

## 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](http://www.eisteddfod.co.za).

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

The MAIN MENU will be displayed.

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**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

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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!”

**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:

- 1) 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 (name) will find words)
- 2) Click **SEARCH PARTICIPANT** to start search.
- 3) Names that match the search, will be displayed below.
- 4) When the correct name is displayed, click on **SELECT (NB check date of birth)**
- 5) 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

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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	BirthDe
NDI	VD MERWE	1992-11
É	VAN DER MERWE	2002-08
J	JOHN VAN DER MERWE	1996-08
É	VAN DER MERWE	2000-01
	van der Merwe	2011-11
	van der Merwe	2011-11
S	VAN DER MERWE	2002-11
ie	Van der Merwe	2005-03
r	Jano van der Merwe	2008-01
V	VAN DER MERWE	2003-01
INÉ	VAN DER MERWE	2001-07
NÉ	VAN DER MERWE	1992-08
TA	VAN DER MERWE	1993-07
	VAN DER MERWE	2000-08
STIAN	VAN DER MERWE	1998-11
an	der Merwe	1998-11
NISIA	VAN DER MERWE	1995-08
LK	VAN DER MERWE	1998-08
i	van der Merwe	2000-08
s	Van Der Merwe	1998-07

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

Search Participant

Add NEW Participant

SEARCH LIST

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

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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).

Search Participant

Add NEW Participant

SEARCH LIST

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

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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.

Visit access, place your bookmarks here on the bookmarks bar. Import bookmarks now...

**Eisteddfod South Africa®**

**Edit Existing or Add new Participant**

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

\* Compulsory fields

PartID: 46899

\*Name: Pieter

ID Number: [Field]

School: 10335

\*Grade: Grade 12

\*Parent Cell: [Field]

Parent2 Cell: [Field]

\*Language: ENGLISH

\*Surname: Van Der Merwe

\*Birthdate: [Field] (yyyy-mm-dd)

Arte Atejee

\*Gender: Male

\*Parent e-mail: [Field]

Addit e-mail: [Field]

Ability Code: [Field] Select the description for different abilities if applicable

Select/Change School where applicable

Click to SAVE

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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!)

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
46899	Pieter	Van Der Merwe	1998-01-08	Grade 12	Arte Atejee

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