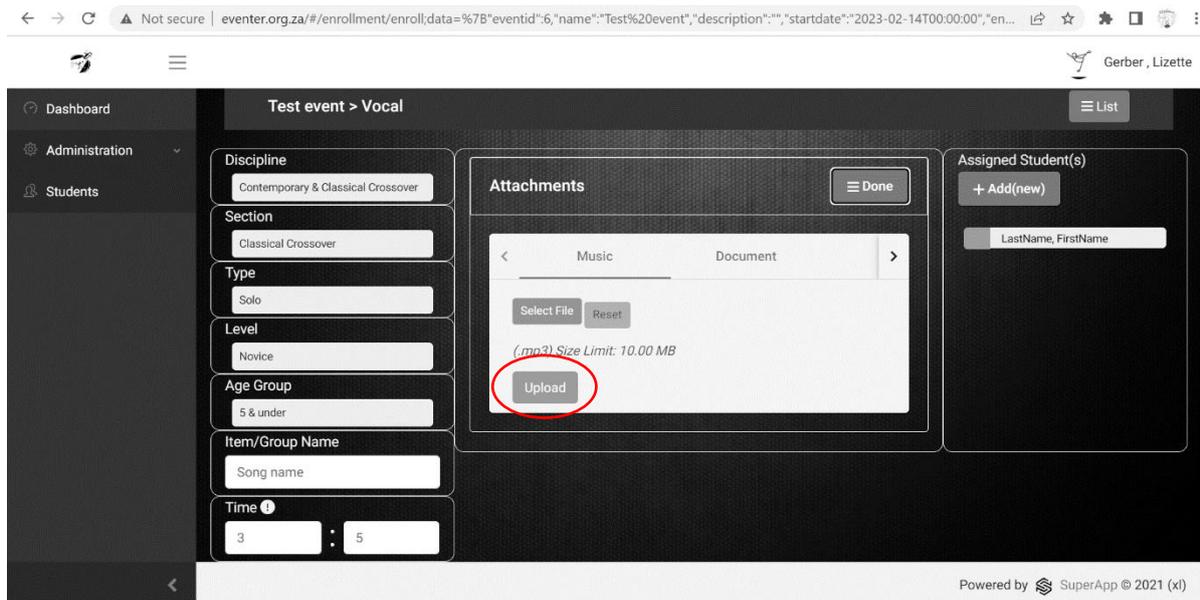
This screenshot is identical to the one above, showing the "Attachments" modal with the "Select File" button highlighted by a red circle. The interface elements, including the sidebar, event details, and student assignment section, are the same as in the previous image.



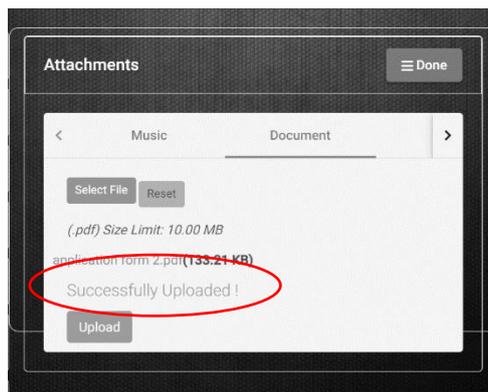
Select the relevant file.

(Please note that attachments should be in the correct format for the system to accept the attachment)

Click **“upload”**



Wait for the success message.



Please ensure that you upload all the relevant documentation as per section requirements.



STEP 8 : VIEW ENTRIES

Click on the **"list"** button to view entries.

The screenshot shows the 'Test event > Vocal' form. The left sidebar contains 'Dashboard', 'Administration', and 'Students'. The main form has fields for Discipline (Contemporary & Classical Crossover), Section (Classical Crossover), Type (Solo), Level (Novice), Age Group (5 & under), Item/Group Name (Song name), and Time (3:5). An 'Attachments' modal is open, showing a file upload interface with a 'Successfully Uploaded!' message and an 'Upload' button. The 'Assigned Student(s)' section has an '+ Add(new)' button and a text input field for 'LastName, FirstName'. A red circle highlights the 'List' button in the top right corner.

The screenshot shows the 'Test event' list view. The breadcrumb is 'Home / Enrollment / Enroll'. The table below shows the entry details:

No	Category	Discipline	Section	Type	Level	Age Group	Student(s)	Action
2722	Vocal	Contemporary & Classical Crossover	Classical Crossover	Solo	Novice	5 & under	Song name	



STEP 9 : EDIT OR DELETE

To delete the entry, click on the **“delete” (trash)** button.

The screenshot shows a web application interface for event management. The browser address bar displays the URL: `eventer.org.za/#/enrollment/enroll;data=%7B%22eventid%3A6%2C%22name%3A%22Test%20event%22%2C%22description%3A%22%22%2C%22startdate%3A%222023-02-14T00:00:00%22%2C%22enroll%3A%22%22%7D`. The page title is "Test event". Below the title, there is a table with the following columns: No, Category, Discipline, Section, Type, Level, Age Group, Student(s), and Action. The table contains one row with the following data: No: 2722, Category: Vocal, Discipline: Contemporary & Classical Crossover, Section: Classical Crossover, Type: Solo, Level: Novice, Age Group: 5 & under, Student(s): Song name. The Action column for this row contains two icons: a pencil (edit) and a trash can (delete). The trash can icon is circled in red.

No	Category	Discipline	Section	Type	Level	Age Group	Student(s)	Action
2722	Vocal	Contemporary & Classical Crossover	Classical Crossover	Solo	Novice	5 & under	Song name	 

To edit entry, click on the **“edit” (pencil)** button.

The screenshot shows the same web application interface as the previous one. The table is identical, but the pencil icon in the Action column for the row with No: 2722 is circled in red.

No	Category	Discipline	Section	Type	Level	Age Group	Student(s)	Action
2722	Vocal	Contemporary & Classical Crossover	Classical Crossover	Solo	Novice	5 & under	Song name	 

You can edit entry as needed (add remove student, change attachments, change age groups etc.)

Click **“save”** to save changes.



STEP 10 : REPORTS

The following reports can be received on the system (to view or to download)

1. Invoice
2. Entries per eisteddfod section
3. Entries per participant

Home / Enrollment / Enroll

Test event

No	Category	Discipline	Section	Type	Level	Age Group	Student	Action
2722	Vocal	Contemporary & Classical Crossover	Classical Crossover	Duet	Novice	5 & under	h	<ul style="list-style-type: none">- select report -- select report -Event entriesEvent invoiceAll entries

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STEP 11 : PAYMENTS

Please make a payment with the correct reference via eft (**payments with wrong references will not be accepted**)

Home / Enrollment / Enroll

Test event

Event invoice List

1 of 1

119.31%

Proforma Invoice

Garden Route Eisteddfod

Invoice To:
Etch Castings

Invoice No: 240-14022023
Invoice Dt: 14 Feb 2023

Discipline	Section	Type	Level	Age Group	Amount
Registration Fee					R150.00
Organisation registration					
Entry Fee					R150.00

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Please note a pay gate (online payment) might be added to the system for 2023.



STEP 12 : FINAL EDITS

Please ensure that final edits are done before the deadlines listed in our syllabus. No changes will be permitted after these dates.

A video of this process is also available on the eisteddfod website :

www.gardenrouteeisteddfod.co.za

THANK YOU!