

On-Line Entry Guidance & Instructions

“To enter the 2010 Festival, please go to www.alderleyedgefestival.com “Before you can enter on-line you need to register an account

Username:

Password:

[Forgot your password?](#)

Click to register

Step 1.

Step 2.


Enter your account details

Email:

Create a password:

6-character minimum; case sensitive

Retype password:



Characters:

Enter the characters you see

This will return you to the Sign in page

Username:

Password:

[Forgot your password?](#)

Step 3.

Enter you email address and password

Click to Sign in

Once you have signed in:

Step 1.

Please note that by choosing to enter you agree to the following, information I give on this entry form may be used for contact or programing purposes

Choose to complete Music entry form by clicking the button 

Speech and Drama	Music
<input type="button" value="Retrieve"/>	<input type="text"/> <input type="button" value="Retrieve"/>

If you wish to retrieve a previous application :-
Enter your code below 'Music or Speech' or 'Drama' then click Retrieve

Select 'Speech and Drama' or 'Music'

Step 2.


Details of person filling in form.

Title	Please select... ▾
First Name.	<input type="text"/> *
Surname.	<input type="text"/> *
Address Line 1	<input type="text"/> *
Address Line 2	<input type="text"/> *
Town / City	<input type="text"/> *
Postcode	<input type="text"/> *
Telephone Daytime.	<input type="text"/> *
Telephone Evening.	<input type="text"/> *
Contact Email Address.	<input type="text"/> *

Enter your contact detail here 

Enter your contact details
(Those fields marked with an * are mandatory)


Step 3.

Telephone Daytime.	<input type="text"/> *
Telephone Evening.	<input type="text"/> *
Contact Email Address.	<input type="text"/> *
Details of individual competitors to be entered here.	
	<input type="button" value="Add Entry"/>
Calculate Totals	
Click here to add an entry 	Would you like to order a pro...
	<input type="button" value="Calculate Total Cost"/>
Please list students in Choir / Ensemble Classes also involved	
<input type="button" value="Add Student in Solo Class"/>	<input type="button" value="Remove last Studer"/>

Select 'Add Entry'

Details of individual competitors to be entered here.

Class Entry (Selecting the top level 'blank' item from Class Drop Down will clear this class entry)
 Fields marked with asterisk* are required otherwise fields are optional depending on Class chosen

Please Enter Class Number. 

Names of Competitors

Choose the Class to be entered here by clicking the down arrow.

Entrance Fee

Calculate Totals

Would you like to order a product?

Entrance Fee will be calculated automatically.

Step 4.

From the drop down menu, select the class you are entering.
 The screen will be re-displayed with mandatory fields that you need to enter dependant upon the class you have chosen, for example:

Class 7 (Alderley Junior Singer of the Year) will require you to enter:
 Name, Surname and Place of Residence.
 Title and Composer for three songs.
 Date of Birth, NC Year, and whether you require your own accompanist.
 The entrance Fee will be displayed automatically.

Class 1 (Junior Choir, NC Year 3 & Under) will require you to enter:
 Name (of Choir) and Place of Residence.
 Title and Composer for two songs.
 Name of Conductor, and Number of Participants.
 The entrance Fee will be displayed automatically.

Step 5.

Please Enter Class Number.

Competitor

First Name.

Surname.

Place of Residence

Title and Composer
 Details required for **OWN CHOICE** classes only

Title.

Composer.

Title and Composer
 Details required for **OWN CHOICE** classes only

Title.

Composer.

National Curriculum Year?.

Name of Conductor?

Number of Participants?

Entrance Fee

Fill in the details of each competitor / choir / ensemble

Enter Title and Composer of piece(s) to be played

Enter National Curriculum Year, Name of Conductor and Number of Participants (when necessary)

Step 6.

If any choir or ensemble classes have students who are appearing in other classes then please click on 'Add Student in Other Class' (this will enable us to schedule their appearance in the other class without it clashing with the Choir/Ensemble class) where you will be able to add: First Name, Surname, NC Year, Choir/Ensemble Class No., Other Class No.

If entering Speech and Drama students for the Saturday classes, and any student is entering any of the music classes on the Saturday, then please click on 'Add Student in Music Class' (this will enable us to schedule their appearance in the Music class without it clashing with the Speech & Drama class) where you will be able to add: First Name, Surname, up to 6 Music class numbers

Details of individual competitors to be entered here.	
Class Entry (Selecting the top level 'blank' item from Class Drop Down will clear this class entry). Fields marked with asterix* are required otherwise fields are optional depending on Class choosen.	
Please Enter Class Number.	7 - Alderley Junior Singer of the Year 2009, NC Years 7 - 9
Names of Competitors	
Competitor	
First Name.	<input type="text"/>
Surname.	<input type="text"/>
Place of Residence	<input type="text"/>
Title and Composer Details required for OWN CHOICE classes only	
Title.	<input type="text"/>
Composer.	<input type="text"/>
Title and Composer Details required for OWN CHOICE classes only	
Title.	<input type="text"/>
Composer.	<input type="text"/>
Title and Composer Details required for OWN CHOICE classes only	
Title.	<input type="text"/>
Composer.	<input type="text"/>
Date of Birth (dd/mm/yyyy)	<input type="text"/>
National Curriculum Year?	<input type="text"/>
Own Accompanist to be Used?	No
Entrance Fee	£8.50
<input type="button" value="Add Entry"/>	
Calculate Totals	
Would you like to order a programme at the cost of £4.00. Yes	
Total Cost	<input type="text"/>
<input type="button" value="Calculate Total Cost"/>	

Certain Music classes will also ask you to specify your chosen instrument, for example: Class 21 – Woodwind Solo Graded.

Continue to select 'Add Entry' until you have completed all the entries at this time (Please note that you can return to this entry to make amendments up to the closing date of entries.)

Once you have completed all your entries at this time, please Select 'Calculate Total Cost'. You then have two options:

If you chose to select 'Save for Later':A screen will be displayed that shows your REFERENCE NUMBER. (Step 9)

If you chose to select 'Next':A screen will be displayed that shows your REFERENCE NUMBER, (Step 10),

the cost of the entry, with the name and address of where to send your cheque.

IT IS IMPORTANT THAT YOU TAKE A NOTE OF THIS NUMBER AS YOU WILL NEED IT TO RETRIEVE YOUR ENTRY FOR A LATER UPDATE

Please list students in Choir / Ensemble Classes also involved in

If you have entered any of the students in Music classes 63, 64 or 124, and they are also entered in any other groups, then please subtract the entrance fee for classes 63 or 64 or 124 from the total cheque payable.

First Name:

Surname:

NC Yr 6?:

Ensemble/Choir Class No.:

Other Class No.:

List all students in Choirs / Ensembles / Groups that have entered another class.

Step 7.

Step 8.

Calculate Totals

Would you like a programme? **→** Would you like to order a programme. Yes

Total Cost:

Please list students in Choir / Ensemble Classes also involved in Other Classes

If you have entered any of the students in Music classes 63, 64 or 124, and they are also entered in any other class other than choirs / ensembles or groups, then please subtract the entrance fee for classes 63 or 64 or 124 from the total cheque payable.

Please check all the details before clicking Next.

If you have entered any of the students in Music classes 63,64 or 124, and they are also entered in any other class other than choirs / ensembles or groups, then please subtract the entrance fee for classes 63 or 64 or 124 from the total cheque payable.

Step 9.

Please check all the details before clicking Next.

You can choose to save your form and continue to make changes at a later date or you can click Next when you are happy with your entry

If you choose to save your form make a note of the Reference ID which is displayed on the top right of the page, example below.

If you have already clicked 'Next' don't panic! The Ref. ID will displayed again so dont worry if you missed it.

Reference ID:
t9Xagna0

Step 10.

This is the final step before confirming the Entry.
Please make a note of your unique reference number that is displayed below, you will need to write this number on the back of the cheque or, choose not to submit the entry form at this time, the entry will be saved under this reference and can be modified at a later date.

00000006

The cost for this application is £9.25 **← Click to make a Payment**

The cheque should be made payable to Alderley Edge Festival
Remember to write your reference number on the back:

and post to:

Mrs Anne Orme
5 Overton Close
Congleton
Cheshire CW12 1JZ

Click to confirm your entry

If you are ready to confirm then click the button below.
Please make sure you make a note of the above price and postal address as this will not be displayed on the next screen the address can also be found in the syllabus.

It is imperative that you write your **REFERENCE NUMBER** on the back of the cheque.

Please note that you can still make changes to the saved entry up to the closing date of entries.

Pressing 'ENTER' at any time will validate your current entry data.

PLEASE NOTE: If you have entered any of the students in Music classes 63, 64 or 124, and they are also entered in any other class other than choirs / ensembles or groups, then please subtract the entrance fee for classes 63 or 64 or 124 from the total cheque payable.