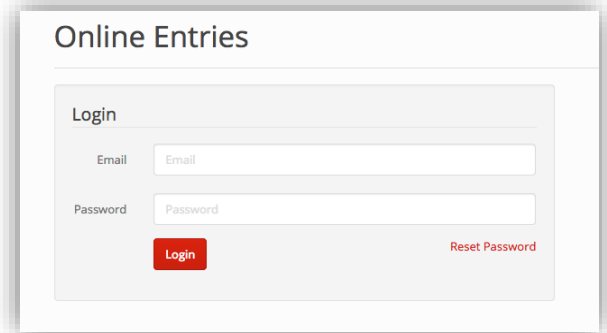


## 1. Getting Access

- 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'.

A screenshot of a web form titled "Online Entries". The form has a "Login" section with two input fields: "Email" and "Password". Below the "Password" field is a red "Login" button. To the right of the "Login" button is a red link that says "Reset Password".

- **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.

**New Coordinators/Staff** - You will have been sent an email by the Catholic Arts Office with you log-in details (Please check your junk/spam folders if this email cannot be located). If issues persist, please contact the office.

- Once you are logged-in, you will be able to update your personal details.

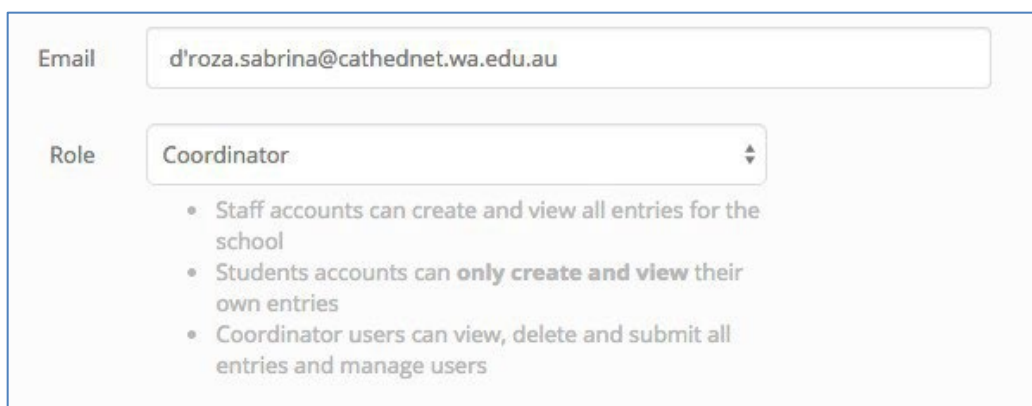
**Update for 2025: Composite Schools Only** – Staff are required to have two separate emails/logins; one for Primary entries, and one for Secondary entries. If you haven't contacted Catholic Arts to provide a second email, **please do so now.**

## 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.

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.






The screenshot shows a form with two main sections. The first section is labeled 'Email' and contains a text input field with the value 'd'roza.sabrina@cathednet.wa.edu.au'. The second section is labeled 'Role' and contains a dropdown menu with 'Coordinator' selected. Below the dropdown menu, there is a list of three bullet points describing the permissions for each 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.

Email	<input type="text" value="d'roza.sabrina@cathednet.wa.edu.au"/>
Role	<input type="text" value="Coordinator"/>
	<ul style="list-style-type: none"><li>• Staff accounts can create and view all entries for the school</li><li>• Students accounts can <b>only create and view</b> their own entries</li><li>• Coordinator users can view, delete and submit all entries and manage users</li></ul>

### 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 enter into.
- If you have submitted over the maximum entries permitted for this item they will appear as red.

Here you can also access copies of the **rules and stage plan templates** for the sections:

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

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**Clash of Events**

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

**Performance Details**

---

Entry #

Section Name (Rules)

School

**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

## 4. Uploading Sheet Music & Other Files

- The Festival no longer accepts sheet music and stage plans via mail and post – There is now the ability to upload your Sheet Music and other files such as Stage Plans and Script & Lighting Plans via your individual entry forms.

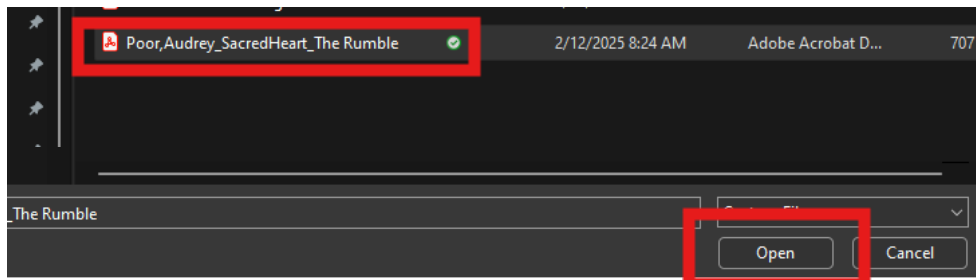
### Sheet Music:

Under 'Item Details' on your entry – There is a 'Choose File' button next to 'Upload Sheet Music' – Select this to open the files on your computer.

The screenshot shows the 'Item Details' form with the following fields:

- Item Name:** Song 1 (Title of Piece example: Sonata in G min Op. 49 No 1.)
- Item Duration (MM:SS):** 02:00
- Item Composer/Arranger:** Composer Name (Please insert in this format. One composer: J S Bach. Multiple Composers: J Lennon/P McCartney. Composer/Arranger: J S Bach/arr: A Alexander.)
- Tick if an Original Student Composition
- Upload File Sheet Music:** A section containing a 'Choose File' button (highlighted in a red box), the text 'No file chosen', and a 'Preview' button.

From your files on your computer – **Find and select the Sheet Music file you wish to upload** to the entry (Tip: Its useful if your Sheet Music file is labelled with the performer name, section and title of the piece) Then click 'Open'.

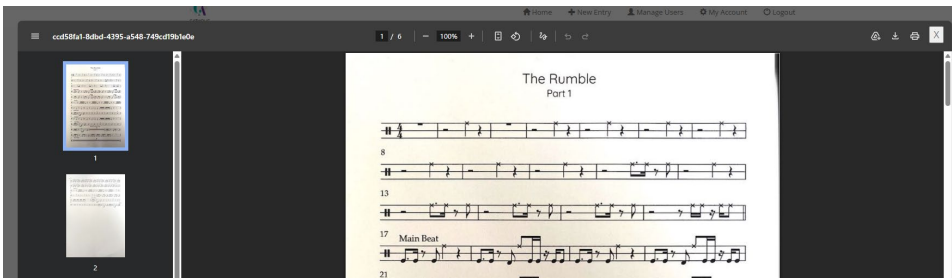


The **file name should now have appeared** next to the 'Choose File' button – Here you can also 'Preview' the file to make sure you have selected the correct music:

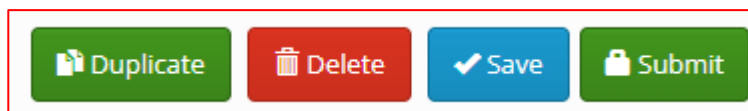
The screenshot shows the 'Upload File Sheet Music' section with the following details:

- File name: Poor,Audrey\_SacredHeart\_The Rumble.pdf
- The 'Preview' button is highlighted in a red box.

What the preview of your sheet music should look like:



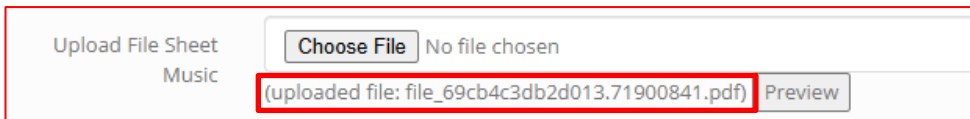
After 'previewing' and checking your music, make sure you click '**Save**' – Or, if you have completed your entry form, you can now also '**Submit**' your entry.  
*(Please note: If you leave the entry form before selecting 'Save' or 'Submit' you will lose all progress on your form.)*



After 'Saving' or 'Submitting' your entry – You can no longer Preview/Check the file.

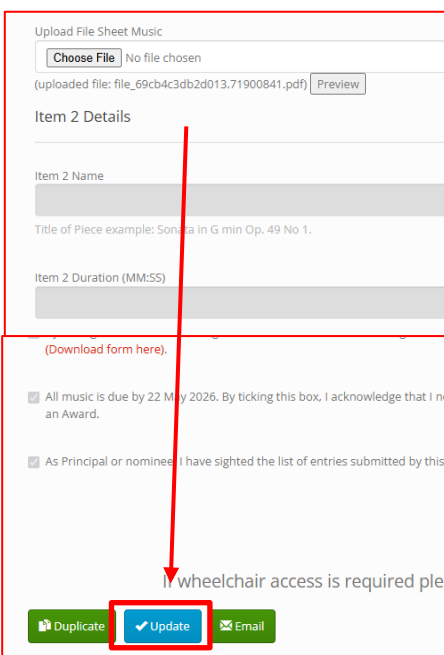
**You will know you have successfully uploaded your file if you can see the text: (uploaded file:.....pdf)**

*(The system will only accept PDFs)*



← **Successfully Uploaded File!**

If you wish to change the file you've uploaded – Simply follow the steps again. (Note: You can only check/'preview' your file before you upload it – once it is uploaded and saved, you cannot re-check the file)



**Can I upload sheet music AFTER submitting my entry? YES**

*You can upload your sheet music and stage plans up until the due date (FRIDAY 22<sup>nd</sup> MAY)*

To do so, follow the same steps above – **HOWEVER, make sure you select the blue 'UPDATE' button** before exiting your entry form.

*Otherwise, it will not save and it will disappear.*

This process also works for **Stage Plans (For Bands and Ensembles)** and **Stage & Lighting Plans (Drama Ensembles and Dance)**.

**Stage Plans (Bands & Ensembles)**

Your Performance Details

---

Group/Ensemble Name

Upload File Stage Plans  No file chosen

**Stage & Lighting Plans (Drama Ensembles)**

Item Details

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Item Name   
Title of Piece example: Sonata in G min Op. 49 No 1.

Item Duration (MM:SS)

Upload File Lighting Plans  No file chosen

**Stage Management Form (Dance - Creative)**

Item Details

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Item Name   
Title of Piece example: Sonata in G min Op. 49 No 1.

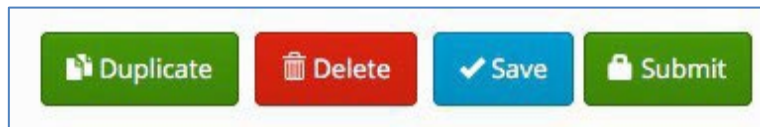
Item Duration (MM:SS)

Item 1 Information

Please provide a brief description of the item for the program. This is an entry requirement. The item description is to be reflected in the chosen piece.

Upload File Management Form  No file chosen

- 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.
- Coordinators 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. It is also where you can see your estimated Festival cost.

### Your Entries

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

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 #	Performance Name	Completed By	Subsection	Section	Status	Submission Date	Cost
36912	Jeff	Chelsea Goldsworthy	Bible Reading (Yrs 1-12)	Bible Reading	Submitted	17/2/2026	\$18
37056		Audrey Poor	Bible Reading (Yrs 1-12)	Bible Reading	In Progress		\$18
37057		Audrey Poor	Bible Reading (Yrs 1-12)	Bible Reading	In Progress		\$18
37065		Joel West-Newman	Bible Reading (Yrs 1-12)	Bible Reading	In Progress		\$18
37068		Joel West-Newman	Bible Reading (Yrs 1-12)	Bible Reading	In Progress		\$18

It is also where you can see your **estimated Festival cost (bottom right of your entries list)**

37039	Chelsea Goldsworthy	Brass Solo (Sec)	Woodwind & Brass Solos/Duets (Sec)	In Progress	\$18
37038	Chelsea Goldsworthy	Woodwind Duet (Sec)	Woodwind & Brass Solos/Duets (Sec)	In Progress	\$28
37037	Chelsea Goldsworthy	Woodwind Solo (Sec)	Woodwind & Brass Solos/Duets (Sec)	In Progress	\$18
37041	Chelsea Goldsworthy	Woodwind Ensemble (Sec)	Woodwind Ensembles (Sec)	In Progress	\$35

**Your estimated Festival cost is: \$3789**

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.

## 5. 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.

**Group/Ensemble Name**

 ✘  
A group or ensemble name is required

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**Student Year Levels**

 ✘  
You must provide a list of student year levels

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**Number Of Performers**

 ✘  
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.

*Note: Sheet Music, Stage Plans and Recorded Entry URLs can still be uploaded after entry closure*

### 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