PERFORMING ARTS ▶▶▶ FESTIVAL
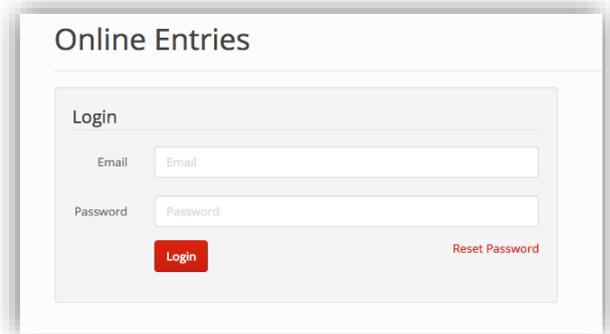
1. ==Getting Access==

- 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.

  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*.

Online Entries

Login

Email	Email
Password	Password

Login   Reset Password

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.
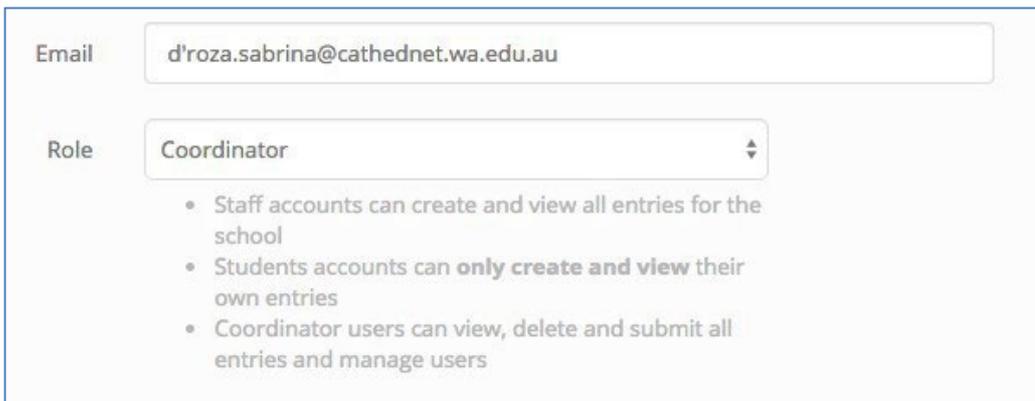
Email	d'roza.sabrina@cathednet.wa.edu.au
Role	Coordinator

- 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

PERFORMING ARTS ▶▶▶ FESTIVAL

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

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	Solo Performers Name

PERFORMING ARTS ▶▶▶ FESTIVAL

- 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.
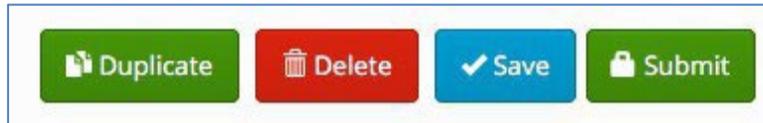
*The **Home** screen displays all entries in the system (both 'In Progress' and 'Submitted') so you can find a previously saved entry or review a submitted entry. It is also where you can see your estimated Festival cost.*

Your Entries

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

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.

PERFORMING ARTS ▶▶▶ FESTIVAL

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.

Group/Ensemble Name

Group, or Ensemble Name   ✖

A group or ensemble name is required

Student Year Levels

Student Year Levels   ✖

You must provide a list of student year levels

Number Of Performers

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

PART OF THE
SPIRIT OF THE ARTS
spiritofthearts.com.au
CATHOLIC EDUCATION WESTERN AUSTRALIA
CATHOLIC ARTS

Catholic Arts | (08) 9278 0202 | St Catherine's Centre, 33 Williamstown Road, Doubleview WA 6018