
Horsham Performers Platform

ONLINE BOOKING SITE 2018

How to Enter

To enter the Festival on behalf of yourself (as a performer) or others - maybe your children, students or an organisation or school, please follow this user guide in a separate web page or tab.

After entering your email address into the online booking site, you will be taken through the steps to complete registration.

Please see user instructions below, whether you are an:

Page 2 **Entrant (as a performer yourself)**

Page 5 **Organisation / School**

Page 8 **Parent / Guardian**

Page 11 **Teacher**

Entrant

You wish to enter **yourself** to perform at the Horsham Performers Platform - welcome!
Please see instructions below whether you will be performing as:

Soloist

Duet

Larger ensemble

Soloist

1. Click on **Home**
2. You should see yourself listed next to the green **Enter** button
3. If you would want to edit your details, click on your name
4. To enter one or more classes in the Festival, click the green **Enter** button
5. **For a reminder of the Festival classes, please visit the [HPP Syllabus](#)**
6. Click **Choose Section** to navigate the available classes within a particular section or within **All** sections.
7. Click **Search For Class By Number** if you know the specific class number(s) you wish to enter
8. Upon finding the class you wish to enter, click **Add To Basket**, fill in the details and click **Add To Basket** again.
9. If you wish to enter additional classes, click **Select A Different Class**
10. **N.B. Remember to Choose Section (or leave as 'All')**.
11. After you have selected all classes you wish to enter, click **Checkout**
12. Unless you want to **Checkout Later** (an available option if you've made entries to more than one section), click **Continue** and then **Proceed To Payment** (after ticking relevant boxes).
13. Click the Paypal button and fill out your details to make payment and receive confirmation of your entry to the Festival.
14. After the closing date, the schedule of classes will be sent out to all users and made available to view on the HPP website.

Duet (perhaps with a friend or your teacher?)

1. Click on **Home**
15. You should see yourself listed next to the green **Enter** button
16. If you would want to edit your details, click on your name
17. To add your duet partner, click (in the menu bar) **Entrants, New, Individual** and fill in the details. N.B. Your duet partner could be a friend or perhaps your teacher.

18. To enter one or more duet classes in the Festival, click (in the menu bar) **Entrants, New, Group With People**, leave the name of your duo blank and select yourselves from the **Available Individuals** list to transfer across to **Members of Ensemble** and click **Save**.
19. Now find your duet in the Entrants' list and click the green **Enter** button.
20. *For a reminder of the Festival classes, please visit the [HPP Syllabus](#)*
21. Click **Choose Section** to navigate the available classes within a particular section or within **All** sections.
22. *N.B. Whilst there is a dedicated section offered to 'Mixed duets' (where two performers would each play an instrument from **different** instrumental groups - e.g. cello and flute), most other sections also offer duet classes where two performers would play instruments from the **same** instrumental group - e.g. 2 violins or a violinist and cellist). It is also worth noting that the classes for 'Mixed duets' happens on a different day from all other group-specific duets.*
23. Click **Search For Class By Number** if you know the specific class number(s) you wish to enter
24. Upon finding the class you wish to enter, click **Add To Basket**, fill in the details and click **Add To Basket** again.
25. If you wish to enter additional duet classes, click **Select A Different Class**
26. *N.B. Remember to **Choose Section** (or leave as 'All').*
27. After you have selected all classes you wish to enter, click **Checkout**
28. Unless you want to **Checkout Later** (an available option if you've made entries to more than one section), click **Continue** and then **Proceed To Payment** (after ticking relevant boxes).
29. Click the Paypal button and fill out your details to make payment and receive confirmation of your entry to the Festival.
30. After the closing date, the schedule of classes will be sent out to all users and made available to view on the HPP website.

← **Larger ensemble** (more than 2 performers)

1. Click on **Home**
31. Click (in the menu bar) **Entrants, New, Group By Size**
32. Add the **Name** of your ensemble and **Number of People In Group**.
33. You are taken to the Home screen. If you would want to edit your details, click on the name of your group.
34. Now find your group in the Entrants' list and click the green **Enter** button.
35. *For a reminder of the Festival classes, please visit the [HPP Syllabus](#)*
36. Click **Choose Section** to navigate the available classes within a particular section or within **All** sections.
37. Click **Search For Class By Number** if you know the specific class number(s) you wish to enter

38. Upon finding the class you wish to enter, click **Add To Basket**, fill in the details and click **Add To Basket** again.
39. If you wish to enter additional classes, click **Select A Different Class**
40. **N.B. Remember to Choose Section (or leave as 'All')**.
41. After you have selected all classes you wish to enter, click **Checkout**
42. Unless you want to **Checkout Later** (an available option if you've made entries to more than one section), click **Continue** and then **Proceed To Payment** (after ticking relevant boxes).
43. Click the Paypal button and fill out your details to make payment and receive confirmation of your entry to the Festival.
44. After the closing date, the schedule of classes will be sent out to all users and made available to view on the HPP website.

Organisation / School

You wish to enter members of your organisation / school to perform at the Horsham Performers Platform - welcome!

Please see instructions below to enter your members as:

Soloists

Duets

Larger ensembles

Soloists

1. Click on **Home**
45. Click (in the menu bar) **Entrants, New, Individual** and complete the details.
46. Repeat until all soloists have been added.
47. For any individual, you add can edit their details by clicking on their name.
48. You may now enter individuals into their relevant classes.
49. To select an individual for a particular class, press the green **Enter** button beside their name.
50. **For a reminder of the Festival classes, please visit the [HPP Syllabus](#)**
51. Click **Choose Section** to navigate the available classes within a particular section or within **All** sections.
52. Click **Search For Class By Number** if you know the specific class number(s) you wish to enter
53. Upon finding the class you wish to enter, click **Add To Basket**, fill in the details and click **Add To Basket** again.
54. If you wish to enter additional individuals into the same class, click **Select Another Entrant** and click the green **Enter** button to the left of their name.
55. **N.B. Remember to Choose Section (or leave as 'All')**.
56. Select the same class and click **Add To Basket**
57. You can **Select A Different Class** to add individuals into other classes.
58. Once all individuals have been entered into their relevant classes, click **Checkout**
59. Unless you want to **Checkout Later** (an available option if you've made entries to more than one section), click **Continue** and then **Proceed To Payment** (after ticking relevant boxes).
60. Click the Paypal button and fill out your details to make payment and receive confirmation of your entries to the Festival.
61. After the closing date, the schedule of classes will be sent out to all users and made available to view on the HPP website.

← **Duet** (perhaps two members of your organisation or two students at you school, one of whom might be a teacher of the other)

1. Click on **Home**
62. All individuals wishing to perform as a duet must be first be added to the system if they haven't already.
63. Click (in the menu bar) **Entrants, New, Individual** and complete the details.
64. Repeat until all individuals have been added.
65. For any individual, you can edit their details by clicking on their name.
66. You may now group individuals together ready to enter them into duet classes
67. Click (in the menu bar) **Entrants, New, Group With People**, leave the name of the duo blank and select the individuals from the **Available Individuals** list to transfer across to **Members of Ensemble** and click **Save**.
68. You will now see these individuals listed together as a duet in the Entrants' list. Click the green **Enter** button.
69. *For a reminder of the Festival classes, please visit the [HPP Syllabus](#)*
70. Click **Choose Section** to navigate the available classes within a particular section or within **All** sections.
71. *N.B. Whilst there is a dedicated section offered to 'Mixed duets' (where two performers would each play an instrument from **different** instrumental groups - e.g. cello and flute), most other sections also offer duet classes where two performers would play instruments from the **same** instrumental group - e.g. 2 violins or a violinist and cellist). It is also worth noting that the classes for 'Mixed duets' happens on a different day from all other group-specific duets.*
72. Click **Search For Class By Number** if you know the specific class number(s) you wish to enter
73. Upon finding the class you wish to enter the duet, click **Add To Basket**, fill in the details and click **Add To Basket** again.
74. If you wish to enter additional classes for the same duet, click **Select A Different Class**
75. *N.B. Remember to **Choose Section** (or leave as 'All').*
76. After you have entered all duets into their relevant classes, click **Checkout**
77. Unless you want to **Checkout Later** (an available option if you've made entries to more than one section), click **Continue** and then **Proceed To Payment** (after ticking relevant boxes).
78. Click the Paypal button and fill out your details to make payment and receive confirmation of your entry to the Festival.
79. After the closing date, the schedule of classes will be sent out to all users and made available to view on the HPP website.

← **Larger ensemble** (more than 2 performers)

1. Click on **Home**

80. Click (in the menu bar) **Entrants, New, Group By Size**
81. Add the **Name** of the ensemble and **Number of People In Group**.
82. You are taken to the Home screen. If you would want to edit details, click on the name of the group.
83. Now find the group in the Entrants' list and click the green **Enter** button.
84. **For a reminder of the Festival classes, please visit the [HPP Syllabus](#)**
85. Click **Choose Section** to navigate the available classes within a particular section or within **All** sections.
86. Click **Search For Class By Number** if you know the specific class number(s) you wish to enter
87. Upon finding the class you wish to enter, click **Add To Basket**, fill in the details and click **Add To Basket** again.
88. If you wish to enter additional classes for the same group, click **Select A Different Class**
89. **N.B. Remember to Choose Section (or leave as 'All')**.
90. After you have entered all groups into their relevant classes, click **Checkout**
91. Unless you want to **Checkout Later** (an available option if you've made entries to more than one section), click **Continue** and then **Proceed To Payment** (after ticking relevant boxes).
92. Click the Paypal button and fill out your details to make payment and receive confirmation of your entry to the Festival.
93. After the closing date, the schedule of classes will be sent out to all users and made available to view on the HPP website.

Parent / Guardian

You wish to enter your child(ren) to perform at the Horsham Performers Platform - welcome!

Please see instructions below to enter your child(ren) to perform as:

Soloist

Duet

Larger ensembles

Soloists

1. Click on **Home**
94. Click (in the menu bar) **Entrants, New, Individual** and complete the details.
95. Repeat until all children who wish to perform at the Festival have been added.
96. For each child, you add can edit their details by clicking on their name.
97. You may now enter your child(ren) into their relevant classes.
98. To select a child for a particular class, press the green **Enter** button beside their name.
99. **For a reminder of the Festival classes, please visit the [HPP Syllabus](#)**
100. Click **Choose Section** to navigate the available classes within a particular section or within **All** sections.
101. Click **Search For Class By Number** if you know the specific class number(s) you wish for them to enter
102. Upon finding the class, click **Add To Basket**, fill in the details and click **Add To Basket** again.
103. If you wish to enter more than one child into the same class, click **Select Another Entrant** and click the green **Enter** button to the left of their name.
104. **N.B. Remember to Choose Section (or leave as 'All').**
105. Select the same class and click **Add To Basket**
106. You can **Select A Different Class** to add your child(ren) into other classes.
107. Once all children have been entered into their relevant classes, click **Checkout**
108. Unless you want to **Checkout Later** (an available option if you've made entries to more than one section), click **Continue** and then **Proceed To Payment** (after ticking relevant boxes).
109. Click the Paypal button and fill out your details to make payment and receive confirmation of your entries to the Festival.
110. After the closing date, the schedule of classes will be sent out to all users and made available to view on the HPP website.

← **Duet** (perhaps two of your own children / or one of your children plus their friend / or one of your children plus their teacher)

1. Click on **Home**

111. All individuals wishing to perform as a duet must be first be added to the system if they haven't already.

112. Click (in the menu bar) **Entrants, New, Individual** and complete the details.

113. Repeat until all individuals have been added.

114. For any individual, you can edit their details by clicking on their name.

115. You may now group individuals together ready to enter them into duet classes

116. Click (in the menu bar) **Entrants, New, Group With People**, leave the name of the duo blank and select the individuals from the **Available Individuals** list to transfer across to **Members of Ensemble** and click **Save**.

117. You will now see these individuals listed together as a duet in the Entrants' list. Click the green **Enter** button.

118. For a reminder of the Festival classes, please visit the [HPP Syllabus](#)

119. Click **Choose Section** to navigate the available classes within a particular section or within **All** sections.

120. N.B. Whilst there is a dedicated section offered to 'Mixed duets' (where two performers would each play an instrument from **different** instrumental groups - e.g. cello and flute), most other sections also offer duet classes where two performers would play instruments from the **same** instrumental group - e.g. 2 violins or a violinist and cellist). It is also worth noting that the classes for 'Mixed duets' happens on a different day from all other group-specific duets.

121. Click **Search For Class By Number** if you know the specific class number(s) you wish to enter

122. Upon finding the class you wish to enter the duet, click **Add To Basket**, fill in the details and click **Add To Basket** again.

123. If you wish to enter additional classes for the same duet, click **Select A Different Class**

124. N.B. Remember to **Choose Section** (or leave as 'All').

125. After you have entered all duets into their relevant classes, click **Checkout**

126. Unless you want to **Checkout Later** (an available option if you've made entries to more than one section), click **Continue** and then **Proceed To Payment** (after ticking relevant boxes).

127. Click the Paypal button and fill out your details to make payment and receive confirmation of your entry to the Festival.

128. After the closing date, the schedule of classes will be sent out to all users and made available to view on the HPP website.

← **Larger ensemble** (if you are responsible for entering more than 2 performers who include your child / children)

1. Click on **Home**
129. Click (in the menu bar) **Entrants, New, Group By Size**
130. Add the **Name** of the ensemble and **Number of People In Group**.
131. You are taken to the Home screen. If you would want to edit details, click on the name of the group.
132. Now find the group in the Entrants' list and click the green **Enter** button.
133. **For a reminder of the Festival classes, please visit the [HPP Syllabus](#)**
134. Click **Choose Section** to navigate the available classes within a particular section or within **All** sections.
135. Click **Search For Class By Number** if you know the specific class number(s) you wish to enter
136. Upon finding the class you wish to enter, click **Add To Basket**, fill in the details and click **Add To Basket** again.
137. If you wish to enter additional classes for the same group, click **Select A Different Class**
138. **N.B. Remember to Choose Section (or leave as 'All')**.
139. After you have entered all groups into their relevant classes, click **Checkout**
140. Unless you want to **Checkout Later** (an available option if you've made entries to more than one section), click **Continue** and then **Proceed To Payment** (after ticking relevant boxes).
141. Click the Paypal button and fill out your details to make payment and receive confirmation of your entry to the Festival.
142. After the closing date, the schedule of classes will be sent out to all users and made available to view on the HPP website.

Teacher

You wish to enter your student(s) to perform at the Horsham Performers Platform - welcome!

Please see instructions below to enter your student(s) to perform as:

Soloist

Duet

Larger ensembles

Soloists

1. Click on **Home**

143. Click (in the menu bar) **Entrants, New, Individual** and complete the details.

144. Repeat until all of your students who wish to perform at the Festival have been added.

145. For each student, you add can edit their details by clicking on their name.

146. You may now enter your student(s) into their relevant classes.

147. To select a student for a particular class, press the green **Enter** button beside their name.

148. **For a reminder of the Festival classes, please visit the [HPP Syllabus](#)**

149. Click **Choose Section** to navigate the available classes within a particular section or within **All** sections.

150. Click **Search For Class By Number** if you know the specific class number(s) you wish for them to enter

151. Upon finding the class, click **Add To Basket**, fill in the details and click **Add To Basket** again.

152. If you wish to enter more than one student into the same class, click **Select Another Entrant** and click the green **Enter** button to the left of their name.

153. **N.B. Remember to Choose Section (or leave as 'All').**

154. Select the same class and click **Add To Basket**

155. You can **Select A Different Class** to add your student(s) into other classes.

156. Once all students have been entered into their relevant classes, click **Checkout**

157. Unless you want to **Checkout Later** (an available option if you've made entries to more than one section), click **Continue** and then **Proceed To Payment** (after ticking relevant boxes).

158. Click the Paypal button and fill out your details to make payment and receive confirmation of your entries to the Festival.

159. After the closing date, the schedule of classes will be sent out to all users and made available to view on the HPP website.

← **Duet** (perhaps two of your own students / or one of your students plus their whom you don't teach / or one one of your students playing a duet with yourself, their teacher)

1. Click on **Home**

160. All individuals wishing to perform as a duet must be first be added to the system if they haven't already.

161. Click (in the menu bar) **Entrants, New, Individual** and complete the details.

162. Repeat until all individuals have been added.

163. For any individual, you can edit their details by clicking on their name.

164. You may now group individuals together ready to enter them into duet classes

165. Click (in the menu bar) **Entrants, New, Group With People**, leave the name of the duo blank and select the individuals from the **Available Individuals** list to transfer across to **Members of Ensemble** and click **Save**.

166. You will now see these individuals listed together as a duet in the Entrants' list. Click the green **Enter** button.

167. **For a reminder of the Festival classes, please visit the [HPP Syllabus](#)**

168. Click **Choose Section** to navigate the available classes within a particular section or within **All** sections.

169. **N.B. Whilst there is a dedicated section offered to 'Mixed duets' (where two performers would each play an instrument from **different** instrumental groups - e.g. cello and flute), most other sections also offer duet classes where two performers would play instruments from the **same** instrumental group - e.g. 2 violins or a violinist and cellist). It is also worth noting that the classes for 'Mixed duets' happens on a different day from all other group-specific duets.**

170. Click **Search For Class By Number** if you know the specific class number(s) you wish to enter

171. Upon finding the class you wish to enter the duet, click **Add To Basket**, fill in the details and click **Add To Basket** again.

172. If you wish to enter additional classes for the same duet, click **Select A Different Class**

173. **N.B. Remember to **Choose Section** (or leave as 'All').**

174. After you have entered all duets into their relevant classes, click **Checkout**

175. Unless you want to **Checkout Later** (an available option if you've made entries to more than one section), click **Continue** and then **Proceed To Payment** (after ticking relevant boxes).

176. Click the Paypal button and fill out your details to make payment and receive confirmation of your entry to the Festival.

177. After the closing date, the schedule of classes will be sent out to all users and made available to view on the HPP website.

← **Larger ensemble** (if you are responsible for entering more than 2 performers who include your students)

1. Click on **Home**
178. Click (in the menu bar) **Entrants, New, Group By Size**
179. Add the **Name** of the ensemble and **Number of People In Group**.
180. You are taken to the Home screen. If you would want to edit details, click on the name of the group.
181. Now find the group in the Entrants' list and click the green **Enter** button.
182. **For a reminder of the Festival classes, please visit the [HPP Syllabus](#)**
183. Click **Choose Section** to navigate the available classes within a particular section or within **All** sections.
184. Click **Search For Class By Number** if you know the specific class number(s) you wish to enter
185. Upon finding the class you wish to enter, click **Add To Basket**, fill in the details and click **Add To Basket** again.
186. If you wish to enter additional classes for the same group, click **Select A Different Class**
187. **N.B. Remember to Choose Section (or leave as 'All')**.
188. After you have entered all groups into their relevant classes, click **Checkout**
189. Unless you want to **Checkout Later** (an available option if you've made entries to more than one section), click **Continue** and then **Proceed To Payment** (after ticking relevant boxes).
190. Click the Paypal button and fill out your details to make payment and receive confirmation of your entry to the Festival.
191. After the closing date, the schedule of classes will be sent out to all users and made available to view on the HPP website.