

## CANLLAWIAU SYSTEM GOFRESTRU CYSTADLEUWYR EISTEDDFOD GENEDLAETHOL YR URDD

### GUIDELINES - COMPETITORS REGISTRATION SYSTEM URDD NATIONAL EISTEDDFOD Version 1.0

**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](http://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** it will not be possible for you to change any form after clicking SEND although it will be possible to CANCEL an unwanted form (it will still appear on the system) and create a new one if required. Therefore if possible, use the option SAVE instead of SEND in case you need to change or add details. **But you will have to press SEND before the closing date to ensure that they compete.**

## LOGIN

- The link to the website is <http://www.urdd.org/eisteddfod/competing>. Change to ENGLISH if required then click “On-line Registration”
- 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](mailto:eisteddfodtechnegol@urdd.org) stating your branch name, your name and your role within the branch.

- After login, a screen as below will appear.

ID	<b>2119</b>
Cangen / Branch	<b>Cangen Prawf Gwe</b>
Cod Post / Post Code	
Rhif Ffon / Phone No.	
EBoSt / 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.

- 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 Gangen / Branch Eisteddfod Contacts

Name	Phone	Mobile	E-Mail
	<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 ddevis 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
- Choose **Competition Category** to view competitions in a specific section, e.g. Dance
- 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.**

Cangen Prawf Gwe, Cylch Llanofer

Please select a competition from the list or search using ONE of the options.

Remember to press 'Clear to begin new search' before selecting other search criteria.

Green = Sent

Competition Category	<input type="text"/>
Competition Name (ENGLISH)	<input type="text" value="Or type any part of the ENGLISH Competition name"/>
Competition Name (WELSH)	<input type="text" value="Or type any part of the WELSH Competition name"/>
Competition No.	<input type="text" value="Or Competition Number"/>
<a href="#">Clear to begin new search</a> <input type="button" value="Search"/>	

[Help \(PDF\)](#) [Forms List](#)

<input type="checkbox"/>	165 Unawd Bl 2 ac iau	(Solo Yrs 2 and under)
<input type="checkbox"/>	166 Unawd Bl 3 a 4	(Solo Yrs 3 and 4)
<input type="checkbox"/>	167 Unawd Bl 5 a 6	(Solo Yrs 5 and 6)
<input type="checkbox"/>	168 Deuawd Bl 6 ac iau	(Duet Yrs 6 and under)
<input type="checkbox"/>	169 Parti Bl 6 ac iau (Adran)	(Party Yrs 6 and under (Adran))
<input type="checkbox"/>	170 Côr Bl 6 ac iau (Adran)	(Choir Yrs 6 and under ( Adran))
<input type="checkbox"/>	171 Parti Unsain Bl 6 ac iau (Y.C.) (Ysg. hyd 50)	(Unison Party Yrs 6 and under (Sch. up to 50))
<input type="checkbox"/>	172 Parti Unsain Bl 6 ac iau (Ysg. dros 50)	(Unison Party Yrs 6 and under (Sch. over 50))
<input type="checkbox"/>	173 Côr Bl 6 ac iau (Y.C.) (Ysg. Hyd 150)	(Choir Yrs 6 and under (Sch. up to 150))
<input type="checkbox"/>	174 Côr Bl 6 ac iau (Y.C.) (Ysg. Dros 150)	(Choir Yrs 6 and under (Sch over 150))
<input type="checkbox"/>	175 Parti Deulais Bl 6 ac iau (Y.C./Adran)	(Two Voice Party Yrs 6 and under)
<input type="checkbox"/>	176 Ensemble Lleisiol Bl 6 ac iau (Y.C./Adran)	(Vocal Ensemble Yrs 6 and under)
<input type="checkbox"/>	177 Unawd Merched Bl 7-9	(Girls Solo Yrs 7-9)
<input type="checkbox"/>	178 Unawd Bechgyn Bl 7-9	(Boys Solo Yrs 7-9)
<input type="checkbox"/>	179 Deuawd Bl 7-9	(Duet Yrs 7-9)
<input type="checkbox"/>	180 Unawd Merched Bl 10 a dan 19 oed	(Girls Solo Yrs 10 and under 19)
<input type="checkbox"/>	181 Unawd Bechgyn Bl 10 a dan 19 oed	(Boys Solo Yrs 10 and under 19)

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.

<input type="checkbox"/> 200 Cyflwyno Alaw Werin Unigol Bl 10 a dan 19 oed	(Folk Song Solo Yrs 10 and under 19)	<input type="button" value="Add Competitors"/>
<input type="text" value="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:

<input type="checkbox"/>	Name	Surname	Sch. Yr.	Memb. No.	Date	Branch	Rhanbarth
<a href="#">Click here to see members of Cangen Prawf Gwe</a>							

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:

<input type="checkbox"/>	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 ✕

<input checked="" type="checkbox"/>	198 Cyflwyno Alaw Werin Unigol Bl 6 ac iau	(Folk Song Solo Yrs 6 and under)	
<input checked="" type="checkbox"/>	199 Cyflwyno Alaw Werin Unigol Bl 7, 8 a 9	(Folk Song Solo Yrs 7-9)	
<input checked="" type="checkbox"/>	200 Cyflwyno Alaw Werin Unigol Bl 10 a dan 19 oed	(Folk Song Solo Yrs 10 and under 19)	1 <b>Add Competitors</b>

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
<input type="text" value="Cangen Prawf2"/>	<input type="text" value="Arweinydd prawf"/>	<input type="text" value="eisteddfodtechnegol@urdd.o"/>	<input type="text" value="aelod yn yr ysgol"/>
<input type="text" value="*"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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:

[Clear search](#) [Search](#) (It is also p

2 Cangen

	BranchID	Branch ▲	Branch Town	Branch Post Code	Rhanbarth
▶ <a href="#">Select</a>	2119	Cangen Prawf Gwe			Gwent
<a href="#">Select</a>	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 [Save](#) .

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

After finishing, click the cross [x](#) in the top right corner to close the window, and click the button [See all](#) .

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 form titled "Competition Form" for "Eisteddfod Urdd Gobaith Cymru". The form displays the following information:

- Status:** In Progress
- Competition:** 244 Unawd Cerdd Dant BI 7 - 9 Cerdd Dant Solo Yrs 7-9
- Branch Name:** Cangen Prawf Gwe
- Contact Name:** Test Name
- Contact Phone:** 01777777777
- Contact EMail:** testuser@test.com
- Mobile Contact Eisteddfod Week:** 07777777777

Under the "COMPETITOR DETAILS" section, it shows:

- Number on the form: 0 (1)
- Number not members: 0
- A red message: **Membership details required for all competitors**

There is a "Select Members" button and a "Select members above" dropdown menu. Below this, there is a field for "Name of Competitor, Group, Party, Choir" with a note: "IMPORTANT. Please check and amend". At the bottom, there is a "Key" dropdown menu with the instruction: "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:

Search for:

<input type="checkbox"/>	Name	Surname	Sch. Yr.	Memb. No.	Date	Branch	Rhanbarth
<input type="checkbox"/> <a href="#">Click here to see members of Cangen Prawf Gwe</a>							
<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 .
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

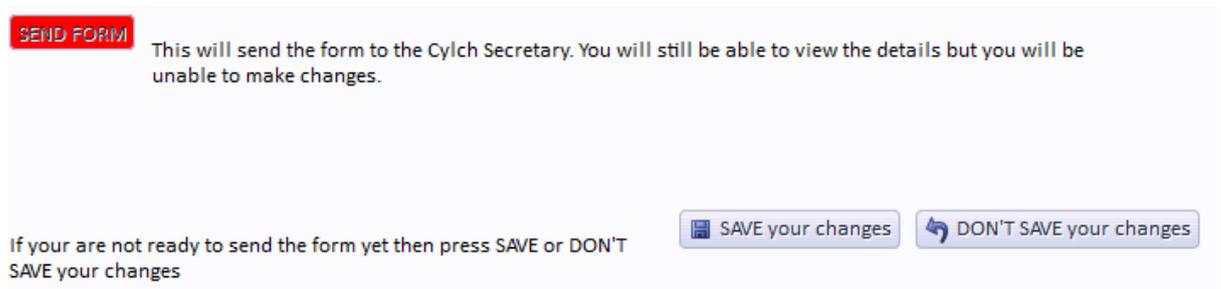
Number on the form: 1 (1)  
Number not members: 0

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.



**SEND FORM**

Sent and locked 08/01/14 12:58

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  Contact Phone

Contact EMail  Mobile Contact Eisteddfod Week

COMPETITOR DETAILS

Number on the form: 0 (1)

Number not members: 0

**Membership details required for all competitors**

Select members above

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

DETAILS OF SELF-SELECTED PIECES AND MUSIC

1	Title	Composer	Publisher / CD Publisher
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Author of arrangement, translation. / Artist CD

Name of book or CD

Notes / CD Track No

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

<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 **Save Selection**

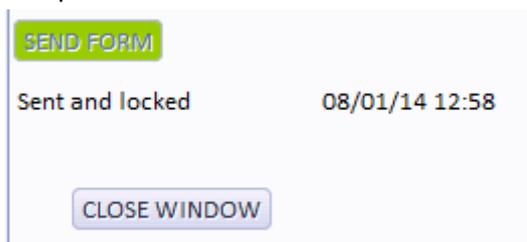
The name of the competitor will appear in the box **Name of Competitor, Group, Party, Choir.**

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.



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**

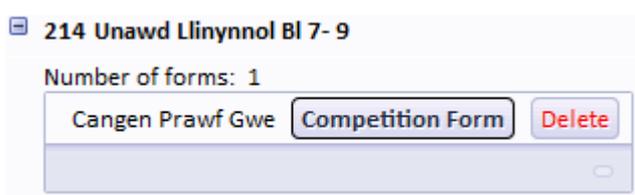
38. Follow the same procedure to enter the competitions. Click the button **Select Members** in order to choose the competitors by ticking the relevant boxes to add the permitted number for the competition with up to two reserves where permitted. Press **Save Selection**. You must type the name of the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

### **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:



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.

### **ASSISSTANCE**

43. 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](mailto:eisteddfodgweinyddol@urdd.org)

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

Any issues regarding membership, contact [aelodaethgweinyddol@urdd.org](mailto:aelodaethgweinyddol@urdd.org)