



# ROYAL SOUTH STREET SOCIETY BALLARAT EISTEDDFOD

## How To Check Your Entries in MyStage

Step 1 Log into your MyStage account

The screenshot shows the MyStage user interface. The top navigation bar includes 'Home', 'Competitors', 'Organisations', 'Events', and 'Enter Competitions'. The user's profile information is visible, including a placeholder for a profile picture and the name 'Age:'. The left-hand navigation menu has 'Entries' highlighted with a red circle. The main content area features two informational boxes: a yellow one for 'Competitor Pre-Registration Required' with a 'Pre-Register All' button, and a green one for 'Enter Competitions!' with an 'Enter Competitions' button.

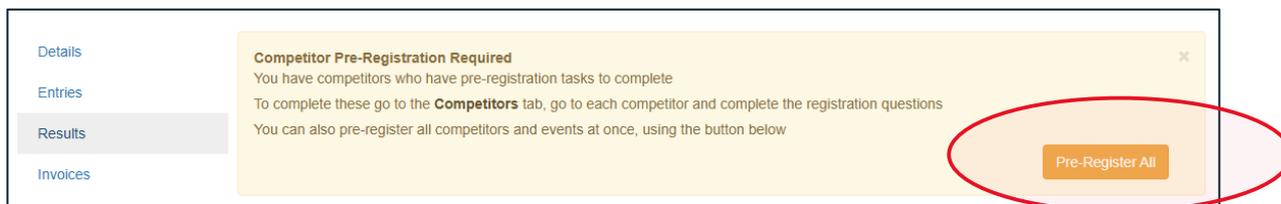
Step 2 Click on entries (left hand column) to bring up your list of entries and double check all details. Some may have changed (combined, cancelled or split into divisions)

Entries			
2025 Vocal Competition		508 - Open Vocal AMEB / Rock School / ANZCA Exam Syllabus Repertoire Beginner - Prelim to Grade 2	Entered <a href="#">Pre-Register</a> <a href="#">Order Extras</a>
2025 Vocal Competition		560 - 11 to under 14 years Vocal CONTEMPORARY POP, ROCK OR RnB VOCAL	Pre-Registered <a href="#">Edit</a> <a href="#">Order Extras</a>
2025 Vocal Competition		561 - 11 to under 14 years Vocal Country Music Vocal Solo	Entered <a href="#">Pre-Register</a> <a href="#">Order Extras</a>

# Pre-Register on MyStage

Step 1; Log In to your MyStage account

Step 2; Follow the prompt on the home page to 'Pre-Register'



Step 3; This will bring up a list of all competitors and sections entered.

Fill in the details as prompted (each discipline and section may look slightly different depending on the requirements)

- Select your accompaniment
- Type in your song or piece title
- Attach your backing track or pdf sheet music

The form is titled '2025 Vocal Competition: 11 to under 14 years Vocal CONTEMPORARY POP, ROCK OR RnB VOCAL'. It includes the following fields: 'Current Status' (Entered), 'Date' (29/07/2025), 'Select your accompaniment song #1' (dropdown menu), 'Song Title and Artist/Composer #1' (text input), and 'Music Upload #1' (file upload button labeled 'Choose File' with 'No file chosen' text). There are also informational icons and text for each field. At the bottom, there is a checkbox for 'All information complete for item'.

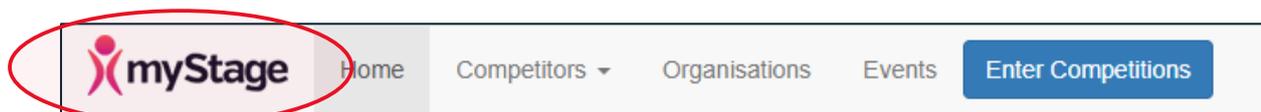
Step 4; Click 'SAVE'

The form is titled 'Register all Competitors'. It shows a blue bar at the top, followed by the text 'Royal South Street Society - 2025 Schimmel Pianoforte'. Below this is a dropdown menu for 'Do you have a disability that you would like to declare?' with the text '--- Select ---' and a note 'If yes provide details'. The 'Save' and 'Cancel' buttons are circled in red.

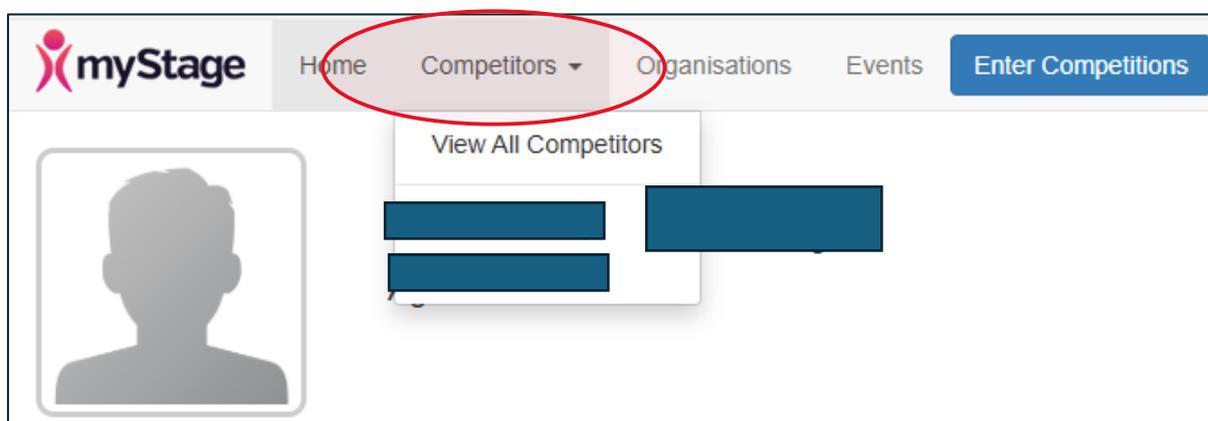
## Navigating through MyStage

Now that your entries are in, you can use the following information to help you navigate through the system and find the information that you need.

Tip 1; Click on the MyStage icon to bring you back to the home screen at any time



Tip 2; Click on Competitors to bring up a list of all your entrants



Tip 3; Click on a competitor to bring up a menu for that entrant.

<a href="#">Details</a>	<b>Details</b> will bring up entrant profile details
<a href="#">Entries</a>	<b>Entries</b> will bring up all current sections entered
<a href="#">Competitions / Events</a>	This shows the discipline/s entered and new notifications
<a href="#">Lighting Cues</a>	<b>Lighting cues</b> (only required for Calisthenics and Dance Troupes)
<a href="#">Results</a>	<b>Results</b> brings up historical and current results (including crits)
<a href="#">Organisations</a>	<b>Organisations</b> shows which Eisteddfods you have entered
<a href="#">Memberships/Registrations</a>	<b>Memberships/Registrations</b> – NA
<a href="#">Related Users</a>	This shows other accounts linked to this profile