

INSTRUCTIONS FOR ENTERING FOOM ONLINE

You select the **ENTER NOW** option from top menu

You then follow the form and complete your details – name / address / phone/ email

Select if you are a SCALA member or entering as a non member

Nominate the number of songs you wish to enter (up to 12 in one transaction) you can always go back and enter more afterwards...

The form will then request you complete:

Title (of your first song)

Co writers (if applicable)

Select the category you wish to enter song

Upload mp3 (if required)

Upload pdf (if required)

If you have nominated to enter more than one song you continue until you complete your submissions



You then select to **ADD TO CART** option (at bottom of screen)

You need to be patient here and wait as your files upload to the server

Once the upload is complete you can then **VIEW CART** to check your entries

If you find you have incorrectly submitted any song(s) you can delete them from your CART by clicking the little red **X** (to the left of the image) below... before proceeding to checkout ...

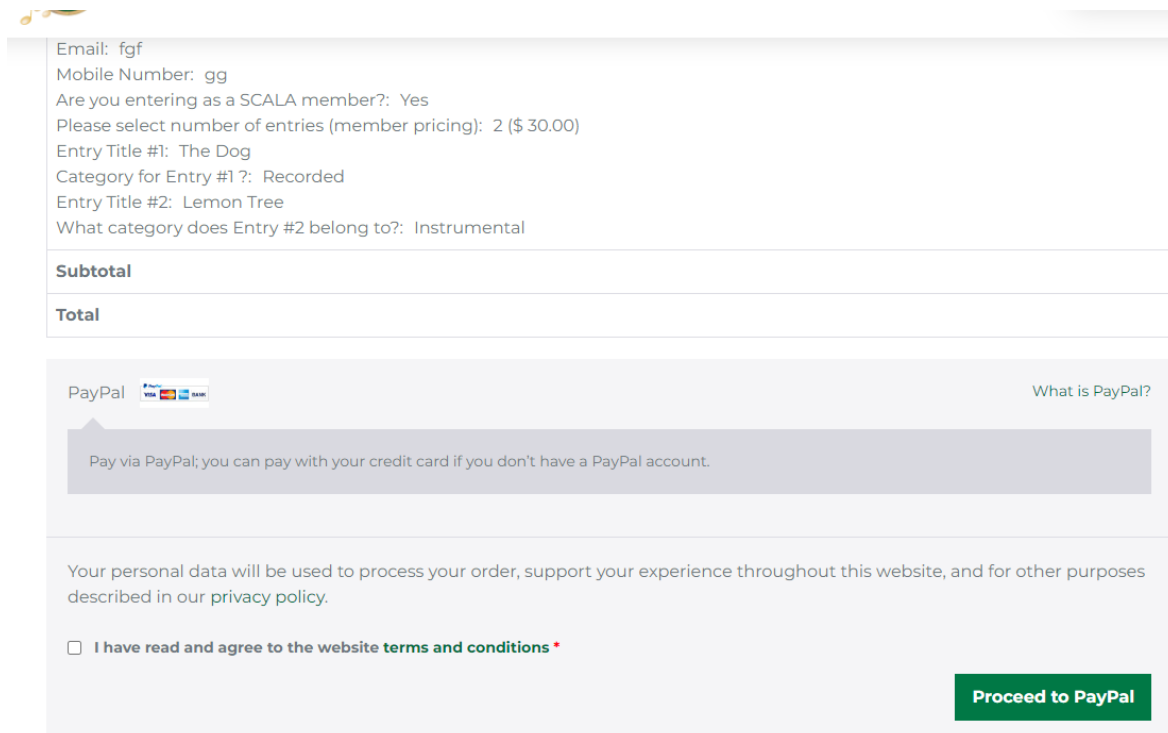
CART

Product	Price	Quantity	Subtotal
<div><p>Competition Entry First Name: Patricia Last Name: ggg Address: fgf Email: fgf Mobile Number: gg Are you entering as a SCALA member?: Yes Please select number of entries (member pricing): 2 (\$ 30.00) Entry Title #1: The Dog Category for Entry #1?: Recorded Entry Title #2: Lemon Tree What category does Entry #2 belong to?: Instrumental</p></div>			
			Update cart

[Proceed to checkout](#)

If you are happy with the contents of your **Cart** then **Proceed to Checkout** tab at bottom of screen....

This will take you to a **Checkout** screen that requires a few more details prior to ticking terms and agreements box and then **Proceed to PayPal**



The screenshot shows a checkout form with the following fields and content:

- Email: fgf
- Mobile Number: gg
- Are you entering as a SCALA member?: Yes
- Please select number of entries (member pricing): 2 (\$ 30.00)
- Entry Title #1: The Dog
- Category for Entry #1?: Recorded
- Entry Title #2: Lemon Tree
- What category does Entry #2 belong to?: Instrumental

Below the form fields are two rows: **Subtotal** and **Total**.

The PayPal section includes the PayPal logo, a link "What is PayPal?", and a grey box with the text: "Pay via PayPal; you can pay with your credit card if you don't have a PayPal account."

Below this is a privacy notice: "Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our privacy policy."

At the bottom left is a checkbox: I have read and agree to the website **terms and conditions** *

At the bottom right is a green button labeled **Proceed to PayPal**.

Once you enter the PayPal site you can elect to pay by a credit card (Mastercard, Visa or Amex) or via your Paypal account (if you have one)

Upon completion of your payment you should receive a receipt for your payment via email from PayPal as well as a confirmation of your order from Song Central (occasionally these items end up in junk or spam folders – so please check there if you don't see it in your inbox)

