



GAIA COMPUTING PTY. LTD.

Gaia Eisteddfod Navigator Interface

Competitor User Manual

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GENI User Manual

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Introduction to GENI

Welcome to the GALA Eisteddfod Navigator Interface or GENI. GENI is an online web-based system that allows all aspects of an eisteddfod to be managed in one easy to use location. Half of the GENI system is geared toward the competitor, who can create their own personal profile online, allowing them to view and enter sections from any GENI enabled eisteddfod. The other half of GENI is used by the administrators of the eisteddfod, who can setup their eisteddfod structure, manage their entries and also control the eisteddfod on the actual contest day. GENI also comes with a comprehensive library of management reports.

Key Features

The new GENI system offers both Eisteddfod administrators and those who compete at these iconic community events a flexible and convenient web-based interface. In particular, GENI offers a number of important features to those Eisteddfods that want to take their competitions to a new level of professionalism. These include:

- Quick Competition creation in minutes based on a simple to complete questionnaire.
 - Easy generation of running sheets, results, schedules and programs.
 - Easy to use and fully Web based.
 - Full address book of all competitors, teachers and schools.
 - Reduction in direct data entry and cash handling for Administrators.
 - Ability to view all invoices, online entries and add competitors directly.
 - Full History of previous competitions, including schedules, prizes, entries and results.
 - On-the-day session manager makes it faster and easier to keep track of payments, prizes and competitors without any paperwork.
 - Credit Card and PayPal Payment options, along with ability to pay via cheque or money order.
 - Comprehensive online and phone support.
-

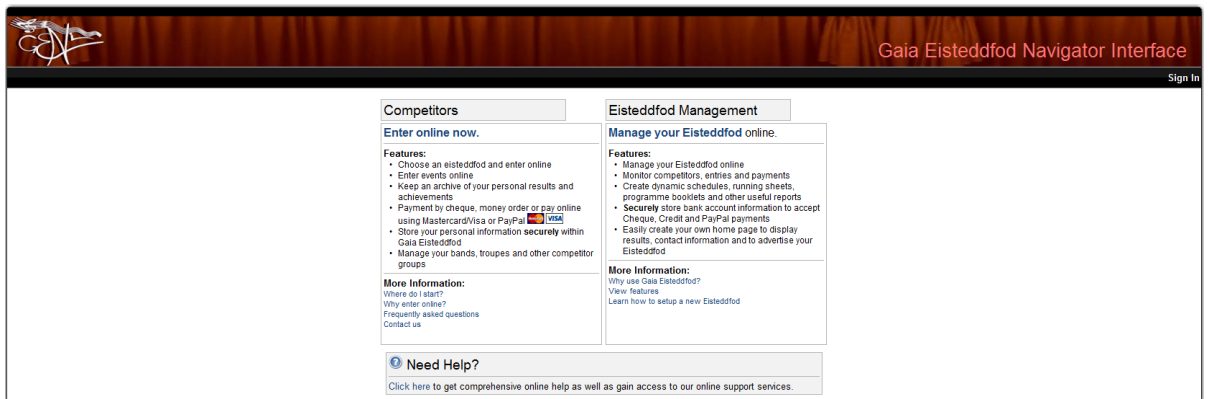
The GENI Webpage

All GENI activity is initiated from the GENI homepage. This page may be accessed by typing either of the following two addresses in the address line of the Internet browser:

<http://geni.gaia.com.au>

Or

www.geni.gaia.com.au



From the home page, users are given a choice on whether they are using the site as a competitor or as an eisteddfod manager.

- **Competitor:** a user who will be competing in an eisteddfod. These users can create entries for themselves or on behalf of other people (eg. students, if they are a teacher).
- **Eisteddfod Manager:** a user who manages the overall workings of the eisteddfod, which includes setting up the sections, managing entries, assigning prizes and posting results.

GENI Competitor Interface

Chapter

2

Competitors aren't required to register with GENI to simply browse the eisteddfods that are available to them. They are free to look around before needing to establish an account.

Selecting an Eisteddfod

The first screen the competitor will see is the Search an Eisteddfod screen. The user can list all available eisteddfods or simply type in keywords to narrow down their results and then hit the Search key.

Clicking on the name of the eisteddfod in the results area will take the potential competitor to a list of their available disciplines.

The screenshot shows a sidebar menu on the left with options: Enter Competition, > Select Eisteddfod, Select Discipline, Fill in Entry Form, Amend Sections, Add Section Items, and View Invoice. The main content area is titled 'Select an Eisteddfod' and contains a 'List All Eisteddfods' button with the text 'Click here to list all available Eisteddfods.' Below this is a search section with the label 'Search:' and a text input field containing 'Bendigo'. To the right of the input field is the text: 'Use this form to search for an available Eisteddfod. You may use any word or part thereof to match the name of the Eisteddfod you are searching for.' Below the search section is a 'Results:' section displaying 'BENDIGO COMPETITIONS SOCIETY INC.'

Choosing a Discipline

After selecting which eisteddfod they would like to compete in, the competitor can then filter down the results into the available disciplines. In this example, we have chosen to see all of the music disciplines.

The screenshot shows the same sidebar menu as the previous screenshot. The main content area is titled 'Select a Discipline' and features a pink header box with the text: 'BENDIGO COMPETITIONS SOCIETY INC. This Eisteddfod has 1 or more disciplines. Select which discipline you wish to compete in.' Below this is a dropdown menu currently set to 'Select All Disciplines'. To the right of the dropdown is the text: 'Select a discipline from the list. You may filter these disciplines by selecting a program from the combo box.' Below the dropdown, two disciplines are listed: 'CLASSICAL BALLET AND THEATRICAL DANCE COMPETITION' and 'STRINGED INSTRUMENTS COMPETITION'.


Step 1: View Schedule

Clicking on a discipline takes the competitor to a screen listing a number of key steps. The first of these steps is to view the schedule of the discipline that has been selected. This can be done by clicking on the “View Schedule” option or by clicking on the “Print this Schedule” option which will give the competitor a printable version.

Enter Competition	BENDIGO COMPETITIONS SOCIETY INC. STRINGED INSTRUMENTS COMPETITION You have selected to compete in the STRINGED INSTRUMENTS COMPETITION. View/Print the Schedule and fill in the entry form to complete your entry to this competition.
Select Eisteddfod	
Select Discipline	
> Fill in Entry Form	
Amend Sections	
Add Section Items	
View Invoice	

Step 1: View Schedule

[View the STRINGED INSTRUMENTS COMPETITION Schedule](#)

 [Print this Schedule](#)

View or print the STRINGED INSTRUMENTS COMPETITION schedule to decide which sections you wish to enter. Please remember this may take some time to load depending on the size of the schedule.

The resulting schedule, regardless of the option selected, will look something like the one below. In both cases the schedule will be shown, with discipline rules, in a new window. Close the window to exit this schedule.

ALL ENTRIES MUST BE RECEIVED BY 09 Apr 2010

Adjudicators
To be announced

For students with less than 18 months tuition.

S550	STRINGED INSTRUMENT SOLO	For students with less than 18 months tuition.
Entry: \$7.00	1 st Trophy	2 nd Trophy 3 rd Award HM

AMEB / ANZCA 2010 GRADES ONE AND TWO

S552	STRINGED INSTRUMENT SOLO	AMEB / ANZCA 2010 GRADES ONE AND TWO
Entry: \$8.00	1 st Trophy	2 nd Trophy 3 rd Award HM

AMEB / ANZCA 2010 GRADES THREE AND FOUR

S554	STRINGED INSTRUMENT SOLO	AMEB / ANZCA 2010 GRADES THREE AND FOUR
Entry: \$9.00	1 st Trophy	2 nd Trophy 3 rd Award HM

AMEB / ANZCA 2010 GRADES FIVE AND SIX

S556	STRINGED INSTRUMENT SOLO	AMEB / ANZCA 2010 GRADES FIVE AND SIX
Entry: \$9.00	1 st Trophy	2 nd Trophy 3 rd Award HM

AMEB / ANZCA 2010 GRADES SEVEN AND EIGHT

S558	STRINGED INSTRUMENT SOLO	AMEB / ANZCA 2010 GRADES SEVEN AND EIGHT
Entry: \$10.00	1 st Trophy	2 nd Trophy 3 rd Award HM

Grades One and Two - Own Choice

S562	STRINGED INSTRUMENT SOLO	Grades One and Two - Own Choice
Entry: \$8.00	1 st Trophy	2 nd Trophy 3 rd Award HM

Grades Three and Four - Own Choice

S564	STRINGED INSTRUMENT SOLO	Grades Three and Four - Own Choice
Entry: \$9.00	1 st Trophy	2 nd Trophy 3 rd Award HM

Step 2: View Rules

The second option available is to view the overall rules of the selected competition or just the rules governing the specific discipline or program.

Step 2: View Rules

View the overall rules of this competition

View the overall rules of this program

View the rules governing both the competition and the program.

Please remember this may take some time to load depending on the size of the rules.

Clicking on either of the rule options will open up a new window, allowing the competitor to read or print the screen. Closing the window will return the competitor to the GENI entry screen.

General Conditions for 2010 Eisteddfod


COPYRIGHT: IN ACCORDANCE WITH FEDERAL STATUTES, COMPETITORS MUST USE ORIGINAL MATERIALS OR HAVE PERMISSION FROM THE RELEVANT OWNERS OF COPYRIGHT TO MAKE AND USE COPIES OF COPYRIGHT MATERIAL AT THIS EISTEDDFOD. BENDIGO COMPETITIONS SOCIETY INC. WILL NOT BE LIABLE FOR ANY INFRINGEMENTS REGARDING COPYRIGHT.


1. **ELIGIBILITY TO ENTER:** This Eisteddfod is open to amateurs.
2. **EXCEPTION TO CONDITION 1:** 'ELIGIBILITY TO ENTER': Teachers are permitted to compete in sections CB750, TD755 and TD790.
3. **AGE LIMIT:** In any section subject to an age limit, a competitor's age as of 1st January 2010 is deemed to be the age of the competitor.
4. **TIME LIMITS:** A competitor agrees to adhere to prescribed time limits.
5. **ENTRIES:**
 - a. Must be received by the Society on or before the closing date for each discipline. See 'Schedules' - www.bendigocomps.org.au - for relevant dates.
 - b. A competitor may be called upon to produce proof of age.
 - c. The Society accepts no responsibility for any entry that is not received.
6. **ENTRY FEES:** A competitor is not entitled to a refund in the case of a non-appearance in any section.
7. **CANCELLATION OR COMBINATION OF SECTIONS:** The Society reserves the right to cancel or combine any sections at its discretion.
8. **ADJUDICATION:**
 - a. Any teacher, competitor or interested party is prohibited from communicating with an Adjudicator prior to, and during, the Eisteddfod.
 - b. An Adjudicator is empowered not to award any prize if sufficient merit has not been displayed in any section.
 - c. The Adjudicator's decision shall be final as to whether an item proposed, or presented by a competitor, complies with the section criteria.
9. **CRITIQUE ONLY:** If any competitor leaves the stage empty once a performance has commenced, the competitor will be adjudicated for a critique only. A solo competitor can appear again with the same condition applying.
10. **REGISTRATION:**
 - a. A competitor must register at the registration table at the venue on the day of the competition.
 - b. A competitor is required to register well in advance of the commencement of his/her section.
11. **REPETITION OF ITEMS:**
 - a. A competitor is prohibited from repeating an item apart from the following exceptions:
 - MUSIC**
 - Modern Vocal – Sections MV370, MV372, MV374 - (Modern Vocal Championships)
 - Classical Vocal – Sections CV770 and CV772 (Classical Vocal Championships)
 - Leila Watson Memorial Music Championship
 - V.C.E. - Sections V155 – V161
 - DANCE**
 - VET/VCE – Section TD435
 - Classical Ballet –
 - Section CB421, CB422, CB423 - Classical Male Own Choice
 - Section CB424, CB425, CB426 - Classical Female Own Choice
 - Sections CB451, CB452 - Classical Performance Showcase Solos
 - Sections CB453, CB454 - Classical Performance Showcase Troupes
 - Theatrical Dance –
 - Sections TD429, TD430, TD431 - Theatrical Male Own Choice
 - Sections TD432, TD433, TD434 - Theatrical Female Own Choice
 - Sections TD451, TD452 - Theatrical Performance Showcase Solos
 - Sections TD453, TD454 - Theatrical Performance Showcase Troupes
 - b. A competitor entering any of the above sections should check the specific entry conditions regarding repetition.
12. **ORDER OF PERFORMANCE:** A competitor will appear in the order in which they are listed in the program. In the case of special circumstances, the Committee may agree to vary this.
13. **CASH PRIZES:** Where there is a tie for a cash prize, it will be equally divided between the winners.

Step 3: Fill in Contact Information

If the competitor has previously registered to use the GENI site, they should simply enter their User Name and Password, hitting “Sign In” to identify themselves.

User Name: Password: If you have created an account previously, sign in here to automatically fill in your contact information below.


Step 3: Fill in Contact Info 


User Name:	<input type="text"/>	*	Password:	<input type="password"/>	*		
First Name:	<input type="text"/>	*	Surname:	<input type="text"/>	*		
Address:	<input type="text"/>				Date of Birth:	<input type="text"/>	*
Parent's Name:	<input type="text"/>				Phone 1:	<input type="text"/>	*
Postcode:	<input type="text"/>		Phone 2:	<input type="text"/>	Email:	<input type="text"/>	*
City:	<input type="text"/>		Sex:	<input checked="" type="radio"/> Female <input type="radio"/> Male			

Otherwise, the following details will be requested:

- **User Name:** A unique way of identifying the owner of this account.
- **Password:** The more complex the password can be made the better it is. GENI will enforce a minimum level of password complexity.
- **First Name:** Enter the first name of the person who owns the account.
- **Surname:** Enter the surname of the person who owns the account.
- **Address (optional):** Being the mailing address.
- **Date of Birth (optional):** This is important if the owner of the account will be entering under aged events.
- **Phone 1:** Primary phone number of the account owner.
- **Phone 2 (optional):** If relevant, another possible contact phone number.
- **Parent's Name:** If children are entering, then it is recommended that a parent's name be provided.
- **Email:** Mandatory requirement for online entry.
- **Postcode:** This is requested before the address city.
- **City:** A list of possible cities are generated from the entered postcode.

On completion the “Sign up for your new account” should be clicked. An email will be sent to the competitor’s inbox, requesting that they confirm the registration. This will then enable the user to login on their next entry into GENI. These details may be updated at any time.

Step 3: Fill in Contact Info 

First Name:	<input type="text" value="Brian"/>	*	Surname:	<input type="text" value="Smith"/>	*	Date of Birth:	<input type="text" value="01/01/1995"/>	*
Address:	<input type="text" value="27 High Street"/>				Phone 1:	<input type="text" value="0342449988"/>	*	
Parent's Name:	<input type="text" value="Reggie Smith"/>				Phone 2:	<input type="text"/>		
Postcode:	<input type="text" value="3551"/>		Email:	<input type="text" value="brian@yahoo.com.au"/>				*
City:	<input type="text" value="Strathfieldsaye, VIC 3551"/>				Sex:	<input type="radio"/> Female <input checked="" type="radio"/> Male		

Step 4: Selecting Events to Enter

Competitors can then fill in the entry form simply by typing in the section number found on the schedule and hitting the “Add Section” button. The user’s age is automatically validated against the section by their date of birth.

If a mistake is made, then the ‘X’ on the left can be clicked on to remove the unneeded entry.

Step 4: Fill in Entry Form ⓘ

Section	<input type="text" value="S562"/>	<input type="button" value="Add Section"/>
✕ Section S562	Grades One and Two - Own Choice SOLO STRINGED INSTRUMENT	\$8.00
✕ Section S552	AMEB / ANZCA 2010 GRADES ONE AND TWO SOLO STRINGED INSTRUMENT	\$8.00

On placing all of the required entries for the selected eisteddfod, the “Next” button should be clicked.

Purchase Extras

The competitor has the chance to add extra items to their entry. These extras are set up by the eisteddfod administrators and may include program guides, music sheets or could even represent optional donations to the selected competition society.

Enter Competition

- Select Eisteddfod
- Select Discipline
- Fill in Entry Form
- > Amend Sections
- Add Section Items
- View Invoice

Purchase Extras ⓘ

Add any extras you would like included with your entry.

Item	Price
Stringed Instruments Program x 1	\$4.00 ✕

Amend Sections

Some sections such as the one shown below will require more information. In this case the section is a “Duet or Trio” so will require the user to nominate who will be competing in the section (including themselves if relevant).

Amend Sections ?

Section MV350:

Competitor Name: ?

Date of Birth: ?

✕ Jane Doe, John Doe and Lydon Gray

Jane Doe	04/02/1987
John Doe	12/09/1986
Lydon Gray	14/08/1986

- Add 2 to 3 competitors who will be competing in this DUET or TRIO.

The rules that apply to each section are applied by eisteddfod management. Rules can include the user being required to specify the school, teacher or the number of students competing in the section. The example below requires the selection of the School Name and nomination of the Competitor.

It appears that one or more of your chosen sections needs more information before you can complete this entry. Some sections, such as Duos or Trios require you to name each of your partners names. Some sections such as Troupes or Bands require you to specify the name of the group and the number of competitors within the group.

Amend Sections ?

Section S552:

Schools Name: + ?

Competitor Name: ?

Section S562:

Schools Name: + ?

Competitor Name: ?



- Add 1 competitor who will be competing in this SOLO.
- Add 1 competitor who will be competing in this SOLO.

On completing these additional details, click on the “Next” button to continue on to the invoice screen.

View Invoice

The final step is to show the Competitor their invoice. Depending on the payment options established by the eisteddfod, multiple methods of payment can be shown at the bottom of the invoice. In this example, the competitor has the option to pay using the secure credit card payment system or mail in the invoice along with a cheque or money order.

If a problem is seen with the entry, then a simple click on the “Go Back and change Entry” link will return the competitor to the entry placement screen.

 [Print](#)  [Email](#)

BENDIGO COMPETITIONS SOCIETY INC.

MODERN VOCAL COMPETITION

Dear Entrant, Please check your entries listed below. If there are any errors, please let us know immediately.

Tax Invoice
ABN: 39 787 086 224
Receipt #: 9C3F74FE

Lydon Gray
Bendigo VIC 3550
DOB: 14th August 1986



Description	Amount
MV350 - 12 years and under OWN CHOICE DUET or TRIO Jane Doe, John Doe and Lydon Gray	10.00
Modern Vocal Program x 1	4.00

[<< Go back and change your entry](#)

Payments: 0.00
Total Outstanding: \$14.00

Payment Options

Credit Card

Cheque

Send money orders/cheques made payable to BENDIGO COMPETITIONS SOCIETY INC. to the above address. No entries are final until full payment is received.

My Home

Apart from placing an entry in the desired eisteddfods, the competitor has a number of other options available to them. “My Home” provides the user with the ability to simply change contact details, along with providing a copy of the calendar of events coming up for the logged in competitor.

Enter Competition

The “Enter Competition” option takes the user through the process of entering into any number of eisteddfods, as described on previous pages.

Manage Competitors

As entries are created, competitor groups will be added to the account automatically. These competitor groups allow the account owner to keep track of the sections each dependent competitor group is going to compete in. A competitor group contains one or more competitors. This means that a competitor group could be a solo competitor, a troupe or group.

Manage Competitors
> Competitor Groups

As you create entries, competitor groups will be added to your account automatically. These competitor groups allow you to keep a track record of the sections each competitor group has competed in. A competitor group contains one or more competitors. This means a competitor group could be a solo competitor, a troupe or group.

Below you can see a list of all your competitor groups. Clicking edit will allow you to modify the groups details and also show you the competitors within that competitor group. Clicking edit beside the competitor will once again allow you to change each individual competitor.

Maintain Competitors

Brian Smith		Edit
Group Name:	Brian Smith	
No. Students:	<input type="text"/>	
Teacher:	[Change]	School: [Change]
<input type="button" value="Update"/>	<input type="button" value="Cancel"/>	
Competitor Name	DOB	
Brian Smith	1st January 1995	Edit

View Invoices

The user has many other features available to them to manage their entries. Some other features include: viewing their invoices so they can keep track of paid and unpaid entries; competitor maintenance so they can keep their listed competitor data up to date; and, their own personal home page that displays their upcoming sections and other useful information.

Entry Receipt Number	Date Added	Status	
9C3F74FE	21st November 2009	Paid	View Invoice
4D0FF74C	25th September 2009	Paid	View Invoice
4E77D6A0	25th September 2009	Paid	View Invoice
14D07E12	25th September 2009	Paid	View Invoice
197F9DD4	25th September 2009	Paid	View Invoice
E6C49F48	25th September 2009	Paid	View Invoice
41EEDFD5	25th September 2009	Paid	View Invoice
0F766E42	25th September 2009	Paid	View Invoice
39446A39	23rd September 2009	Paid	View Invoice
4AF4E5DD	31st August 2009	Paid	View Invoice
3B7365D7	31st August 2009	Paid	View Invoice
622BCC0B	31st August 2009	Paid	View Invoice
25E1FD3A	31st August 2009	Paid	View Invoice
F72C8C67	31st August 2009	Paid	View Invoice
DE802026	31st August 2009	Paid	View Invoice
89301782	31st August 2009	Paid	View Invoice