

## How do I update a participant's profile?

Go to [www.eisteddfod.co.za](http://www.eisteddfod.co.za).

Click on the **Register / Login button** to login with your username and password.

The MAIN MENU will be displayed.



### MAIN MENU

User logged in as : MY SCHOOL - Selected area of participation : Ferndale

UPDATE Billing Account 2018

This is the BILLING ACCOUNT for entries submitted on this profile.

UPDATE / ADD Participants 2018

UPDATE / ADD Entries 2018

VIEW / DOWNLOAD Prospectus 2018

Only registered institutions / studios / individuals are allowed access to Prospectus 2018

Logout

Banking Details

Need Help?

View available Venues

Eisteddfod Dates

View Areas

Video entries

© 2018 National Eisteddfod Academy - NEA Office: 011 8866005 Monday to Friday (8am-4pm) - email: [info@eisteddfod.co.za](mailto:info@eisteddfod.co.za)

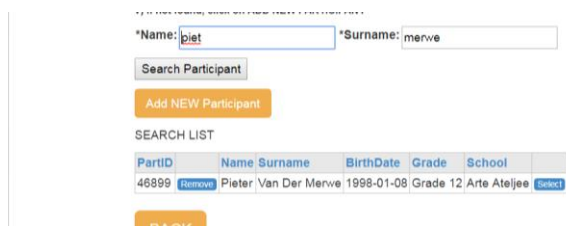
Click on **UPDATE / ADD Participants**.

The Participant Search page will be displayed.

Search for the participant as outlined in the following help file:

[How do I find a participant that participated before?](#)

Once you have identified the correct participant in the list, click on the SELECT button, to have the **Edit Existing or Add new Participant** page displayed.



\*Name:  \*Surname:

SEARCH LIST

PartID	Name Surname	BirthDate	Grade	School
46899	Pieter Van Der Merwe	1998-01-08	Grade 12	Arte Atejee

You can now update and edit the displayed profile where necessary.

### Important:

- Add the date of birth in the format YEAR/MONTH/DATE.
- You may leave out the ID number if you do not want to provide it.
- Click on the dropdown button to select the correct school grade.
- At least ONE Cell phone number (or landline) and ONE e-mail address of a parent or guardian is required.
- Participants in the Open Section should provide their own details
- Select the appropriate ABILITY CODE if necessary.
- Select your preferred language.



### Edit Existing or Add new Participant

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

\* Compulsary fields

PartID:

\*Name:  \*Surname:

ID Number:  \*Birthdte:  (yyyy-mm-dd)

School:  Arte Ateljee

\*Grade:  \*Gender:

\*Parent Cell:  \*Parent e-mail:

Parent2 Cell:  Addit e-mail:

\*Language:  Ability Code:  Select the description for different abilities if applicable



IMPORTANT: Please remember to click the CLICK TO SAVE button when you finished the update (else you will lose all changed information).

### How to select / update the name of the participant's school

The reference number and name of the participant's CURRENT school will be displayed in the profile.

To change the school, click on the **Select/Change School where applicable** button.

The **School Search/Select** menu will be displayed.

Do NOT add a school name without doing a proper search for the school name!

The best way to search for the school name is to enter only PART of the name (correctly spelt!), e.g. curro:  
This search will show the following results:

**School Search/Select**

User logged in as : The School of Dreams

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	
CURRO AURORA PRIVATE SCHOOL	Randpark Ridge	<input type="button" value="Select"/>
CURRO BLOEMFONTEIN		<input type="button" value="Select"/>
Curro College Hazeldean	Pretoria	<input type="button" value="Select"/>
Curro Durbanville		<input type="button" value="Select"/>
CURRO HAZELDEAN		<input type="button" value="Select"/>
Curro Hermanus		<input type="button" value="Select"/>
CURRO HEUWELKRUIN HIGH SCHOOL	Polokwane	<input type="button" value="Select"/>
Curro Heuvelkruin Primary		<input type="button" value="Select"/>
CURRO KATHU	Kathu	<input type="button" value="Select"/>
Curro Krugersdorp	Mogale City (Krugersdorp)	<input type="button" value="Select"/>

1 2 >

Another example (searching on "red" only):

**School Search/Select**

User logged in as : The School of Dreams

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	
DUBLICATE - Redhill		<input type="button" value="Select"/>
PRINSHOF SCHOOL FOR THE VISUALLY IMPAIRED		<input type="button" value="Select"/>
REDDAM		<input type="button" value="Select"/>
REDDAM HOUSE BCC	Bedfordview	<input type="button" value="Select"/>
Reddam House Bedfordview		<input type="button" value="Select"/>
Reddam House Constantia	Western Cape Cloud	<input type="button" value="Select"/>
REDDAM HOUSE HELDERFONTEIN	Midrand	<input type="button" value="Select"/>
REDDAM HOUSE MAIN CAMPUS	Bedfordview	<input type="button" value="Select"/>
REDDAM HOUSE WATERFALL	Midrand	<input type="button" value="Select"/>
Reddford House Bluehills		<input type="button" value="Select"/>

1 2 >

Click on the **Select** Button next to the correct school name link in the following example:



### School Search/Select

User logged in as : The School of Dreams

Please enter School name or Part of the name:

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

Search School

Nme	Area	
School of Dreams Two Fontainebleau		Select
The School of Dreams Eastern Cape Cloud		Select

RETURN

Add New School

Logout

Banking Details

Need Help?

View available Venues

Eisteddfod Dates

View Areas

Video entries

If you select the second name above, it will be displayed on the profile as below



### Edit Existing or Add new Participant

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

\* Compulsary fields

PartID:

\*Name:

\*Surname:

ID Number:

\*Birthdte:  (yyyy-mm-dd)

School:

The School of Dreams

\*Grade:

\*Gender:

\*Parent Cell:

\*Parent e-mail:

Parent2 Cell:

Addit e-mail:

\*Language:

Ability Code:  Select the description for different abilities if applicable

Select/Change School where applicable

Click to SAVE

BACK

Logout

Banking Details

Need Help?

View available Venues

Eisteddfod Dates

View Areas

Video entries

© 2018 National Eisteddfod Academy - NEA Office: 011 8866005 Monday to Friday (8am-4pm) - email: info@eisteddfod.co.za

Don't forget to **CLICK to SAVE**, else you will lose all updated information!

The new school name will now be printed on all relevant document for the participant, including certificates.

Once you have updated the profile, the name will remain on you list of **FAVOURITES**.

**To remove the name from your list, just click on the REMOVE button to the left of the name** (this will not delete the name from the database!)

**Participant Search**

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

To prevent duplication, please check if participant (profile) exists before adding new participant.

How to search:

- Type NAME and/or SURNAME in the Name / Surname box below (to provide for spelling errors, you can enter part of name or surname (e.g. "van der Merwe", "vd Merwe" search on {merwe} will find both))
- Click SEARCH PARTICIPANT to start search
- Names that match this search, will be displayed below
- When the correct name is displayed, click on SELECT (NB check date of birth!)
- If not found, click on ADD NEW PARTICIPANT

\*Name:  \*Surname:

Search Participant

Add NEW Participant

You have used the following participants before (FAVOURITES) - click REMOVE to remove a person from this list

PartID	Name	Surname	BirthDate	Grade	School	
22948	Anli	Van den Berg	1989-11-15	Open section	The School of Dreams	Select

BACK