## Where and how do I find a participant that participated before?

Duplicate profiles for the SAME participant can be to the detriment of the participant and need to be avoided for various reasons!

In order to prevent the adding of *duplicate* profiles for participants that ALREADY exist on the database, it is of GREAT importance to check for existing profiles before adding any participant.

## Go to www.eisteddfod.co.za.

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

## The MAIN MENU will be displayed.



## Click on UPDATE / ADD Participants.

The Participant Search page will be displayed.

This page actually speaks for itself! All you need to do is do add the name or surname in the appropriate box. Please note: it is not necessary to add the complete name or surname as even a section of the name will find all possibilities that contains that section (providing for possible input errors / differences. E.g. "Vd Merwe" and "van der Merwe" where "merwe will find all possibilities that contain "Merwe!)

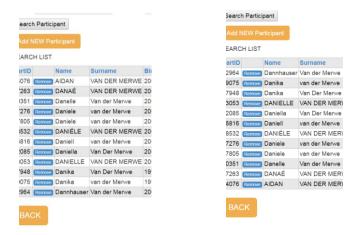


In the following search on "merwe" at least 3 versions of the surname containing "merwe" could be identified: E.g. "VD MERWE", "Van der Merwe" as well as "Der Merwe" (see example on the right)

The challenge is that "Van der Merwe" is a very commonly used surname. Subsequently the "merwe" search have identified 11 pages with possibilities. To eliminate this one can narrow down the search by adding a portion of the name as well, e.g. "Dan"

	Surname	Birth
NDI	VD MERWE	1992-
É	VAN DER MERWE	2002-
1 JOHN	VAN DER MERWE	1996-
É	VAN DER MERWE	2000-
	van der Merwe	2011-
	van der Merwe	2011-
S	VAN DER MERWE	2002-
e	Van der Merwe	2005-
r Jano	van der Merwe	2008-
V	VAN DER MERWE	2003-
NÉ	VAN DER MERWE	2001-
NÉ	VAN DER MERWE	1992-
TA	VAN DER MERWE	1993-
	VAN DER MERWE	2000-
STIAN	VAN DER MERWE	1998-
an	der Merwe	1998-
NISIA	VAN DER MERWE	1995-
LK	VAN DER MERWE	1998-
	van der Merwe	2000-
	Van Der Merwe	1998-

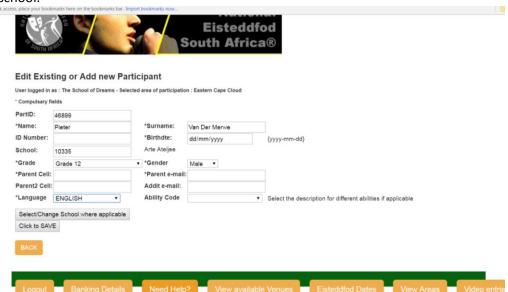
This will now narrow down the selection to ONE page like the following:



If you click on the header (in blue) of any column, you can also sort the info in that column in ascending or descending order as in the example above. Once you have identified the correct participant in the list (e.g. the following example searched on "Piet" and "Merwe" only).



When you click on the SELECT button, the *Edit Existing or Add new Participant* page is displayed. You can now update and edit the displayed profile if necessary, including changing or adding a school.



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

This name will now appear on your 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!)

