

NATIONAL EISTEDDFOD OF SOUTH AFRICA™

Help file for Online entries

INDEX

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HOW TO OPEN THE NATIONAL EISTEDDFOD OF SOUTH AFRICA™ WEBSITE

- First type any of the following 2 website addresses in your internet browser
 - www.eisteddfod.co.za or www.nesa.org.za

(Please note: when using an internet connection at work, you might experience problems to open the page due to network restrictions or limitations. If this happens, try the internet connection on a smart phone, if possible).



HOW TO ACCESS THE PROSPECTUS

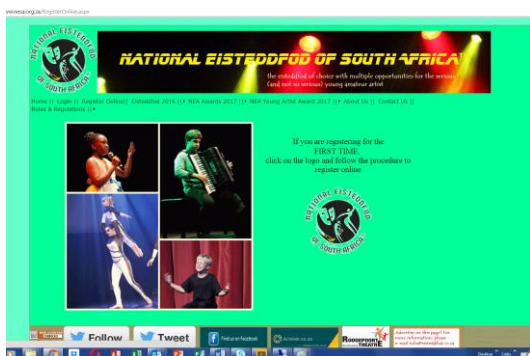
- First type the website address in your internet browser
 - www.nesa.org.za
- Click on **REGISTER ONLINE** tab
- Click on the **NESA** logo
- Type in **your User code, Password and email address** and click on **LOGIN** tab
- Click on the **PROSPECTUS 2016** tab
- Select the relevant **CATEGORY** which you seek: **NESA PROSPECTUS Music, Drama, Dance or Creative Work**

HOW TO REGISTER ONLINE

- Open the National Eisteddfod of South Africa website as described above.
- Click on **REGISTER ONLINE** tab




- Click on the **NESA** logo



- This will take you to the Registration Process Part 1 of 5

ATION PROCESS: x

www.nesa.org.za:2016/App/Default



NATIONAL EISTEDDFOD OF SOUTH AFRICA
the eisteddfod of choice with multiple opportunities for the serious
(and not so serious) young amateur artist

REGISTRATION PROCESS Part 1 of 5 - Select Registration category

Please select the Registration category.
Note: Parents/Individual participants should select 'Individual Entry' as category.

Type	Select Type
Individual Registration	Select Type
Public School	Select Type
Studio	Select Type
Independent School	Select Type
Community Organization	Select Type
Tertiary Institution	Select Type

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- Select your registration category: **INDIVIDUAL REGISTRATION, PUBLIC SCHOOL, STUDIO, INDEPENDENT SCHOOL, and COMMUNITY ORGANISATION OR TERTIARY INSTITUTION.**
- NB In order to prevent duplication, only authorised representatives of schools, studios, organizations, etc. may complete a registration on their behalf.
- After selecting your registration category, you will proceed to part 2 of the process where you can select your province. When you intend to submit entries on DVD, you should select "Eisteddfod in the Clouds". (For more information on DVD entries you can click on the [here](#) tab at the bottom of the page.)
- Select the **PROVINCE (Part 2 of 5).**



REGISTRATION PROCESS Part 2 of 5 - Select Your Province

Province	
Eisteddfod in the Clouds	Select Your Province
Gauteng	Select Your Province
Eastern Cape	Select Your Province
Free State	Select Your Province
KZN	Select Your Province
Limpopo	Select Your Province
Mpumalanga	Select Your Province
North West	Select Your Province
Northern Cape	Select Your Province
Western Cape	Select Your Province
International	Select Your Province

NEW! You can now also participate on the "National Eisteddfod of SA Cloud" with a Video recording of your performance. Select 'Eisteddfod in the clouds' for this purpose. For more information click [here](#).

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- Select your **REGION** (Part 3 of 5)



REGISTRATION PROCESS Part 3 of 5 - Select Your REGION of Participation

The NEA has changed the old "Area" structure into one of REGIONS and LOCAL AREAS. Considering peak time traffic in some regions, this change will make it possible to select venues within or near the selected Local Area when submitting entries.

The following regions are currently available in your selected province:

Please select the REGION for Participation within the selected province.

Region	
Joburg North	Select Your Region
Gauteng West	Select Your Region
Gauteng East	Select Your Region
Gauteng South	Select Your Region
Joburg Central/South	Select Your Region
Gauteng North	Select Your Region

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Please note: **Joburg North** includes Sandton, Randburg and all northern suburbs of the greater Joburg region. (Joburg North IS NOT Gauteng North - Gauteng North refers to the Tshwane, Pretoria Region)

- The next step (Part 4 of 5) is to confirm your Local Area. If your local area is not listed you can add it in the **NEW LOCAL AREA NAME** space and select **CREATE A NEW AREA** at the bottom of the page.
- Please pay attention to the correct spelling of the name (including the use of capital letters where necessary!).
- More information about Regions and Local areas is provided in the help file when you click on [here](#) on top of the page.

REGISTRATION PROCESS Part 4 of 5 - Select Your LOCAL AREA of Participation

NB Your local area indicates the SUBURB / TOWN / TOWNSHIP where the School/Studio etc. is located and could also be the AREA of Participation. For more information click [here](#).

Please confirm or select any one of the following LOCAL AREAS.

Province	Region	Area	
Eisteddfod in the Clouds	Gauteng West	Gauteng West Cloud	Select Your Area
Gauteng	Gauteng West	Fochville	Select Your Area
Gauteng	Gauteng West	Heidekruid	Select Your Area
Gauteng	Gauteng West	Monterijer	Select Your Area
Gauteng	Gauteng West	Knugersdorp	Select Your Area
Gauteng	Gauteng West	Little Falls	Select Your Area
Gauteng	Gauteng West	Magaliesburg	Select Your Area
Gauteng	Gauteng West	Merafong City	Select Your Area
Gauteng	Gauteng West	Mogale City	Select Your Area
Gauteng	Gauteng West	Muldersdrift	Select Your Area
Gauteng	Gauteng West	Randfontein	Select Your Area
Gauteng	Gauteng West	Rondepoort	Select Your Area
Gauteng	Gauteng West	Ruimsig	Select Your Area
Gauteng	Gauteng West	Villiersdriftpark	Select Your Area

If the list above does not provide for a local area close to YOUR local area, you may add a new LOCAL AREA below (T's & C's apply):

NEW Local Area name

[Create NEW LOCAL AREA](#)

[BACK](#)

Help file

What is a Showcase Region:

The development of the new brand also resulted in a revision of existing "areas", particularly in Gauteng. Subsequently, the old eisteddfod areas were replaced by or combined into potential *Showcase Regions* in the different provinces. New Local Areas were introduced with the purpose to facilitate the scheduling of events as it will indicate the physical location of a school / institution or individual participant.

Showcase region

All venues will be grouped according to the relevant Local Area. When submitting entries online, participants / schools will be able to view the available venues in their Local Area. They will then have the option to select an appropriate venue for their particular events. They will also be able to select an appropriate venue in another local area if their local area does not provide a venue for their events (e.g. dance items, backing track items, etc.)

What is a Local Area

The LOCAL AREA refers to the area / suburb where a school is LOCATED. The use of areas like Randburg, Sandton, Johannesburg, West Rand, etc. was very confusing in the past. A participant registered in Sandton could be attending a school in Dainfern, but scheduled at Lonehill, Randburg and Sandton now forms part of the Joburg North Region.

Local Area


If the name of your Local Area does not appear on the list, you may add this name to the list.

New Local area

Please note that a name like Randburg or Sandton will not be accepted as a "Local Region" as it has now been broken down into various suburbs.

[Open ASPXFile](#)

- Confirm your Local Area will take you to part 5 of 5 of the Registration Process where all other information need to be provided.
- All fields marked with * are compulsory.
- Please ensure ALL information is entered correctly, including the spelling. (The NEA does not take responsibility for errors on certificates or communication failure due to incorrect information on this page.
- Complete the form with your Contact details as well as the human test and click on **SAVE ENTRY** to finalise the registration.
- Complete the form with your Contact details as well as the human test and click on **SAVE ENTRY** to finalise the registration.



REGISTRATION PROCESS Part 5 of 5 - Other Detail

Registration Type: Region: Local Area:

*Name and Surname:

(Parent or Responsible Person)

Postal Address:

Postal Code:

*Physical Address:

Suburb and/or Town:

Province: Postal Code:

*Contact Cell no: *e-mail:

Telephone no: Fax no:


PLEASE ALLOW US TO DETERMINE IF YOU ARE A HUMAN AND NOT A COMPUTER

HUMAN TEST: Add the following together (13, 34, 7) Answer:

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- Please note: the system will not allow you to add a name that has been already registered on the system (e.g. schools, studios. Individuals can by-pass this by providing full names or initials) You will then be furnished with Log in details: a **USER CODE** as well as **PASSWORD**. Keep them safe



REGISTRATION ALREADY EXIST

School of Dreams - ALREADY EXIST IN OUR DATABASE

Please email the NEA Office if you need or lost your Reference No./Password

User logged in as - School of Dreams

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- Please note: you will receive an error message if any error occurs (e.g. a blank compulsory field.) Should this occur, please provide the missing information and click on SAVE ENTRY again.



REGISTRATION PROCESS Part 5 of 5 - Other Detail

• Please enter Physical Address

Registration Type:	<input type="text" value="Individual Registration"/>	Region:	<input type="text" value="Joburg North"/>	Local Area:	<input type="text" value="Blairgowrie, Gauteng"/>
*Name and Surname:	<input type="text" value="Name and Surname of parent"/>				
	<small>(Parent or Responsible Person)</small>				
Postal Address:	<input type="text"/>				
	Postal Code:				<input type="text"/>
*Physical Address:	<input type="text"/>				
Suburb and/or Town:	<input type="text"/>				
Province:	<input type="text" value="Gauteng"/>				
*Contact Cell no:	<input type="text" value="000 000 0000"/>	*e-mail:	<input type="text" value="info@test.co.za"/>		
Telephone no:	<input type="text"/>	Fax no:	<input type="text"/>		

PLEASE ALLOW US TO DETERMINE IF YOU ARE A HUMAN AND NOT A COMPUTER

HUMAN TEST:	Add the following together (13, 34, 7)	*Answer:	<input type="text" value="54"/>
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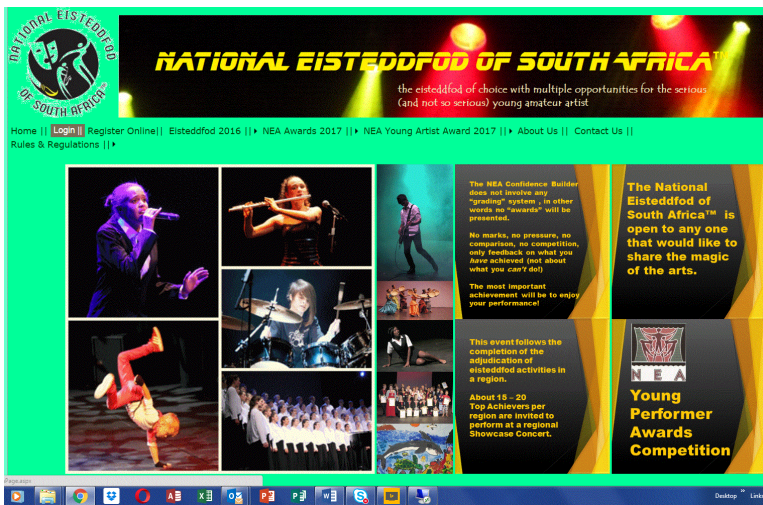
[Logout / Logout](#) User logged in as:

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- When the new information has been saved successfully, you will be furnished with Log in details comprising of a **USER CODE** as well as **PASSWORD**. **Please** record this information as you will need it to proceed with the submission of entries.

HOW TO PROCESS AN INDIVIDUAL ENTRY

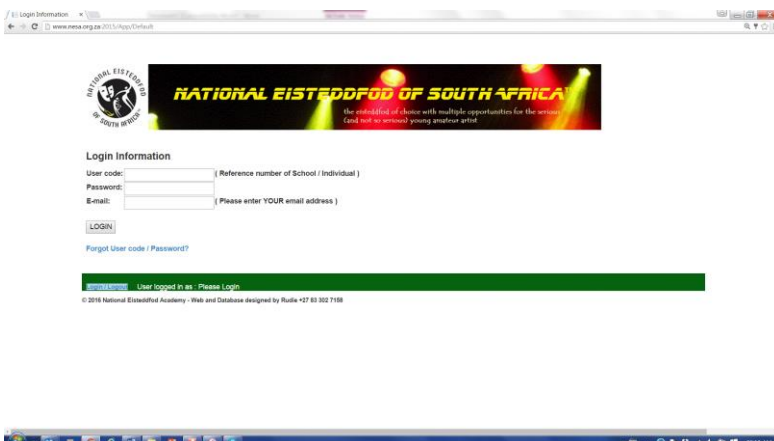
- First type the website address in your internet browser
 - www.nesa.org.za or www.eisteddfod.co.za
- Click on the **LOGIN** tab on the homepage



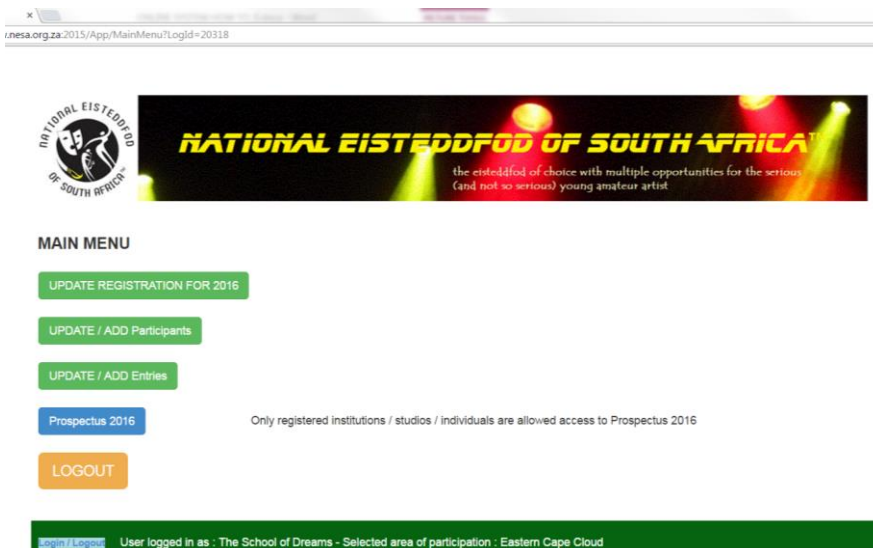
- This will take you to the next page.
- Please take note of the new information on this page.
- Click on the **NESA** logo.



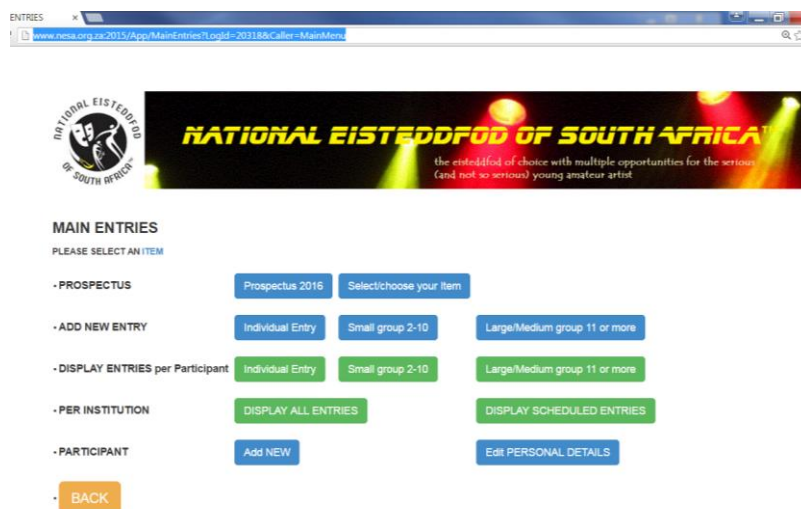
- This will take you to the actual LOGIN page.
- Type in your User code, Password and email address and click on **LOGIN** tab



- The next page provides the following options with the following functions:
 - **Update registration for 2016**
You can update your registration details at any time by selecting this tab.
 - **Update/Add Participants**
Click on this tab to add new participants or to update the profiles of existing participants
 - **Update/Add Entries**
Click on this tab to add new entries or to update existing entries.
Once the events have been scheduled, this tab will also allow you to access participation details (date, time, venue).
 - **Prospectus 2016**
You can access the new National Eisteddfod of South Africa Prospectus 2016 by selecting this tab. Only registered institutions and individuals have access to the online version of the Prospectus.
 - **Logout**



- To process a new entry, click on **UPDATE/ADD ENTRIES** tab
- The MAIN ENTRIES page will be displayed. All **BLUE** tabs, except **Prospectus 2016** will allow you to add/update information.



- The following entry types are available and are determined by the number of participants:
 - Individual entries (one participant)

- Select/choose your item Individual Entry Small group 2-10 Large/Medium group 11 or more

- www.nesa.org.za

NATIONAL EISTEDDFOB OF SOUTH AFRICA
*the celebration of choice with multiple opportunities for the serious
 (and not so serious) young amateur artist.*

Select Genre

If you know the Item, Please insert it here:

Important: Enter the Item number in the following format, including the dashes: e.g. D41 000-10 or AF16 000-06

or- Click the **GENRE** of your choice.

Page 14 of 14 User logged in as : The School of Dreams - Selected area of participation : Eastern Cape School

- 

NATIONAL EISTEDDFOD OF SOUTH AFRICA

the national festival of choice with multiple opportunities for the serious (and not so serious) young singing artist

Select Group

Genre : Speech & drama Genre

Click the GROUP of your choice.

Indigenous Language - Speech & Drama

Speech & Drama - Afrikaans

Speech & Drama - English

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- Sub Section

www.neta.net.au/2013/7/app/Prod3CatB7Genre=6008/CatA=1958/objid=20318

DE SOUTH AFRICA

the establishment of drama with multiple opportunities for the written (and not so serious) young amateur artist

Select Sub Section

Genre: >Speech & drama Genre Group: >Speech & Drama - English

Click the SUB CATEGORY of your choice.

 - Cultural Venue
 - Confidence Builder - Poetry
 - Confidence Builder - Poetry (Experiments)
 - Confidence Builder - Prepared (Reading)
 - Confidence Builder - Prose
 - Imaginational Theatre
 - Poetry
 - Prose
 - Public Speaking
 - Reviews
 - Story Telling
 - Theatre Performance

Back

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- The number of participants in the item will determine your final selection of an item. E.g.: for an individual entry you will select CodeB (601) and for a group of 2 – 5 participants you will select CodeB (602) by clicking on the SELECT tab.
- After selecting the ITEM NUMBER, you will proceed to the next page where you select the appropriate grade of the participant(s).
- Participant Search – Individual Entry

All the names of previous participants are available on the database. It is therefore IMPORTANT to do a search for an existing participant, before possible adding a duplicate profile!

www.nesa.org.za/2015/App/SrcPart?LogId=20318&Caller=MainEntries&Next=SrcTableSaveNew&ETpe=17

NATIONAL EISTEDDFOD OF SOUTH AFRICA
the eisteddfod of choice with multiple opportunities for the serious (and not so serious) young amateur artist

Participant Search - Individual Entry

A) If you have participated in the NEA in the past, it is possible that the name already exists on our database. Use the following procedure to search the database.

- Provide the NAME and/or SURNAME of the participant that you want to search (correct spelling important!) to provide for spelling errors you can insert part of name or surname Example("van der Merwe", "vd Merwe" search on (merwe) will find both)
- When the name are list more than once please check the date of birth/ID no
- When the correct individual has been identified click on SELECT

*Name: *Surname:

B) If searched NAME does not exist please click on ADD NEW PARTICIPANT below.

THIS IS YOUR FAVOURITE LIST - Please press REMOVE to remove a person form your list

PartID	Name	Surname	BirthDate	ID No	School
<input type="button" value="BACK"/>					

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- To provide for spelling errors, the system even allows you to enter only the first part of the name and / or surname, e.g. searching on Charl will provide you with a whole list of participants with this name, although the surnames might differ. This is why the use of the date of birth of ID number becomes important in order to select the correct participant.
- Once selected, the selected candidate will appear on your FAVORITES list.
- If you accidentally select the wrong candidate, you can click on the REMOVE tab to remove it from your FAVORITES list.

Participant Search - x

www.nesa.org.za/2015/App/SrcPart?Name=charl&p5Name=&L

iii) When the correct individual has been identified click on S

*Name: charl *Surname:

B) If searched NAME does not exist please click on ADD NEW

SEARCH LIST

PartID	Name	Surname	B
27433	BONGANI CHARLES	KHOZA	1
29999	CHARL	POTGIETER	1
37589	Charl	Du Toit	2
42158	Charl	Erasmus	2
49914	Charl	Meyer	2
50030	Charl	Erasmus	2
56110	Charl	Van den Berg	1
31368	CHARL EDUARD	NIEHAUS	1
52182	Charltonne	Engelbrecht	2
34585	CHARLE	MOOLMAN	2

1 2 3 4 5 >

- To search for “OLD” participants:
 - Type in the name and / or surname of the participant and click on **SEARCH** button. if they have participated in the Eisteddfod before.
 - A list of names will appear in a table form below showing you the search results.
 - Click **SELECT** button next to the relevant participant.
 - Click on **SAVE ENTRY** tab to finalise the entry.

- To add “NEW” participants:
 - Click on the **ADD NEW PARTICIPANT** tab and create a profile for a new participant.
 - Enter the “identifying” element of the school name in the school box, e.g. “Randburg”
 - Click on the **CLICK TO SAVE** tab
 - The next page will display all the options with “Randburg” as part of the school name



School Search/Select

Please enter School name or Part of the name:

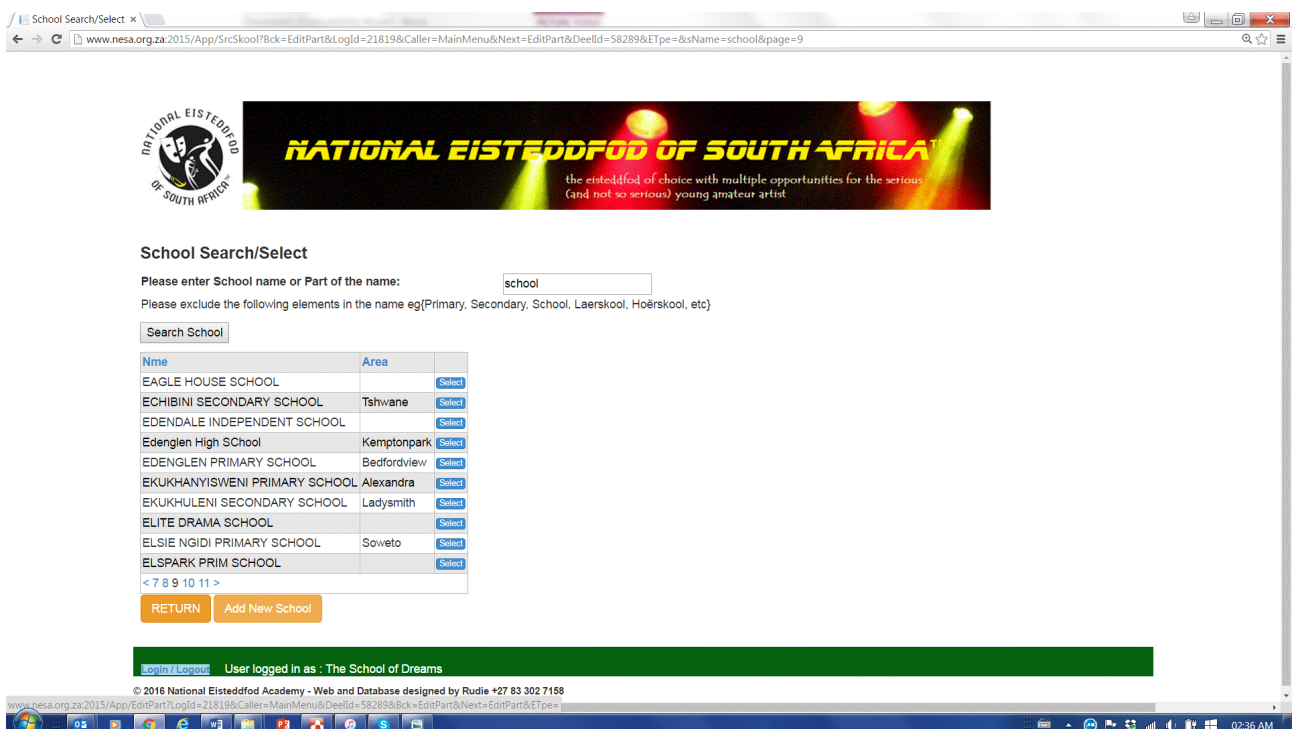
Please exclude the following elements in the name eg(Primary, Secondary, School, Laerskool, Hoërskool, etc)

Nme	Area	
HOERSKOOI RANDBURG	Fontainebleau	<input type="button" value="Select"/>
HOERSKOOI RANDBURG [MAGNEETSKOOI]		<input type="button" value="Select"/>

[Login / Logout](#) User logged in as : The School of Dreams

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- The more specific the information that you provide is, the easier to find the correct information. If you only enter “school” in the school box, you will get numerous pages of school names with “school” as part of the name, e.g.



- Once you have found the correct school name, click on **SAVE ENTRY** tab to finalise the entry.
- If you cannot find the school you are looking for, you have the option to add a new school. Please be careful not to add duplicates of names that are already on the database.

Edit Existing or Add new Participant - Individual Entry

* Compulsary fields

PartID:	<input type="text"/>	*Surname:	<input type="text"/>
*Name:	<input type="text"/>	*Birthdte:	<input type="text" value="yyyy/mm/dd"/> {yyyy-mm-dd}
ID Number:	<input type="text"/>		
School:	<input type="text"/>		
*Grade	<input type="text" value="Grade 10"/>	*Gender	<input type="text" value="Female"/>
*Parent Cell:	<input type="text"/>	*Parent e-mail:	<input type="text"/>
Parent2 Cell:	<input type="text"/>	Addit e-mail:	<input type="text"/>
*Language	<input type="text" value="ENGLISH"/>	Ability Code	<input type="text"/>

Select the description for different abilities if applicable

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HOW TO ADD A TRAINED BY

- First type the website address in your internet browser
 - www.nesa.org.za
- Click on the **LOGIN** tab on the homepage
- Click on the **NESA** logo
- Type in your User code, Password and email address and click on **LOGIN** tab
- Click on **UPDATE/ADD ENTRIES** tab
- Next to the heading **PER INSTITUTION**, click on **DISPLAY ALL ENTRIES** tab
- All the entries submitted under that registration will be listed. Select the **NAME** of the participants highlighted in blue, keeping in mind the item number. NB: A trainer needs to be added to each item in order for it to print on the certificate.
- Click on the tab that says **SELECT/CHANGE TRAINED BY**
- Search for the trainer by either typing in the **STUDIO NAME** in the block provided and selecting **SEARCH TRAINER** tab. Click on the **SELECT** button to select the trainer your choice
- Finalise the selection by clicking on **SAVE ENTRY** tab

HOW TO PROCESS AN SMALL GROUP ENTRY

- First type the website address in your internet browser
 - www.nesa.org.za
- Click on the **LOGIN** tab on the homepage
- Click on the **NESA** logo
- Type in your User code, Password and email address and click on **LOGIN** tab
- Click on **UPDATE/ADD ENTRIES** tab
- Under the **MAIN MENU** heading there is Please elect and **ITEM**, click on the word **ITEM** highlighted in blue
- Select the genre of the item: **CREATIVE WORK, DANCE, MUSIC, SPEECH AND DRAMA, and MOVEMENT AND MIME OR PRODUCTION.**
- From there you will be taken through the menu to select the specific item by choosing the **Category, Section number** and finally the **school grade**.
- Then you will search for the participant

OLD PARTICIPANTS

- Type in the name and surname of the participant and click on **SEARCH** button if they have participated in the Eisteddfod before.
- A list of names will appear in a table form below showing you the search results.
- Click **SELECT** button next to the relevant participant.
- Click on **SAVE ENTRY** tab to finalise the entry.

NEW PARTICIPANTS

- Otherwise click on the **ADD NEW PARTICIPANT** tab and create a profile for a new participant.
- Click on the **CLICK TO SAVE** tab to finalise the profile.
- Click on **SAVE ENTRY** tab to finalise the entry.
- To add other participants click on **SEARCH/ADD PARTICIPANT** tab and follow the process as listed above **OLD PARTICIPANT/NEW PARTICIPANT** to select the participant.

HOW TO PROCESS A LARGE GROUP ENTRY

- First type the website address in your internet browser
 - www.nesa.org.za
- Click on the **LOGIN** tab on the homepage
- Click on the **NESA** logo
- Type in your **User code, Password and email address** and click on **LOGIN** tab
- Click on **UPDATE/ADD ENTRIES** tab
- Under the **MAIN MENU** heading there is Please elect and **ITEM**, click on the word **ITEM** highlighted in blue
- Select the genre of the item: **CREATIVE WORK, DANCE, MUSIC, SPEECH AND DRAMA, and MOVEMENT AND MIME OR PRODUCTION.**
- From there you will be taken through the menu to select the specific item by choosing the **Category, Section number** and finally the **school grade**.
- You will be asked to add the number of participants in the space provided
- click **SAVE ENTRY** tab
- Complete the forms with the **NAME AND CONTACT DETAILS OF THE TRAINER, NAME OF THE GROUP AS WELL AS A SPECIAL REQUEST** if there is any.
- Click on **SUBMIT CHANGES** to finalise the entry.
- KINDLY NOTE THAT THE ENTRY FEE CURRENTLY DISPLAYED FOR GROUPS WITH MORE THAN 30 PARTICIPANTS IS INCORRECT! PLEASE REVERT TO “ENTRY FEES” FOR THE CORRECT ENTRY FEE AS DETERMINED BY THE NUMBER OF PARTICIPANTS IN THE GROUP.

HOW TO CREATE PAYMENT REFERENCE

- First type the website address in your internet browser
 - www.nesa.org.za
- Click on **LOG IN** tab
- Click on the **NESA** logo
- Type in your User code, Password and email address and click on **LOGIN** tab
- Click on **UPDATE/ADD ENTRIES** tab
- Next to the heading **PER INSTITUTION**, click on **DISPLAY ALL ENTRIES** tab
- Click on **CREATE/DISPLAY PAYMENT REFERENCE**

HOW TO CHECK/CONFIRM SUBMITTED ENTRIES

- First type the website address in your internet browser
 - www.nesa.org.za
- Click on **LOG IN** tab
- Click on the **NESA** logo
- Type in your User code, Password and email address and click on **LOGIN** tab
- Click on **UPDATE/ADD ENTRIES** tab
- Next to the heading **PER INSTITUTION**, click on **DISPLAY ALL ENTRIES** tab
- A list of all the entries submitted and finalised will appear in a table format