HOW TO UPLOAD MUSIC FILES IN STARDOM

FOR CASEY COMPS / DANDENONG EISTEDDFOD OF DANCE 2022

Step #1   Log into Stardom and locate your "2022 Casey Comps / Dandenong Eisteddfod of Dance" entry in the bottom half of your home page under the heading "Completed Entries".

Step #2   On the far right side under "Other Actions" you should see a treble clef symbol and a "Performance Item" link.   Click on that link.

You will then be taken to a page that lists sections relating to your entry. The sections where files can be uploaded will have a designated "Backing Track" heading.

Step #3   For each of these sections and the competitors listed, please do the following:

In the box with the heading "Comments", optionally, enter any information that you think would assist the Casey team in working with you for your performance.

Then, under the "Backing Track" heading, please include the following information:
- Type the Track Title
- Select whether you would like the track to be started while you are "Off Stage" or "On Stage".
- Click "Choose File" and locate the file on your device and then select it.
- It will take a few seconds to load your file. When your file name appears beside the "Choose File" button, as per the example below, you have successfully uploaded the file.
- Click "Save Changes".
- Please note that there are a small number of Championship sections that require two files to be uploaded for each competitor.

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Step #4   Save your changes (regularly)

At any stage during this process, you can scroll to the very bottom of the page and click on **"Save Changes"** button. We strongly recommend that you do this often if you have a large number of uploads to perform.

Save Changes   Back to Home

Step #5   Save again and log out

On completing the upload task/s, click on "Save Changes" one more time and then scroll back to the top of the page to Logout.

HINTS AND TIPS

MUSIC FILE FORMAT

Most audio file formats are OK, but the Eisteddfod **does not accept** AAC and Apple AIFF file formats as they cannot be played on our Windows based PC's.   No video should be included with the track – music ONLY.

FILE NAMES

If any of your file names are extra-long, then information may start to disappear off the right side of the page. To view or edit data off to the right, scroll to the bottom of the page and make use of the horizontal scroll bar that is immediately below the "Save Changes" button. Alternatively you can also use TAB key to navigate across the fields for each track to get to the "Choose File" button.

FILES NOT SHOWING

If you believe that one of your sections requiring a file upload is not showing on this page, then please email Stardom Support at support@stardom.com.au.

BRING A BACKUP

Please bring your music on a USB as a backup. This is the very first time we have used the file upload process on Stardom, and if something goes wrong on the day we want to make sure the performances still go ahead as planned.

Please put a key tag on your USB with the entrant's name. If we have several USBs sitting on the Music desk we don't want to waste everyone's time trying them all to figure out which one belongs to the person about to dance.

ALSO the music file names on the USB must have the section number at the start (or have one USB per section with only that piece of music on it) - otherwise we won't know which one to play.

The USB should NOT have any other material on it.