

How To Enter Into A Duo/Trio

1. From The Main Menu, Click On The “My Entries” Button

The screenshot shows the 'MAIN MENU' on the left with a red box around the 'My Entries' button and a red arrow pointing to it. The main content area displays a welcome message: 'Welcome to the Performers Portal' and instructions on how to register and update details.

Online Performer Management System Provided to Light Up The Stage - Gold Coast by MyCompHQ.com.au

Welcome to the Performers Portal

From here you can register and update basic details about you and your family, and upload Performer photos

So please don't forget to check back here often for more useful information

2. Scroll down past Solo Entries till you get to “My Duos and Trios Entries”

The screenshot shows the 'My Solo Entries' section with 17 dropdown menus. Below it, the 'My Duos and Trios Entries' section is highlighted with a red box and a red arrow. It includes instructions and three rows of input fields for names.

My Solo Entries:

1 :

2 :

3 :

4 :

5 :

6 :

7 :

8 :

9 :

10 :

11 :

12 :

13 :

14 :

15 :

16 :

17 :

My Duos and Trios Entries:

Add new Duos and Trios below. Peppah will be added automatically
Once created, you will then be able to add the other Performers who will be Notified by email

1

2

3

3. Click on the Drop Down Menu and Select which Duo/Trio Section you wish to enter

My Duos and Trios Entries:
Add new Duos and Trios below. Peppah will be added automatically
Once created, you will then be able to add the other Performers who will be Notified by email

1	<input type="text"/>	<input type="text" value="Enter Duos and Trios Name"/>
2	<input type="text"/>	<input type="text" value="Enter Duos and Trios Name"/>
3	<input type="text"/>	<input type="text" value="Enter Duos and Trios Name"/>
4	<input type="text"/>	<input type="text" value="Enter Duos and Trios Name"/>
5	<input type="text"/>	<input type="text" value="Enter Duos and Trios Name"/>

4. Type in Your Name and Your Partner's Name in the Pink Box to the Right

My Duos and Trios Entries:
Add new Duos and Trios below. Peppah will be added automatically
Once created, you will then be able to add the other Performers who will be Notified by email

1	<input type="text" value="12 Yrs & Under All Abilities Duos and Trios"/>	<input type="text" value="My Name / Partners Name"/>
2	<input type="text"/>	<input type="text" value="Enter Duos and Trios Name"/>
3	<input type="text"/>	<input type="text" value="Enter Duos and Trios Name"/>
4	<input type="text"/>	<input type="text" value="Enter Duos and Trios Name"/>
5	<input type="text"/>	<input type="text" value="Enter Duos and Trios Name"/>

5. Click on "Click To Register & Continue to Update Your Entries" At The Bottom Of The Page

<input type="button" value="Click to Register & Continue to Update your Entries"/>	<input type="button" value="Click to Register and Pay your Fees"/>
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Ignore this button until step 7

6. Click On Your Invoice Number To Show The Full Invoice

Invoice No	Season	Invoice Dt	Invoice Type	Invoice Amount	Amount Paid	Amount Owing
10134	2022	18th Nov '22	Registration Fees	\$30.00	\$0.00	\$30.00

Click on an Invoice above to display it and organise payment...

7. Check that your invoice is correct then click on “Click here to Pay This Invoice...”

Name	Item	Additional Information	Date	Amount
Bradley Test	2022 Entry Fees	12 Years & Under Contemporary Solos	18th Nov '22	A\$10.00
Bradley Test	2022 Entry Fees	12 Years & Under Cabaret Solos	18th Nov '22	A\$10.00
Bradley Test	2022 Entry Fees	12 Years & Under Hip Hop Solos	18th Nov '22	A\$10.00
Total:				A\$30.00
Payment Status :				Outstanding

[Click here to Pay this Invoice By Credit Card Now](#)

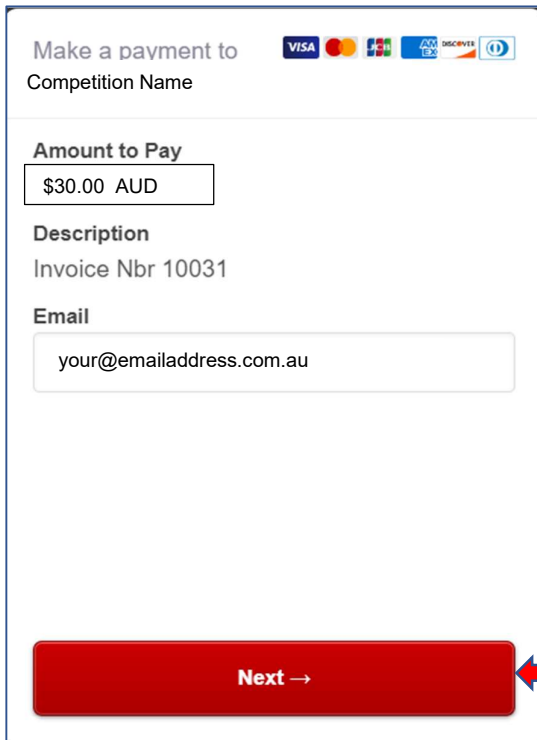
8. You will be taken to the following screen. Click “Pay Now”


Confirm Invoice and Click Pay

Name	Item	Additional Information	Date	Amount
Bradley Test	2022 Entry Fees	12 Years & Under Contemporary Solos	18th Nov '22	A\$10.00
Bradley Test	2022 Entry Fees	12 Years & Under Cabaret Solos	18th Nov '22	A\$10.00
Bradley Test	2022 Entry Fees	12 Years & Under Hip Hop Solos	18th Nov '22	A\$10.00
Total:				A\$30.00
Payment Status :				Outstanding

Payment Amount: AUD\$ [Pay Now](#)

6. A pop up screen will appear, check details then click on “Next”




Make a payment to 

Competition Name

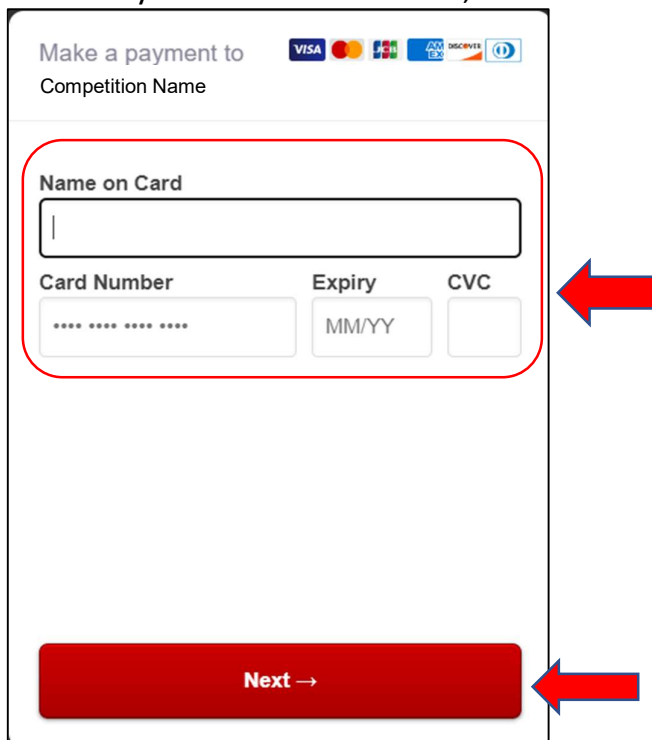
Amount to Pay
\$30.00 AUD


Description
Invoice Nbr 10031

Email
your@emailaddress.com.au

Next → 

7. Enter in your credit card details, then click on “Next”




Make a payment to 


Competition Name

Name on Card

Card Number **Expiry** **CVC**

Next → 

8. Enter in your Address and Click “Continue to Payment Confirmation”

Make a payment to 

Competition Name

Address Line 1



Address Line 2 (optional)

City State Postcode


Country

Australia

Continue to Payment Confirmation →



9. The following screen will show outlining your Card Surcharge and total amount payable. Click on “Pay \$XX.00”


Make a payment to 

Competition Name

Invoice Nbr 10041


Subtotal:	\$30.00 AUD
Card Surcharge:	\$00.60 AUD
Total Payable:	\$30.60 AUD

Email

Paying with card 

XXXX-XXXX-XXXX-0000

Pay \$30.60 AUD



10. A pop up box will come up with a Green Tick if your payment is successful before going into the screen below:

Payment Received...

Thank you, your payment was successful and has been recorded.
Please keep a copy of this screen for your records

Transaction Time:	Fri 18th Nov '22 - 21:17 pm
Invoice Number:	10041
Payment Status:	Paid
Payment Reference:	Competition Name
Amount Paid:	\$30.00
Reason:	Registration Fees

Please Note: This payment will appear on your Bank Statement as Competition Name