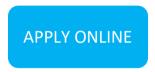
How to Enter the Festival

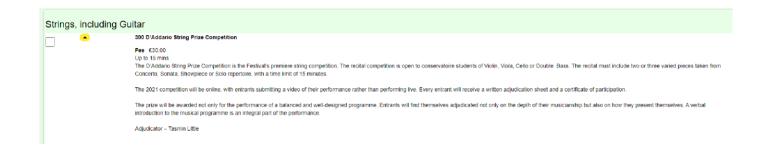
- These instructions apply to all competitions except the Emanuel Trophy Piano Competition. For the
 Emanuel Trophy, contact the Piano Section Secretary, Janice Twiselton, piano@northlondonfestival.org.uk
 0208 886 7237 to ask for an entry form and return your entry to her.
- These instructions are detailed, you may prefer to print them or to have them open on your computer when you make your entry.
- To enter, click on the icon:



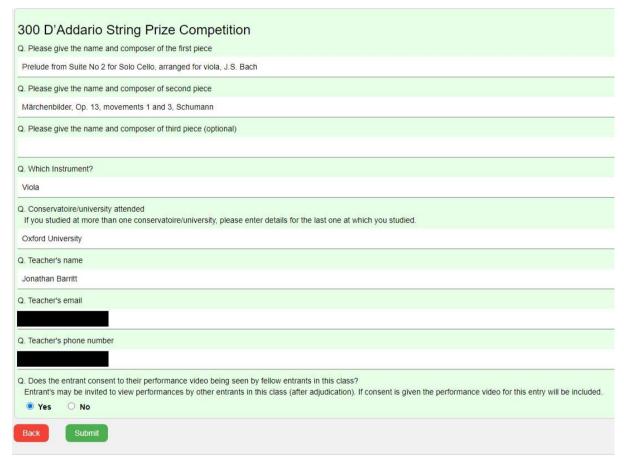
- The first time you use the system, you will need to register.
- Once you have logged on you will be shown the screen below.
 NB the brief guide to making entries is a general one, not specific to the North London Festival.



- Click 'Enter a class'. You will then be given the choice of entering yourself, someone else, such as a child or a pupil or a group. If you select, 'Someone else' you can enter someone new.
- Entering for yourself –select the section you want to enter and you will only see classes from that section that you are eligible to enter.

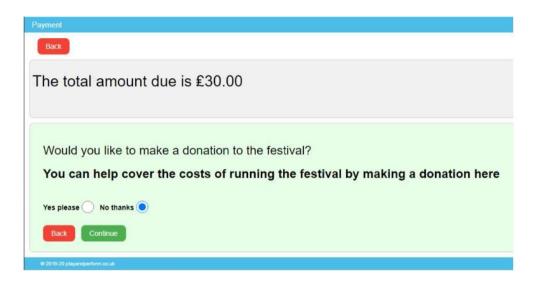


Below is a sample entry to the D'Addario Competition:

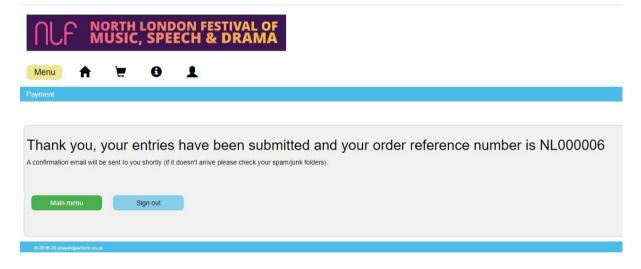


- At this point you can carry on to pay or save your entry.
- You will be offered the opportunity to make a donation to the Festival.
- You can select how you would like to pay; either by debit/credit card, Paypal or Internet/phone banking.

•



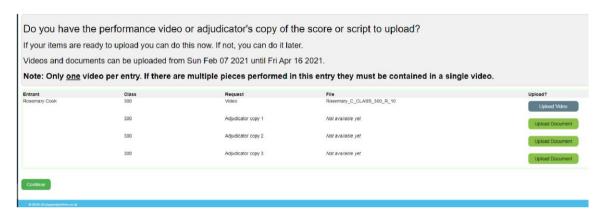
• When you have paid you will receive an acknowledgement with your reference number. You won't see your entry in the list of entries until you have paid.



Submitting a Video

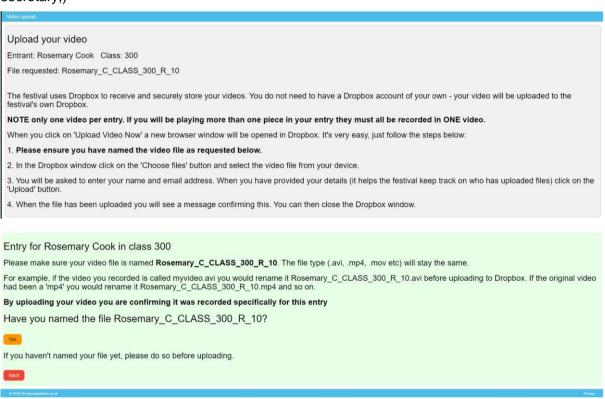
For online classes, video entries are stored in a private Dropbox account to be viewed by the adjudicator.

• When you have recorded your performance, you will need to select the entry to upload your video. (See the end of these instructions for help with recording your performance.)

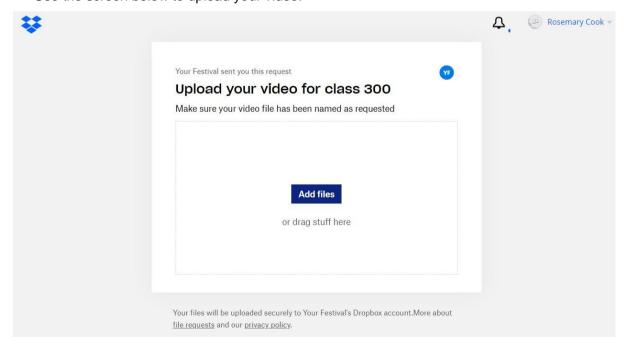


Before uploading your video you can, if necessary, change the details of your entry.

The screen below gives details of how to upload your video. The file name it asks you to use enables the system to know that the video belongs to your entry. (If you have a problem with renaming your file, contact you section secretary,)



Use the screen below to upload your video.



Tips for Creating a Video

- · You can record your performance on any device.
- It would be good to put the device on a solid surface, so that the image is steady.
- Your uploaded video file must be in one of the following formats: avi, flv, wmv, mov or mp4.
- Use a video resolution of 720p (HD) or less.
- Record in landscape orientation.
- For musicians, make sure the person can be seen clearly playing their instrument.
- For drama pieces, ensure the full performance area can be seen and that the lighting is suitable.
- Please dress appropriately for a performance and, where possible, record with an uncluttered background.
- If possible, turn off automatic volume control, so the performance dynamics aren't altered.
- We suggest you make a short test recording to check things before trying to make the final recording.
- Only one video can be uploaded per entry:
 - The performance of each piece of music must *not* be edited. However, you may record each piece separately and then edit the recordings together.
 - If you are entering the News report/ TV presenting section this can take the form of numerous videos that are edited together.

Performance Details

- All videos should be recorded specifically for this Festival. If this is not the case for a composition entry, please discuss this with the Section Secretary.
- For all entries except for the senior music competitions include a simple introduction e.g., "Hello, my name is Pietro Dupont, I am going to play Saint-Saens: Havanaise, Op 23. Today is Sunday 14th March 2021."
- Entrants for the senior music competitions should include a longer introduction, which will not be included
 in the performance time. Prizes will be awarded not only for the performance of a balanced and welldesigned programme. Entrants will find themselves adjudicated not only on the depth of their
 musicianship but also on how they present themselves. A verbal introduction to the musical programme
 is an integral part of the performance.
- Where possible, music published with an accompaniment should be performed with that accompaniment.
 This may be provided live by a pianist or by a backing track. If you are having difficulty finding an accompanist, please contact the Section Secretary.
- Your video and the copy of the score/script will be used to adjudicate your performance. Unless you have given permission for the recording to be used by the Festival for promotional purposes, it will be deleted when the Festival is over.