



INSTRUCTIONS ON HOW TO ENTER ONLINE— FOR PAF COORDINATORS & STAFF

1. Getting Access

- Log in to <http://festival.catholicarts.wa.edu.au>

Or

On the Spirit of the Arts website, click on the 'Performing Arts Festival' tab, then next to 'Online Entries', click 'Enter Online'.

- **Log In Screen:** Type in your email address & password. PAF Coordinators can use the same password as last year. If you have forgotten your password, you can reset this online or if you are having difficulty, contact the Catholic Arts Office (ph: 9278 0202) and you will be re-issued with a new password. If you are a new Coordinator to a school or you have transferred to a different school, you will be sent an email by the Catholic Arts Office with a new password.
- Similar to most online systems you will be able to update your personal details.

Update for 2025: Composite Schools Only – Staff are required to have two separate emails/logins; one for Primary entries, and one for Secondary entries. If you haven't contacted Catholic Arts to provide a second email, please do now.

2. Managing Users

- As the School PAF Coordinator you can also create additional user accounts automatically linked to your School (Under 'Manage Users'). This enables selected Staff and Students to assist with the completion of entries. The list of users you added last year have remained on your account. You can delete any users no longer required or add different users.

Email

Role

- Staff accounts can create and view all entries for the school
- Students accounts can **only create and view** their own entries
- Coordinator users can view, delete and submit all entries and manage users

3. Entries

- Coordinators, Staff & Students can all create new entries. Just select "New Entry" from the top menu to get started.
- Select the **Section** you wish to complete.
- If you have submitted over the maximum entries permitted for this item they will show as red.

Section Head	Section Name	Max Entries	Submitted Entries	Rules	Stage Plan
Bible Reading	Bible Reading (Yrs 1-12)	-	1		
Big Band / Jazz Combo	Big Band (Sec)	3	3		
Big Band / Jazz Combo	Jazz Combo (Sec)	3	0		

- You can now start to **fill in the entry form.**

Entry # 32254 - In Progress

Clash of Events

Please ensure you check your school calendar and events listed on the PAF calendar to avoid conflicting clashes.

Performance Details

Entry # 32254

Section Name (Rules) Bible Reading (Yrs 1-12)

School AAA Catholic Arts Office Test

Type Of Performance

Will this entry be performed live or a recording uploaded?

Live Recorded

If you select "Recorded" the URL can be provided after the closing date.

Your Performance Details

Solo Performers Name

- Entry forms can be partially completed and saved for later. Students can even partially complete an entry and have a Staff member or Coordinator review and complete the form another time.
- You can select any entry in the system and duplicate it. Once duplicated go back to the home screen and change any details required.



The home screen displays all entries in the system (both 'In Progress' and 'Submitted') so you can find a previously saved entry, or review a submitted entry.



Your Entries

Hi Audrey, you are registered to **AAA Catholic Arts Office Test**, with **Coordinator** access.

Below is a list of all current entries for your school. You can view and edit in progress entries before submission. Once submitted an entry can no longer be changed.

Entry #	Details	Completed By	Section Name	Section Head	Status	Submission Date	Cost
32394		Joel West-	Choral - Sacred Music - Non- Auditioned (Pri)	Choral Sacred Music (Pri)	In Progress		\$40
32395		Joel West-	Choral - Sacred Music - Non- Auditioned (Pri)	Choral Sacred Music (Pri)	In Progress		\$40
32381		Audrey	Musical - Excerpt (Pri)	Musical - Excerpt (Pri)	In Progress		\$48
32385		Audrey	Contemporary Band (Yrs 4-6)	Contemporary Band	In Progress		\$50
32386		Audrey	Contemporary Band (Yrs 4-6)	Contemporary Band	In Progress		\$50
32384		Audrey	Drama Production - Full Length (Pri)	Drama Production - Full Length	In Progress		\$112

Your estimated Festival cost is: **\$550**

While every effort has been made to ensure the costs detailed above are correct **they are provided to you as an estimate only**. At the completion of the Festival the Catholic Arts Office will issue Invoices for the final amount which may differ from this estimated value.

Sponsors

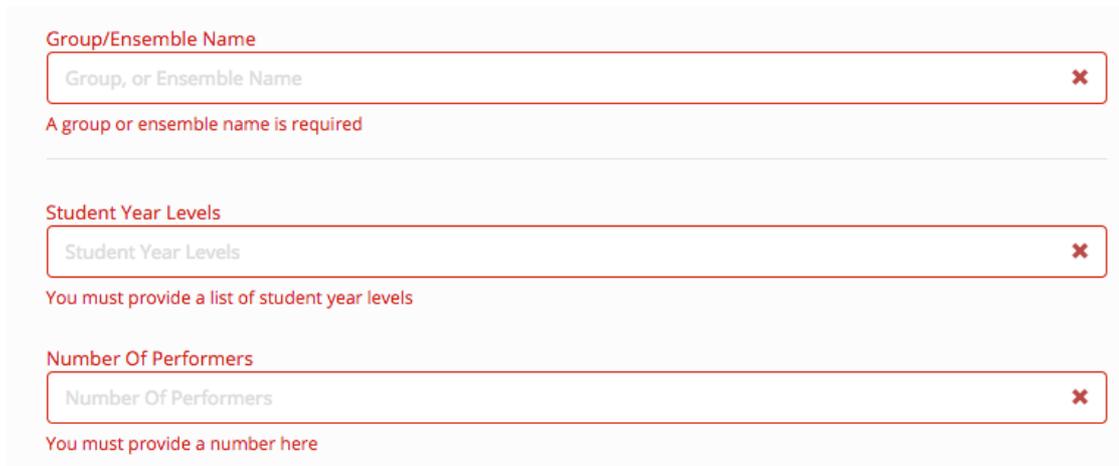
ZENITH MUSIC

33 Williamstown Road, DOUBLEVIEW WA 6018 | TEL: 9241 5241 | FAX: 9241 5242 | MOB: 0437059285 | E: catholicarts@cewa.edu.au

- Access to entries differs depending on the user type:
 - Student accounts can **ONLY create, view and save their own Entries**.
 - Staff accounts **can create, view and save all entries for the school**, enabling them to check up on students' entry progress or correct any mistakes.
 - Coordinators can create, view, save **and submit entries** for the school. This enables the Coordinator to ensure only correct entries are submitted.

4. Submission of Entries

- When it comes time for the Coordinator to submit an entry the website will review your inputted data and show any errors. You will be prevented from submission until the errors are corrected.



The screenshot shows three input fields with red error messages below them:

- Group/Ensemble Name:** The input field contains "Group, or Ensemble Name" and has a red 'x' icon. The error message below is "A group or ensemble name is required".
- Student Year Levels:** The input field contains "Student Year Levels" and has a red 'x' icon. The error message below is "You must provide a list of student year levels".
- Number Of Performers:** The input field contains "Number Of Performers" and has a red 'x' icon. The error message below is "You must provide a number here".

- **Once Submitted no further editing is possible.** You can still review, print or even email the entry from the website for your records

Entry # 32308 - Submitted

This entry was submitted to the Catholic Arts Office on the 14/3/2025 by Audrey Poor. No further changes can be made, [Go back](#).

Performance Details

Entry #	32308
Section Name (Rules)	Big Band (Sec)
School	AAA Catholic Arts Office Test

