

On-line Database Management Addendum - September 2007 On-line Contest Entry Forms

Ask anyone who has served on a National Contest Committee and they'll tell you that despite the magnitude of many of the portfolios, one of the biggest "hassles" is getting the Contest Programme to the printers.

Why is it such an effort?

Most entry forms in the past have been hand written. Details on the entry form have been misread, misunderstood, misinterpreted, and misspelled. The transfer from entry form to a format destined for the printers offers opportunity for error, and invariably, no matter how good a job the committee does of producing the printed programme, there will always be a complaint over incorrect band member names, tune names, Officer holders names - it's a mine field.

The on-line entry form puts the onus back on the bands, and although this is of huge benefit to the Association and Contest Committee, there is considerable benefit to bands also (ie. easier form completion, better accuracy of information, opportunity for editing, saving paper, etc.)

Much like the band detail and band membership updates currently being managed by band secretaries, the completion of the on-line entry form is at least as easy, and in fact can be very much easier given initial preparation.

Please note (and this is *really* important):

The fields you are about to fill in are almost identical to those paper based entry forms you may have filled in over recent years, but there is a fundamental difference (apart from the obvious difference - being on-line). Provided you have accurately updated your members records, including the instrument played by each, and their rank (if any), and have also completed the Band Details update, then much of the Contest Entry Form will be filled in for you.

The key here is to make sure your band detail and membership detail records are up to date, complete, and accurate, before tackling the entry form.

If detail is missing from any of these fields, you will have to enter them manually. Updating the relevant data ONCE will save you a great deal of re-entry, and double-up of data.

We suggest you read this addendum THOROUGHLY before commencing Contest Entry Form completion, for no other reason than to make sure you don't need to enter data more than once. The on-line options are supposed to be easier for YOU also.

Contest entry forms have typically been posted to all bands, for completion and return to the Executive Officer. This year, we have added an on-line entry option.

This is a simple and effective way of reducing typing, interpretation and translation errors from entry form to contest programme.

Your secretaries login will now offer additional options :

- RNZPBA Championship General Entry Form
 - Your standard graded entry to the contest
- RNZPBA Championship Juvenile Entry Form
 - For the Juvenile event obviously
- Update a Submitted Entry Form
 - to make changes to either of the above



- [RNZPBA Championship General Entry Form](#)
- [RNZPBA Championship Juvenile Entry Form](#)
- [Update a Submitted Entry Form](#)

NEW ZEALAND PIPE BAND CHAMPIONSHIPS
Papakura - 7, 8 March 2008
ON LINE ENTRY FORM

Some fields may be filled in for you, based on membership data you have already entered. If the data is incorrect, please correct where necessary. The data on this form will be transferred directly to the contest programme.

Band Name:

Grade:

Address:

Contact Person:

Ph: (Day)

Ph: (Night)

Email:

Tartan: Pipers:
Drummers:

Names:

Pipe Major:

Drum Major:

Pipe Sergeant:

Drum Sergeant:

Pipe Corporal:

Drum Corporal:

Pipers:

Drummers:

Please Select Appropriate Answer for questions below.

Street March Banner

Do You Have Your Own Banner For The Street? Yes No

March?

Will Your Own Personnel Carry The Banner? Yes No

Display

Are You Competing In The Display? Yes No

Mace Flourishing

Are You Competing In The Mace Flourishing? Yes No

If Yes, Name Of Entrant/S:

TUNES TO BE PLAYED

Set No 1 (All grades)

March:

Strathspey:

Reel:

Set No 2 (Grade 1 & 2 Bands)

March:

Strathspey:

Reel:

Medley No 1 (All grades)

Medley No 2 (Grade 1 Bands)

Street March

ENTRY FEES:

Bands: \$225.00 (\$200.00 plus gst)

College Bands: \$112.50 (\$100.00 plus gst)

Post fees to:

The Executive Officer
P O Box 13211, Christchurch, 8141
to arrive no later than

7 November 2007

LATE ENTRIES WILL NOT BE ACCEPTED

With membership and band detail records updated, you see that the entry form is partially complete. All that is required of you now is to CHECK the entries in each field, MODIFY them where necessary, and COMPLETE the areas specific to MUSIC and general events entry.

Scroll down and check each field, and make any adjustments as you see fit. You will now see the importance of maintaining your band detail and membership records.

Pipers and Drummers names will be entered automatically, based on the data entered in Membership details, as will Office Bearers, and so on.

If all fields are correct, then carry on down to the CHECK boxes requiring a YES or NO answer

If you have entries in the Mace Flourishing, enter the participant name(s), one name per line (just hit the ENTER key after the first participants name to move to the next line)

Accurately enter your Set tune names. Remember to use capitalisation only as necessary.

Grade 1 & 2 bands will need to enter the names of their second Set. Other Grades can leave these fields blank.

Enter your Medley tunes. In these fields, enter one tune per line, and press the ENTER key at the end of each tune name.

As with the Set, Grade 1 bands will need to enter their second Medley tunes

Enter the names of your Street March tunes

When complete, click SUBMIT ENTRY.

Note. If there are too many membership names spelled incorrectly, or too many inaccuracies generally, LOG OUT, before submitting, then log back in and make the necessary membership or detail changes, then re-do the entry form.

There are a couple of safety nets in place.

Please don't misinterpret "safety net" as being a bail-out "hands in the air" option.

When you complete your entry form, and click the SUBMIT ENTRY button, you will be sent an email of the entry as completed both by yourself, and the auto-fill feature of the process. This will give you the chance to review the form, check the names, check the spelling of the tunes, etc..

If you are not happy with the final outcome, select the lower-most option on the menu - UPDATE A SUBMITTED ENTRY FORM. This will allow you to edit each and every piece of data, manually.

Alterations to member records or band details made AFTER the entry is submitted WILL NOT reflect in the auto-fill fields on the entry form. Also, manual changes made to an entry form WILL NOT update band member and details records. At some stage, you will need to make these adjustments permanent.

If your entry form is a "country mile" from being correct, please contact webmaster@nzpipebands.org.nz and we may be able to reset the entry form to ZERO, thus allowing you to "get your ducks in a row" before re-entering the entry form from scratch.

The **BIG** safety net is manual entry. You'll need to contact John Harrison (RNZPBA Executive Officer) and request an entry form to be sent to you. Despite the attempt to streamline the management of data within the movement, we realise that **SOME** bands might be disadvantaged. We don't want to make contest entry impossible however, but in an effort to encourage bands to use this far more efficient system (in the grand scheme), entry forms will be posted on request only.

Juvenile Entry Form.

ALL fields in the **Juvenile Entry Form** need to be completed manually. There is NO auto-fill facility with this event - sorry.

If you have issues, let us know. It is in the interests of the RNZPBA and Bands, that the on-line systems are put to good use, and made to work for the benefit of all.

Acceptance of entry

The on-line entry form is simply a means of assisting bands and the contest committee by reducing the chance of error. In order to have an entry accepted, the entry fee needs to be with the Executive Officer by the Close of Entry date.

So good luck with your contest entry, and please remember to ask for help if you need it. Send me an email, or phone me if you're having trouble - I'll do everything I can to assist.

Chris Stevens

Publication & Communication Group.

webmaster@nzpipebands.org.nz

Ph (res) 03 3597806

Website: www.nzpipebands.org.nz