

GUIDELINES - COMPETITORS REGISTRATION SYSTEM URDD NATIONAL EISTEDDFOD Version 1.1

IMPORTANT: The program and guidelines will be updated from time to time. Please ensure you are using the latest version which is available IN THE PROGRAM via the HELP button above the competition list

1. When using the system there will be a slight delay for the system to react, therefore please leave a few seconds to ensure that everything is loaded correctly. The speed of the system is dependent on your internet connection, your internet browser and the amount of people on the system.
2. We advise you to prepare through ensuring:
 - that everyone who is competing are already members of the Urdd;
 - that competition details are in your possession before the closing date (e.g. music key(s), pieces in self-choice competitions, party/choir members);
 - that you begin the competitor registration process early.
3. The procedure is slightly different for some competitions because of the relevant information required. For most individual competitions where the test pieces and themes have been chosen by the Urdd, you can create and send forms for more than one competitor at the same time by simply choosing the members.
4. For other competitions such as own-choice competitions, e.g. **Instrumental, Disco Dancing**, you need to provide specific information about the pieces or the individual music, so the procedure is slightly different and a form must be completed for each competitor/party, selecting the member(s) on the form and adding other required information about chosen music etc. This also applies to **Cerdd Dant** competitions because the key is required.
5. If you move your mouse/cursor over any button or command, instructions will appear explaining the purpose of the button.
6. If a name is not on the membership list which appears on the system, it's probable that that individual is not a member of the Urdd. To become an Urdd member, visit www.urdd.org/membership. You can pay by credit card and receive a membership number immediately. Or, you can request an invoice, but you will not be able to send your Eisteddfod entry form until the payment has been accepted. We will not accept any Eisteddfod competitor after the closing date so please ensure that everyone is a member, that all membership fees have been paid and membership numbers received in good time.
7. Under certain circumstances, members have been registered by another local Urdd branch, e.g. competing with the local village Urdd branch but registered with the Urdd through Urdd branch at school. You may include in your Urdd branch those members who have registered with another local Urdd branch. The information is in these guidelines under point 20 .
8. **IMPORTANT** If possible, use the option SAVE instead of SEND if you don't yet have all the details to complete the form. **But you will have to press SEND before the closing date to be able to compete.**

LOGIN

9. The link to the website is <http://www.urdd.cymru/eisteddfod/competing>. Change to ENGLISH if required then click “On-line Registration”
10. Once the system has loaded a screen as below will appear:

Cyfieithiad / Translation. [Fersiwn Gymraeg Yma](#)

User ID	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="Login"/> <input type="button" value="Clear"/>	

You need to input your Username and Password and press Login. These are unique to each individual Urdd branch and are shared with the Urdd online membership system. (E.g. urdd789 ABC123) If you do not have a Username and Password for your Urdd branch, please email eisteddfodtechnegol@urdd.org stating your branch name, your name and your role within the branch.

11. After login, a screen as below will appear.

ID	2119
Cangen / Branch	Cangen Prawf Gwe
Cod Post / Post Code	
Rhif Ffon / Phone No.	
EBoست / EMail	
Math / Type	Ael/Adr
Cylch	Llanofer
Rhanbarth	Gwent
<input type="button" value="AELODAETH / MEMBERSHIP"/>	
<input type="button" value="EISTEDDFOD"/>	

Gwiriwch fod y gangen yn gywir yna gwasgwch:
Check that the branch is correct then press:

Choose the button "**EISTEDDFOD**" in order to gain admission into the Eisteddfod registration system.

12. After you are admitted into the system, the following screen will appear:

[Allgofnodi / Logout](#)

Cymorth / Help HOME Select Contact ✕

Eich Cangen / Your Branch:


ID	Branch	Branch Address	Cylch	Rhanbarth
2119	Cangen Prawf Gwe	Swyddfa'r Urdd	Aberystwyth	Llanofar Gwent

Cysylltwyr Eisteddfod y Cangen / Branch Eisteddfod Contacts

Name	Phone	Mobile	EMail
	<input type="text"/>	<input type="text"/>	<input type="text"/> New

After confirming your branch you need to choose one of the contacts above or add a new one
Remember to save a new contact or any changes by clicking on the disc icon on the left of the row
 The contact details are important for us to be able to contact you if there is a question or problem during the regional, county or national eisteddfod.

Ar ôl i chi gadarnhau eich cangen mae angen i chi ddewis un o'r cysylltwyr uchod neu ychwanegu un newydd.
Cofiwch gadw cofnod newydd neu unrhyw newidiadau trwy wasgu'r eicon disg ar y chwith o'r rhes.
 Mae'r manylion cysylltu yn bwysig fel bydd modd i ni gysylltu â chi os bydd cwestiwn neu broblem yn codi cyn neu yn ystod eisteddfodau cylch, rhanbarth neu'r genedlaethol.

Please provide details of the contact person for the Urdd branch that will be available during the eisteddfodau – Cylch (District), Rhanbarth (County) and during the Urdd National Eisteddfod week itself. Once completed, those details will remain on the system and you do not require to submit the information again, although you may add more contact names at any time in the future. Press the icon  on the left of the row and press the button **Select this Contact and View the Competitions** that will appear after clicking the icon.

13. The following page below will appear. To find a competition you may -

- Scroll down the list of competitions remembering to change the page if required.
- Choose **Competition Type** to list only competitions for Stage or only those for Arts, Design and Technology.
- Choose **Competition Category** to view competitions in a specific section, e.g. Dance. Photography. Note that you must first select Competition Type.
- You may type a part of the English competition name into the box **Competition Name (ENGLISH)** or part of the Welsh Competition Name into the box **Competition Name (WELSH)** (e.g. piano, to list all piano competitions)
- Type in the competition number as it appears in the publication Rhestr Testunau (List of Subjects) in the box **Competition No.**

[Allgofnodi / Logout](#)

Cymorth / Help HOME Select contact * Competitions *

Cangen Prawf Gwe, Cylch Abergwaun

Please select a competition from the list changing pages as necessary.
You can select a competition type (Stage or Arts) or category or search for a specific competition by EITHER number or part of name.
Remember to press 'Clear to begin new search' before selecting other search criteria.

Green = Sent

Competition Type Stage Competitions

Competition Category

Competition Name (ENGLISH) Or type any part of the ENGLISH Competition name



Competition Name (WELSH) Or type any part of the WELSH Competition name


Competition No. Or Competition Number

[Clear to begin new search](#) Search

Help (PDF) LIST OF YOUR FORMS ENTRY LABELS (ARTS, DESIGN AND TECHNOLOGY)

160 Unawd Bl 2 ac iau	(Solo Yrs 2 and under)	1
161 Unawd Bl 3 a 4	(Solo Yrs 3 and 4)	
162 Unawd Bl 5 a 6	(Solo Yrs 5 and 6)	
163 Deuawd Bl 6 ac iau	(Duet Yrs 6 and under)	
164 Parti Bl 6 ac iau (Adran)	(Party Yrs 6 and under (Adran))	
165 Parti Unsain Bl. 6 ac iau (D)	(Unison Party Year 6 and Under (Welsh Learners))	
166 Côr Bl 6 ac iau (Adran)	(Choir Yrs 6 and under (Adran))	

14. To choose a competition, click  on the relevant competition, e.g.  **200 Cyflwyno Alaw Werin Unigol Bl 10 a dan 19 oed** (Folk Song Solo Yrs 10 and under 19). If you would like to clear the search choose [Clear to begin new search](#)
15. After selecting a competition, please wait for a few seconds as it loads and then a box will appear with the words **No competitors yet** [if you have already registered competitors a number will appear next to the name of the competition as well as a list of the competitors]. A button **Add Competitors** will also appear on the right.

 **200 Cyflwyno Alaw Werin Unigol Bl 10 a dan 19 oed** (Folk Song Solo Yrs 10 and under 19) [Add Competitors](#)

Dim cystadleuwyr eto / No competitors yet

The next screen will depend on the competition chosen -

- An individual competition
- Cerdd Dant competition
- Instrumental competition

- Duo competition
- Group, Party, Choral competition

INDIVIDUAL COMPETITIONS

16. Click the button **Add Competitors** in order to register new competitors. The following screen will appear:

	Name	Surname	Sch. Yr.	Memb. No.	Date	Branch	Rhanbarth
<input type="checkbox"/>							

[+ Click here to see members of Cangen Prawf Gwe](#)

17. To choose a member from your Urdd branch, click the button [+ Click here to see members of your branch](#) on the left of the branch's name. A list similar to the following will appear:

	Name	Surname	Sch. Yr.	Memb. No.	Date	Branch	Rhanbarth
<input type="checkbox"/>	Dafydd	Iwan	Bl. 10	W91234	09/12/13	Cangen Prawf Gwe	Gwent
<input type="checkbox"/>	Llwyd	Owen	Bl. 10			Cangen Prawf Gwe	Gwent
<input type="checkbox"/>	Huw	Edwards	Bl. 12			Cangen Prawf Gwe	Gwent
<input type="checkbox"/>	Bryn	Terfel	Bl. 12			Cangen Prawf Gwe	Gwent
<input type="checkbox"/>	Jemeima	Nicolas	Bl. 13			Cangen Prawf Gwe	Gwent

18. Tick the box ☐ to select your competitors. You may click on as many competitors as you wish.
19. After choosing your competitors by clicking the relevant boxes press **Save Selection**, and the form will close and the following screen will appear

[Allgofnodi / Logout](#)

Cymorth / Help HOME Select Contact ✕ Competitions ✕

198 Cyflwyno Alaw Werin Unigol Bl 6 ac iau	(Folk Song Solo Yrs 6 and under)	
199 Cyflwyno Alaw Werin Unigol Bl 7, 8 a 9	(Folk Song Solo Yrs 7-9)	
200 Cyflwyno Alaw Werin Unigol Bl 10 a dan 19 oed	(Folk Song Solo Yrs 10 and under 19)	1 Add Competitors

Number of forms: 1

Dafydd Iwan Cangen Prawf Gwe [Competition Form](#) [Cancel Form](#)

The green colour signifies that the form has been sent to the Urdd District Secretary.

20. If you need to register a member who has registered as an Urdd member with another Urdd branch click the button [+ Another Branch](#) and the following screen will appear:

Permission to view another branch

1 Branches

Name of other branch	Your name	Your EMAIL	Reason for request
Cangen Prawf2	Arweinydd prawf	eisteddfodtechnegol@urdd.o	aelod yn yr ysgol

10 Cofnod ar y dudalen [Save](#)

Warning: Your requests to search members of other branches will be recorded. If you need to select members enrolled under another branch to compete as your branch please add the relevant branch(es) above giving your details and the reason e.g. members in the adran/aelwyd

To choose another branch, click the button  and the following will appear:

Select another branch

Search for School / Branch

School / Branch:

OR Rhanbarth

[Clear search](#) [Search](#)

To find the relevant branch either type in a part of the branch name (e.g. *Mallwyd* instead of Ysgol Gynradd Bro Mallwyd) in the box School/Branch, or choose County/Rhanbarth and click [Search](#)

A screen similar to the following will appear:

(It is also p

2 Cangen

	BranchID	Branch ▲	Branch Town	Branch Post Code	Rhanbarth
▶ Select	2119	Cangen Prawf Gwe			Gwent
Select	2561	Cangen Prawf2			Gwent


50 ▼
Cofnod ar y dudalen

Click on [Select](#) to choose a branch. The following screen will appear:

Name of other branch	Your name	Your EMAIL	Reason for request
▶ Cangen Prawf2 🔍	Arweinydd prawf	eisteddfodtechnegol@urdd.o	aelod yn yr ysgol

Note your name, e-mail address and the reason for searching the membership of this branch and press .

If you would like to see details of other branches repeat the above steps.

After finishing, click the cross  in the top right corner to close the window, and click the button.

To register competitors, use the same procedure as point 17.

CERDD DANT COMPETITIONS:

21. Click the relevant competition and then the button **Add Competitors**. The following screen will appear.:

The screenshot shows a web application window titled "Competition Form". It features the logo of Eisteddfod Urdd Gobaith Cymru (urdd.org) and the text "CYLCH, RHANBARTHAU AND NATIONAL COMPETITION FORM". The status is "In Progress". The competition is "244 Unawd Cerdd Dant Bl 7 - 9" and "Cerdd Dant Solo Yrs 7-9". The branch name is "Cangen Prawf Gwe". Contact details include "Contact Name: Test Name", "Contact Phone: 01777777777", "Contact Email: testuser@test.com", and "Mobile Contact Eisteddfod Week: 07777777777". A section titled "COMPETITOR DETAILS" shows "Number on the form: 0 (1)" and "Number not members: 0". A red message states "Membership details required for all competitors". There is a "Select Members" button and a "Select members above" dropdown. At the bottom, there is a field for "Name of Competitor, Group, Party, Choir" with a note "IMPORTANT. Please check and amend", a "Key" dropdown, and a note "Select a key according to those allowed in the competition rules."

22. Check the branch and contact details and go to **COMPETITOR DETAILS**. PRESS THE BUTTON **Select Members** in order to see a list of the branch members. A screen similar to the following will appear:

The screenshot shows a web application window titled "Select Members". It features a search bar with "Search for:" and buttons "Search" and "See all". Below the search bar are buttons "Save Selection" and "+ Another Branch". The main content is a table with columns: Name, Surname, Sch. Yr., Memb. No., Date, Branch, and Rhanbarth. A link "Click here to see members of Cangen Prawf Gwe" is displayed above the table. The table lists five members: Dafydd Iwan, Llwyd Owen, Huw Edwards, Bryn Terfel, and Jemeima Nicolas. At the bottom, there are buttons "Save Selection" and "+ Another Branch".

Name	Surname	Sch. Yr.	Memb. No.	Date	Branch	Rhanbarth
<input type="checkbox"/>	Dafydd	Iwan	Bl. 10	W91234	09/12/13	Cangen Prawf Gwe Gwent
<input type="checkbox"/>	Llwyd	Owen	Bl. 10			Cangen Prawf Gwe Gwent
<input type="checkbox"/>	Huw	Edwards	Bl. 12			Cangen Prawf Gwe Gwent
<input type="checkbox"/>	Bryn	Terfel	Bl. 12			Cangen Prawf Gwe Gwent
<input type="checkbox"/>	Jemeima	Nicolas	Bl. 13			Cangen Prawf Gwe Gwent

23. Tick the box ☐ on the left to choose one competitor. Due to the nature of the competition and the need to note a specific key for each competitor, only one competitor can be registered on each form. You must repeat the exercise if there is more than one competitor in the Cerdd Dant competitions. After registration, press the button **Save Selection**.
24. The name of the member will appear in the box **Name of Competitor, Group, Party, Choir** as shown below:

Competition Form

 **Eisteddfod Urdd Gobaith Cymru**
CYLCH, RHANBARTHAU AND NATIONAL COMPETITION FORM

Status: **In Progress**

Competition: **244 Unawd Cerdd Dant Bl 7 - 9** Cerdd Dant Solo Yrs 7-9

Branch Name: **Cangen Prawf Gwe**

Contact Name: Contact Phone:

Contact EMail: Mobile Contact Eisteddfod Week:

COMPETITOR DETAILS

Select Members

☒ 1 Sali Mali Bl. 9 Cangen Prawf Gwe W91235

Number on the form: 1 (1)
Number not members: 0

Name of Competitor, Group, Party, Choir: **IMPORTANT. Please check and amend**

Key: Select a key according to those allowed in the competition rules.

Check the name box. If there are any amendments, type the changes in the box.

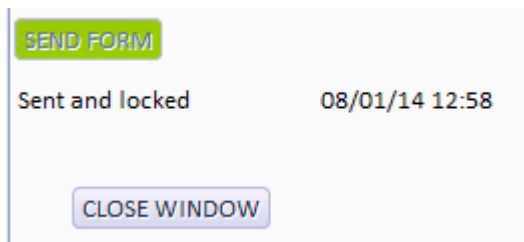
25. Click on the button **Key** and choose either **Original Gwreiddiol** or the relevant key.
26. Go to the bottom of the page shown below:

SEND FORM This will send the form to the Cylch Secretary. You will still be able to view the details but you will be unable to make changes.



If you are not ready to send the form yet then press **SAVE** or **DON'T SAVE** your changes

Either –

- Press **SEND FORM** – in order to send to the Urdd District Secretary
 - Press **SAVE YOUR CHANGES** – everything will be saved and you may send the information later
 - Press **DO NOT SAVE YOUR CHANGES** to clear the form and not save any changes since the form was last saved.
27. If you do send the form the button will turn green **SEND FORM** to indicate that the form has been sent to the Urdd District Secretary.
28. Click the button **CLOSE WINDOW** in order to exit the page and return to the list of competitions.



29. Wait a moment and the name of the competitor will appear under the competition and if it has been sent the button will be green **Competition Form** i.e., sent to the Urdd District Secretary. If you have saved everything the button will be blue **Competition Form**

IMPORTANT: if the name does not appear, click the competition to close it and then reopen. Close through pressing the button  and reopen with 

INSTRUMENTAL COMPETITIONS

30. Click on the relevant competition and press the button **Add Competitor** . The following page will appear:

Status:	In Progress		
Competition	214 Unawd Llinynnol BI 7- 9	String Solo Yrs 7-9	
Branch Name	Cangen Prawf Gwe		
Contact Name	<input type="text" value="Test Name"/>	Contact Phone	<input type="text" value="01777777777"/>
Contact EMail	<input type="text" value="testuser@test.com"/>	Mobile Contact Eisteddfod Week	<input type="text" value="07777777777"/>
<div><div><div>COMPETITOR DETAILS</div><div>Select Members</div><div>Select members above</div></div><div>Number on the form: 0 (1)</div><div>Number not members: 0</div><div>Membership details required for all competitors</div></div>			
Name of Competitor, Group, Party, Choir	<input type="text"/>		IMPORTANT. Please check and amend
DETAILS OF SELF-SELECTED PIECES AND MUSIC			
<div><div>1</div><div>Title</div><div>Composer</div><div>Publisher / CD Publisher</div><div>Author of arrangement, translation. / Artist CD</div><div>Name of book or CD</div><div>Notes / CD Track No</div></div>			

31. Check branch and contact details and go to **COMPETITOR DETAILS**. Press the button **Select Members** in order to see the list of the branch members. A screen similar to the following will appear:

Search for:

◀ ▶

<input type="checkbox"/>	Name	Surname	Sch. Yr.	Memb. No.	Date	Branch	Rhanbarth
<input type="checkbox"/> Click here to see members of Cangen Prawf Gwe							
<input type="checkbox"/>	Dafydd	Iwan	Bl. 10	W91234	09/12/13	Cangen Prawf Gwe Gwent	
<input type="checkbox"/>	Llwyd	Owen	Bl. 10			Cangen Prawf Gwe Gwent	
<input type="checkbox"/>	Huw	Edwards	Bl. 12			Cangen Prawf Gwe Gwent	
<input type="checkbox"/>	Bryn	Terfel	Bl. 12			Cangen Prawf Gwe Gwent	
<input type="checkbox"/>	Jemeima	Nicolas	Bl. 13			Cangen Prawf Gwe Gwent	

◀ ▶

32. Tick the box ☐ on the left to choose one competitor. Due to the nature of the competition only one competitor can be registered on each form. After registration, press the button

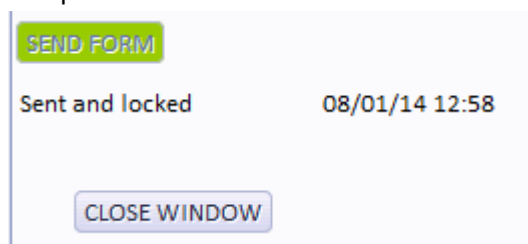
The name of the competitor will appear in the box **Name of Competitor, Group, Party, Choir.**

Note the details in the relevant boxes on the bottom – **DETAILS OF SELF-SELECTED PIECES AND MUSIC.** There is space to provide details for two pieces of music. If further details are required press the + sign on the right hand side. To delete the row, press the row and press



33. Proceed to the bottom of the page. Either –
- Press **SEND FORM** – in order to send to the Urdd District Secretary
 - Press **SAVE YOUR CHANGES** – everything will be saved and you may send the information later
 - Press **DO NOT SAVE YOUR CHANGES** to clear the form and not save any changes since the form was last saved.
34. If you do send the form the button will turn green **FORM SENT** to indicate that the form has been sent to the Urdd District Secretary.

35. Click the button **CLOSE WINDOW** in order to exit the page and return to the list of competitions.



A screenshot of a web form submission confirmation. At the top left is a green button labeled 'SEND FORM'. Below it, the text 'Sent and locked' is displayed next to a timestamp '08/01/14 12:58'. At the bottom center is a blue button labeled 'CLOSE WINDOW'.

36. If there are any problems with the form please check the contents and resend the form.

DUO COMPETITIONS

37. Follow the same procedure to enter the competitions. Click the button **Select Members** in order to choose the competitors by ticking the relevant boxes. Press **Save Selection** and the name of the duo will appear in the box. **Name of Competitor, Group, Party, Choir Name**. Go to the bottom of the page and press either -

SEND FORM – in order to send to the Urdd District Secretary or press **SAVE YOUR CHANGES** or **DO NOT SAVE YOUR CHANGES**

GROUP, PARTY, CHOIR COMPETITIONS

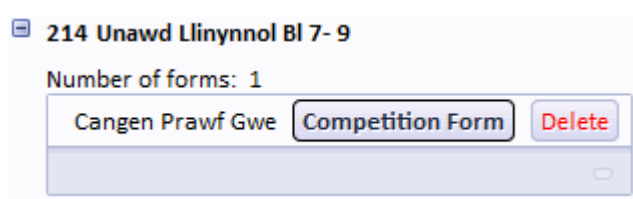
38. Follow the same procedure to enter the competitions. Click the button **Select Members** in order to choose the competitors by ticking the relevant boxes to add the permitted number for the competition with up to two reserves where permitted. Press **Save Selection**. You must type the name of the Party, Group, Choir in the relevant box.

The form will show how many members of the Group, Party, Choir have been registered including the reserves.





39. Go to the bottom of the page and press either **SEND FORM** – in order to send to the Urdd District Secretary or press **SAVE YOUR CHANGES** or **DO NOT SAVE YOUR CHANGES**

AMEND/DELETE/CANCELLING FORMS

40. If there is a need to delete a form (e.g. a competitor withdrawing), it is possible to achieve this from the initial list of competitors, see below:



A screenshot of a web form management interface. At the top, it says '214 Unawd Llinynnol Bl 7- 9'. Below that, it says 'Number of forms: 1'. There is a table with one row containing the text 'Cangen Prawf Gwe' and a button labeled 'Competition Form'. To the right of this button is a red button labeled 'Delete'.

41. To delete a form that has not been sent to the Urdd District Secretary, click the  button. **THIS WILL DELETE THE FORM AND IT CANNOT BE RETURNED.**
42. To cancel a form that has already been sent to the Urdd District Secretary, choose  This will cause the icon  to change to  and the Urdd District Secretary will be noted of the change.
43. To amend the details on a form which has already been sent. Click the 'UNLOCK' button on the form, make your changes and resend. **Important:** if you are still unable to amend parts of the form (e.g. adding members) you may need to SAVE and re-open the form for the unlock to take full effect.

ARTS, DESIGN AND TECHNOLOGY COMPETITIONS

44. Forms for Arts, Design and Technology competitions work in exactly the same way as for stage competitions. Individual competition forms will be automatically sent on creation of the form while group competition forms will open in order for you to add the competitors to the form.
45. By selecting 'Arts, Design and Technology' from the Competition Type search option at the top of the competition page you will see only those competitions. Or you can do a more exact search by Competition Category (you must select the Competition Type first), competition number or part of the competition name.
46. **IMPORTANT** - You **must** attach an official entry label to each piece of work **before** bringing it to be adjudicated in the regional Arts, Design and Technology competitions. Click on the button 'ENTRY LABELS (ARTS, DESIGN AND TECHNOLOGY)' which is at above the list of competitions. This will take you to a page explaining the process in more detail and giving you options to get ALL of the labels for your competitors or to just the ones you select. The labels will open as a PDF document which you can print straight away or download to save a copy to print later giving you more control over printing.
47. You should print the labels on white A4 paper (or light card). Most of the labels will print two to an A4 page allowing you to easily fold and tear carefully or to cut to size with a scissors if the item is very small.
48. You must securely attach/stick the label to the work without obscuring the information on it **before** taking it for adjudication.

ASSISTANCE

49. If you experience any problems or difficulties during your use of the system, you may contact us on the e-mail addresses below: :

Any issues regarding details of competitions or Eisteddfod administration (e.g. pieces, numbers in party, etc) contact eisteddfodgweinyddol@urdd.org

Any issues regarding technical details (password, error messages, etc) contact eisteddfodtechnegol@urdd.org

Any issues regarding membership, contact aelodaethgweinyddol@urdd.org