

Guidance for making online entries using *RunMyFestival*

Closing date for entries: **Monday 8th September, 2025, at 23:59.**

We are excited that for the first time in the Festival's history, all entries can now be made using our online entry form via *RunMyFestival*:

[Enter Here](#)

The online entry system offers many benefits, not just to the Festival, but to entrants too, with the ability to manage multiple entries a real bonus for teachers and schools. The system offers an easier and faster, streamlined approach to entering and paying which is a real bonus for us all.

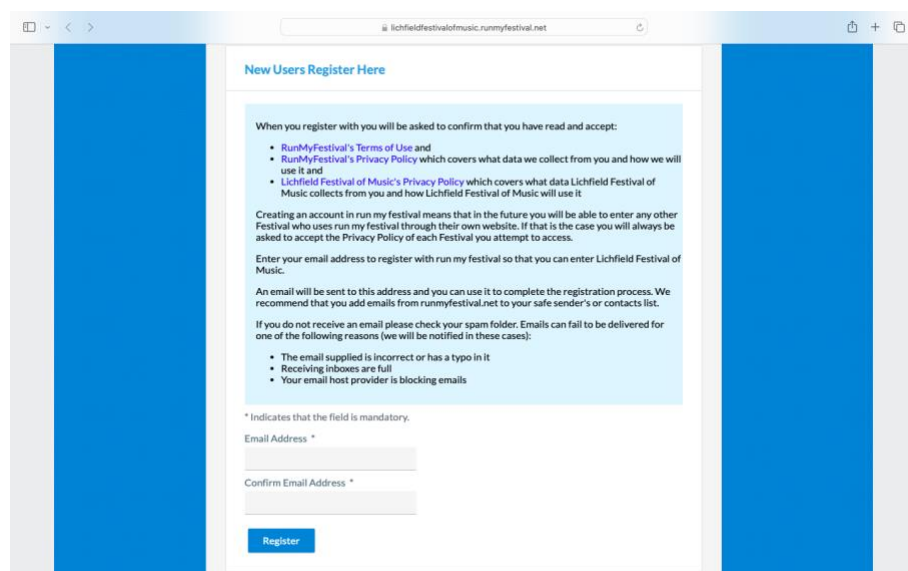
Our volunteers have worked incredibly hard over the past few months to configure and test the online entry platform. We acknowledge that this is new to us all, so if you have any problems or queries, please do [get in touch](#) and we will get back to you as soon as possible.

If this is your first time using *RunMyFestival* you might find these brief guidelines useful. For ease of reference, you can also download them here.

Please note that the interface may look slightly different, depending on which device you access the platform.

1. Creating an account

If this is your first time using *RunMyFestival*, you will need to create an account. Add your email address, then click the link in the confirmation email you receive. You will then be able to set up your account, add your contact details, and create a password:



The screenshot shows a web browser window with the address bar displaying 'lichfieldfestivalofmusic.runmyfestival.net'. The page title is 'New Users Register Here'. The form contains the following text and fields:

When you register with you will be asked to confirm that you have read and accept:

- RunMyFestival's Terms of Use and
- RunMyFestival's Privacy Policy which covers what data we collect from you and how we will use it and
- Lichfield Festival of Music's Privacy Policy which covers what data Lichfield Festival of Music collects from you and how Lichfield Festival of Music will use it

Creating an account in run my festival means that in the future you will be able to enter any other Festival who uses run my festival through their own website. If that is the case you will always be asked to accept the Privacy Policy of each Festival you attempt to access.

Enter your email address to register with run my festival so that you can enter Lichfield Festival of Music.

An email will be sent to this address and you can use it to complete the registration process. We recommend that you add emails from runmyfestival.net to your safe sender's or contacts list.

If you do not receive an email please check your spam folder. Emails can fail to be delivered for one of the following reasons (we will be notified in these cases):

- The email supplied is incorrect or has a typo in it
- Receiving inboxes are full
- Your email host provider is blocking emails

* Indicates that the field is mandatory.

Email Address *

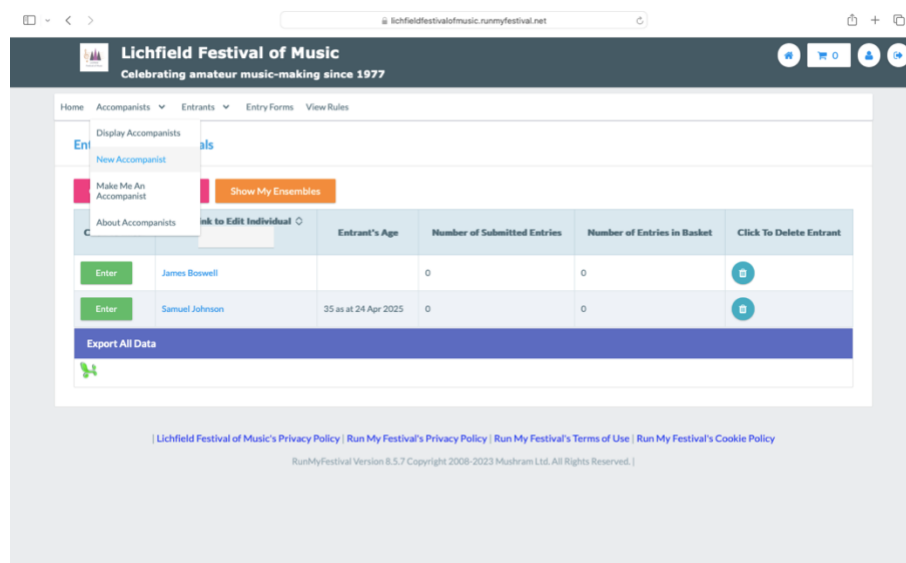
Confirm Email Address *

Register

You can enter multiple individuals, ensembles, choirs and duets using a single account.

2. Set up your accompanist (if applicable)

If you are accompanying a performer you are entering, or you are bringing your own accompanist, please set this up before you make any entries. You can do this by going to the top menu and selecting 'New Accompanist':



Add their name and click save.

3a. Entering individuals

If you are entering individuals in solo classes, simply click 'Create New Individual'. Complete the performer's details and click save. Note that once a date of birth has been entered once, it will not be requested for the same individual again:

A screenshot of the Lichfield Festival of Music website showing the 'Entrants - Individual Properties' form. The form has a header with the festival name and a navigation menu. The 'Entrants' dropdown is open, showing 'Entrants - Individual Properties'. The form contains several fields: 'First Name' (Erasmus), 'Surname' (Darwin), 'Where Does Individual Come From?' (First Part of Postcode: W513), and 'Requires Disabled Access' (checkbox). There are 'Save' and 'Cancel' buttons at the bottom. The footer includes links to privacy and terms of use policies.

To enter them, click the green 'Enter' button next to their name:

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Entrant has been successfully created.

Home Accompanists Entrants Entry Forms View Rules

Entrants - My Individuals

Create a New Individual Show My Ensembles

Click To Enter	Click Link to Edit Individual	Entrant's Age	Number of Submitted Entries	Number of Entries in Basket	Click To Delete Entrant
Enter	Erasmus Darwin		0	0	
Enter	James Boswell		0	0	
Enter	Samuel Johnson	35 as at 24 Apr 2025	0	0	

Export All Data

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Select the class in which you wish to enter them, and complete the details as required:

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Entry Wizard - Classes Available For Entry - Entrant name: Erasmus Darwin

Choose Section: All Search For Class By Number: Search

Select classes you wish to enter Erasmus Darwin into. When you select a class you may be asked to provide further information otherwise it will go straight into your basket.

Select Another Entrant

(1 of 4) 1 2 3 4 10

Piano Solo & Duet: P1
TEACHER-STUDENT DUET (NON-COMPETITIVE), 11 years and under. Own Choice. Only the student receives feedback. Not to exceed 2 minutes.
Entry Fee: £7.00
Add To Basket

Piano Solo & Duet: P2
BEGINNER PIANO SOLO, Open. Own Choice. Pieces must be selected from a current ABRSM, Trinity or LCM syllabus up to and including Grade 2. This includes: Music Medals, Prep Test, Pre-Preparatory, Step 1, Step 2, Initial Grade, Grade 1 and Grade 2. Not to exceed 3 minutes.
Entry Fee: £10.00
Add To Basket

Piano Solo & Duet: P3
PIANO SOLO, 8 years and under. Own Choice. Not to exceed 3 minutes.
Entry Fee: £10.00
Add To Basket

Piano Solo & Duet: P4
PIANO SOLO, 9-10 years. Own Choice. Not to exceed 3 minutes.
Entry Fee: £10.00
Add To Basket

Piano Solo & Duet: P5
PIANO SOLO, 11-12 years. Own Choice. Not to exceed 4 minutes.
Entry Fee: £14.00
Add To Basket

Piano Solo & Duet: P6
PIANO SOLO, 13-14 years. Own Choice. Not to exceed 4 minutes.
Entry Fee: £14.00
Add To Basket

Select how many pieces will be performed. Click 'Provide Details' to input the titles and composers of the items being performed. On completion, remember to click 'Complete Piece Details'. When all the information has been added, click 'Add to Basket':

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Piano Solo & Duet: P6: PIANO SOLO, 13-14 years and over. Own Choice. Not to exceed 5 minutes.

Before you can add this entry to the basket the festival requires some additional information from you. Please supply the following information.

Entrant Details Required

Date of Birth (dd MM yyyy) *

12 December 1931

Entrant gives permission to have photographs taken by the Official Photographer in accordance with our Photography and Filming Policy which can be found here: <https://lichfieldfestivalofmusic.co.uk/photography-and-filming/> *

Agree Disagree

Pieces to be Performed

Entry into this class requires that the details of at least one piece is provided. Own Choice

How Many Pieces Will Be Performed *

1

Options	Type of Piece	Name	Author/Composer	Publisher	How Long is the Piece (mm:ss)
✗ Provide Details	1. Own Choice				1

Add To Basket Select A Different Class Select Another Entrant

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Before you can add this entry to the basket the festival requires some additional information from you. Please supply the following information.

Entrant Details Required

Date of Birth (dd MMM yyyy) *

12 December 1931

Entrant gives permission to have photographs taken by the Official Photographer in accordance with our Photography and Filming Policy which can be found here: <https://lichfieldfestivalofmusic.co.uk/photography-and-filming/> *

☒ Agree ☐ Disagree

Pieces to be Performed

Entry into this class requires that the details of at least one piece is provided. Own Choice

How Many Pieces Will Be Performed *

1

Options	Type of Piece	Name	Author/Composer	Publisher	How Long is the Piece (mm:ss)
<input checked="" type="checkbox"/> Change	1. Own Choice	Lichfield Serenade	Boswell		1:30

Add To Basket Select A Different Class Select Another Entrant

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☒ Agree ☐ Disagree

Pieces to be Performed

Entry into this class requires that the details of at least one piece is provided. Own Choice

How Many Pieces Will Be Performed *

1

Name *

Lichfield Serenade

Author/Composer *

Boswell

How Long is the Piece (mm:ss)

1 : 30

Complete Piece Details Cancel

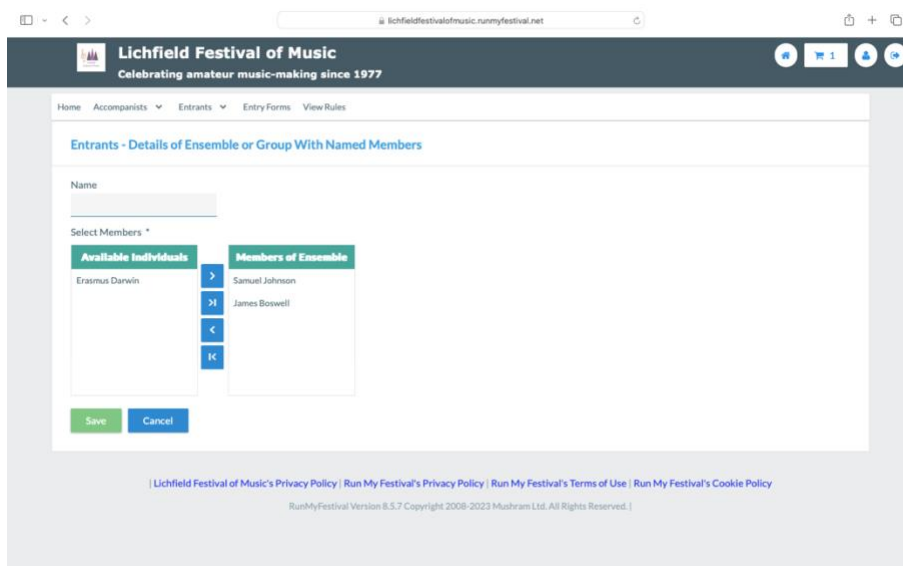
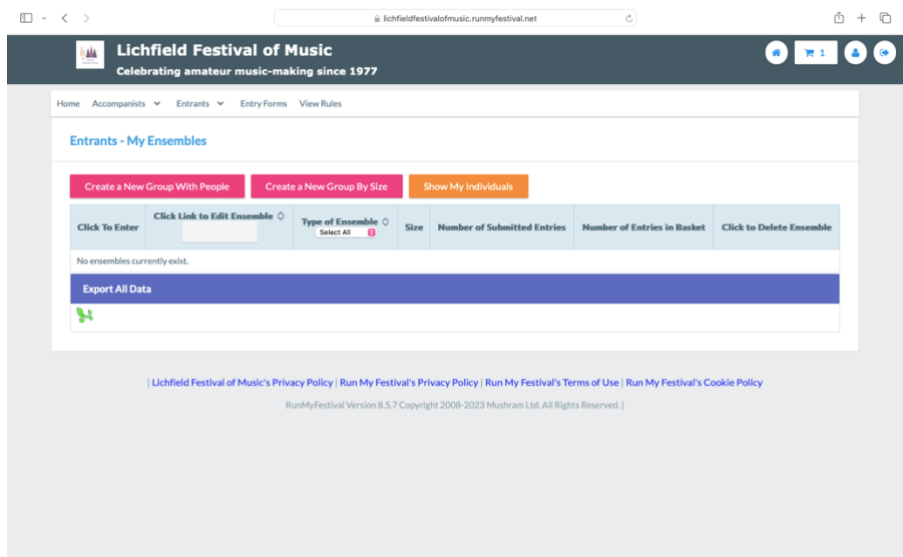
Options	Type of Piece	Name	Author/Composer	Publisher	How Long is the Piece (mm:ss)
<input checked="" type="checkbox"/> Provide Details	1. Own Choice				:

Add To Basket Select A Different Class Select Another Entrant

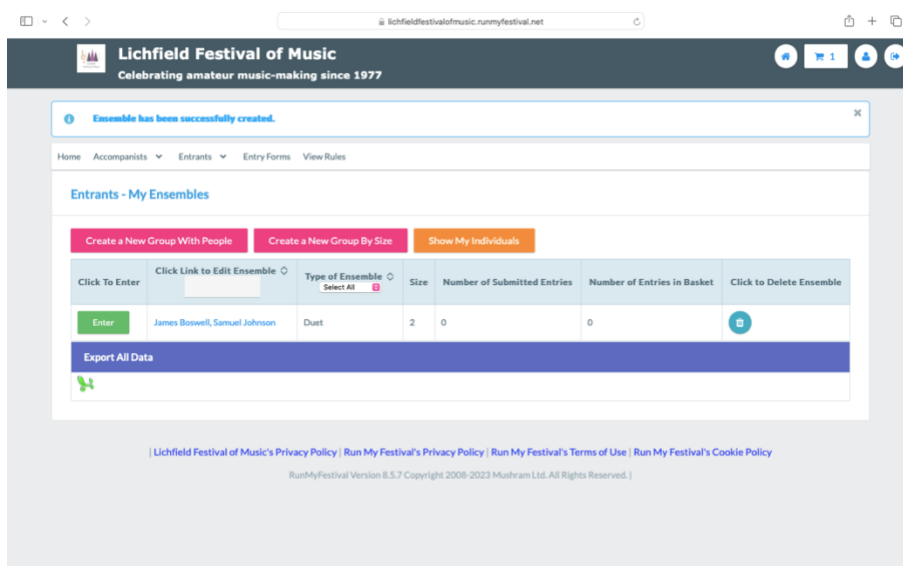
Go to 4 below.

3b. Entering duets and ensembles with named members

First, add the individual members of the ensemble as individual entrants, as per the instructions in 3a above. Then click on the orange 'Show My Ensembles' button. Click the pink 'Create a New Group with People' button, then add the individuals to the ensemble using the blue arrow buttons (leave the Name box blank). Click save:



You can then enter the group as a duet or ensemble following the instructions for individuals at 3a above by clicking the green 'Enter' button:



Go to 4 below.

3c. Entering named ensembles and choirs

Click on the orange 'Show My Ensembles' button, then the pink 'Create a New Group By Size' button:

Ensemble has been successfully created.

Home Accompanists Entrants Entry Forms View Rules

Ensembles - My Ensembles

Create a New Group With People Create a New Group By Size Show My Individuals

Click To Enter	Click Link to Edit Ensemble	Type of Ensemble	Size	Number of Submitted Entries	Number of Entries in Basket	Click to Delete Ensemble
Enter	James Boswell, Samuel Johnson	Duet	2	0	0	

Export All Data

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Complete the details for the name of the ensemble, the number of performers in the group, and if applicable the name of the conductor or director:

* Indicates that the field is mandatory.

Name *

Darwin Chorus

Number of People in Group *

Providing your best estimate of the group size will assist safe timetabling.
Also some classes may have restrictions that limit entry to groups by size so providing an accurate number will assist in entering these classes.

35

Name of the ensemble or group's conductor (only if a conductor exists)

Anna Seward

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<https://lichfieldfestivalofmusic.co.uk/photography-and-filming/> *

☒ Agree ☐ Disagree

☐ Requires Disabled Access

Where Does Ensemble Come From? *

First Part of Postcode *

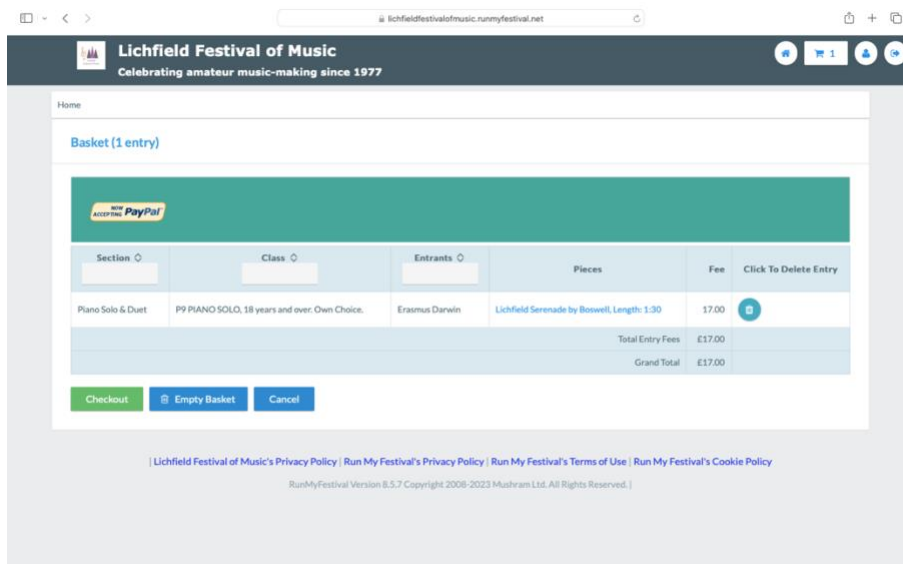
WS13

Save Cancel

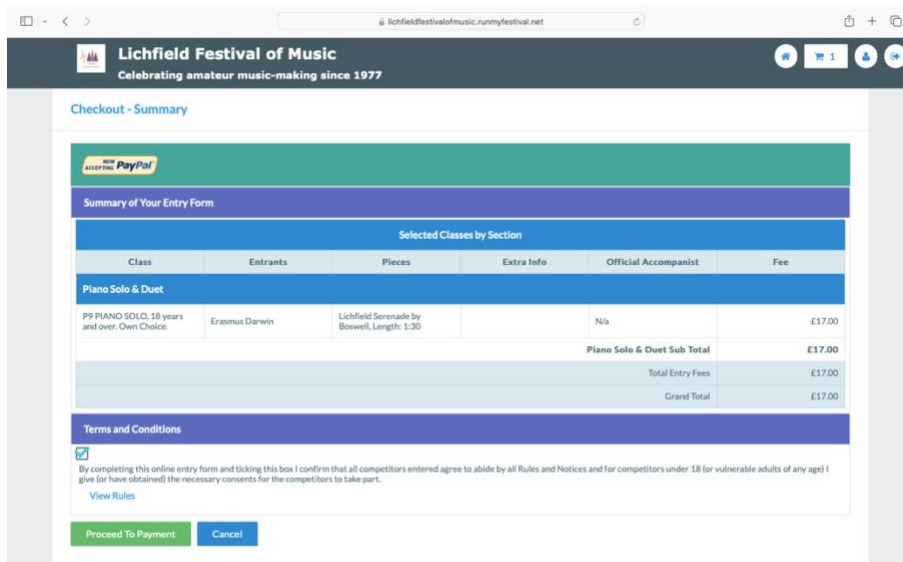
You can then enter the named ensemble or choir following the instructions for individuals at 3a above.

4. Checkout and payment

When you have completed an entry for a class, it will appear in your basket, accessed by the blue button in the top right-hand corner of the screen. You can add multiple entries to the basket before checking out:



Click 'Checkout'. You will then need to tick to say you have read and accepted the [Festival Regulations](#):



Click 'Proceed to Payment' where you can select pay by Bank Transfer or PayPal. Please note that you do not need a PayPal account. Card payments and payments by Apple Pay and similar are also accepted here:

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Home

Checkout - Payment Options

A total amount of £17.00 is due by 08 Sep 2025

[+ Refund Policy](#)

How To Pay Directly Into Our Account

Name of Bank: Lloyds
 Account Name: Lichfield Festival of Music Association
 Sort Code: 30-99-50
 Account Number: 60990163
 Amount Due: £17.00
 Payment Due By: 08 Sep 2025

Send Copy of Invoice To This Email Address (for example to a Bursar or similar person)

[Submit Entries](#) [Return To Summary](#) [Cancel](#)

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Home

Checkout - Payment Options

A total amount of £17.00 is due by 08 Sep 2025

[+ Refund Policy](#)

Please read carefully before paying by PayPal

Online payment services are provided by PayPal. They provided facilities to pay by debit or credit card without the necessity to have an account as well as allowing those with accounts to use them for payment.

Please click the PayPal button at the bottom of the page. You will be directed to the PayPal site for processing payments.

Please do not close your browser or use the back or forward keys to navigate away from PayPal. Always use the buttons and links provided by PayPal.

[Check out](#)
The safer, easier way to pay

[Return To Summary](#) [Cancel](#)

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Once you have completed the checkout and payment process, you will receive a confirmation of your entry both on screen and by email.

If you have opted to pay by Bank Transfer, our details are to be found on the confirmation, and we would respectfully ask you to make payment at the time of entry. No places are secure in the Festival until payment has been received.

5. Making changes to your entries

You can log back into your account at any time up until the closing date to make changes to your entries, for example, updating piece details etc.