

# HOW TO UPLOAD MUSIC FILES IN STARDOM

## FOR BENDIGO COMPS

**Step #1** Log into Stardom and locate your 96th Annual Bendigo Eisteddfod (2022) entry in the bottom half of your home page under the heading “Completed Entries”.

**Step #2** On the far right side under “Other Actions” you should see a treble clef symbol and a “Performance Item” link. Click on that link.

Completed Entries						
<input checked="" type="radio"/> Current Contests <input type="radio"/> Show ALL						
Modify	Entry #	Competition	Added	Entry Total	Status	Other Actions
Closed	BCS220064	Bendigo Competitions Society Inc. 96th Annual Bendigo Eisteddfod	12/04/2022	\$60.18	Paid	<a href="#">View Entry</a> <a href="#">Performance Item</a> <a href="#">Contact Event</a>

You will then be taken to a page that lists sections relating to your entry. The sections where files can be uploaded will have a section with a “Backing Track” heading.

**Step #3** For each of these sections and the competitors listed, please do the following:

In the box with the heading “Comments”, optionally, enter any information that you think would assist the Bendigo team in working with you for your performance.

Then, under the “Backing Track” heading, please include the following information:

- Type the Track Title
- Select whether you would like the track to be started while you are “Off Stage” or “On Stage”.
- Click “Choose File” and locate the file on your device and then select it.
- It will take a few seconds to load your file. When your file name appears beside the “Choose File” button, as per the example below, you have successfully uploaded the file.
- Click “Save Changes”.

Section : MV294 8 years & Under FILM OR T.V. SOLO - Time Limit: 04:00

**Judy Garland**

**Comments**

Performance related Comments

The track is a little quiet, so may need to be turned up a little for the auditorium.

**Backing Track**

Please upload the backing track for your performance (preferred formats are MP3, M4A and WAV). Additionally, in the boxes provided, please enter the track name and indicate when the track should be started. Optionally, please use the comments box above to indicate any additional or alternate requirements you have for your performance.

Title

Over the Rainbow

Off Stage    On Stage

OverTheRainbow.mp3

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### Step #4 Save your changes (regularly)

At any stage during this process, you can scroll to the very bottom of the page and click on “**Save Changes**” button. We strongly recommend that you do this often if you have a large number of uploads to perform.

Save Changes

Back to Home

### Step #5 Save again and log out

On completing the upload task/s, click on “Save Changes” one more time and then scroll back to the top of the page to Logout.

## HINTS AND TIPS

### MUSIC FILE FORMAT

Most audio file formats are OK, but the Eisteddfod **does not accept** AAC and Apple AIFF file formats as they cannot be played on our Windows based PC's. No video should be included with the track – music ONLY.

### FILE NAMES

If any of your file names are extra-long, then information may start to disappear off the right side of the page. To view or edit data off to the right, scroll to the bottom of the page and make use of the horizontal scroll bar that is immediately below the “Save Changes” button. Alternatively you can also use TAB key to navigate across the fields for each track to get to the “Choose File” button.

### FILES NOT SHOWING

If you believe that one of your sections requiring a file upload is not showing on this page, then please email Stardom Support at [support@stardom.com.au](mailto:support@stardom.com.au).

### BRING A BACKUP

Please bring your music on a USB as a backup. This is the very first time we have used the file upload process on Stardom, and if something goes wrong on the day we want to make sure the performances still go ahead as planned.

Please put a key tag on your USB with the entrant's name. If we have several USBs sitting on the Music desk we don't want to waste everyone's time trying them all to figure out which one belongs to the person about to dance.

ALSO the music file names on the USB must have the section number at the start (or have one USB per section with only that piece of music on it) - otherwise we won't know which one to play.

The USB should NOT have any other material on it.