# HOW TO UPLOAD BACKING TRACK FILES IN STARDOM

# FOR BENDIGO COMPETITIONS DANCE 2025

**Step #1** Log into Stardom and locate your Bendigo Competitions Society Inc. 99th Annual Bendigo Eisteddfod (2025) entry in the bottom half of your home page under the heading "Completed Entries".

**Step #2** On the far-right side under "Other Actions" you should see a treble clef symbol and a "Performance Item" link. Click on that link.

Completed Entries									
	Current Contests  Show								
	Modify	Entry #	Competition	Added	Entry Total	Status	Other Actions		
	Closed	BCS250331	Bendigo Competitions Society Inc. 99th Annual Bendigo Eisteddfod	11/05/2025	\$270.30	Paid	View Entry Performance Item Contact Event		

You will then be taken to a page that lists sections relating to your entry. The sections where files can be uploaded will have a section with a "Backing Track" heading.

**Step #3** For each of these sections and the competitors listed, please do the following:

In the box with the heading "Comments", optionally, enter any information that you think would assist the Bendigo Comps team in working with you for your performance.

Then, under the "Backing Track" heading, please include the following information:

- Optionally, type the dance or track name, if there is one.
- Indicate if you would like to be off or on stage when the music starts.
- Click "Choose File" and locate the file on your device and then select it.
- It will take a few seconds to load your file. When your file name appears beside the "Choose File" button, along with a green tick, you have successfully uploaded the file.
- Repeat the above steps, if you are uploading for one of the championship sections that provide for two file uploads.
- Click "Save Changes" at the bottom of the screen.

ion : CB201 12 and under 14 years CLASS	CAL BALLET SOLO OPEN - Time Limit: (	D3:00	
Jules Garland			
Comments			
Performance Related Comments			
My music is a little quiet, so may need to	be turned up, to be heard.		
Backing Track			
Please upload the backing track for your p and indicate when the track should be sta your performance.	erformance (preferred formats are MP3, I ted. Optionally, please use the comments	M4A and WAV). Additionally, s box above to indicate any a	in the boxes provided, please enter the track name dditional or alternate requirements you have for
Track Name	Performer Begins		
Over the Rainbow	Off Stage	Choose File 🗸	OverTheRainbow.mp3
	On Stage		

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Step #4 Save your changes (regularly)

At any stage during this process, you can scroll to the very bottom of the page and click on **"Save Changes"** button. We strongly recommend that you do this often if you have a large number of uploads to perform.

Save Changes Back to Home

## **Step #5** Save again and log out

On completing the upload task/s, click on "Save Changes" one more time and then scroll back to the top of the page to logout.

# HINTS AND TIPS

## MUSIC FILE FORMAT

Most audio file formats are OK, but the eisteddfod **does not accept** AAC and Apple AIFF file formats as they cannot be played on our Windows based PC's. No video should be included with the track – music ONLY.

## FILE NAMES

If any of your file names are extra-long, then information may start to disappear off the right side of the page. To view or edit data off to the right, scroll to the bottom of the page and make use of the horizontal scroll bar that is immediately below the "Save Changes" button. Alternatively, you can also use the TAB key to navigate across the fields for each track to get to the "Choose File" button.

#### FILES NOT SHOWING

If you believe that one of your sections requiring a file upload is not showing on this page, then please email Stardom Support at <a href="mailto:support@stardom.com.au">support@stardom.com.au</a>.

#### BRING A BACKUP

Please bring your music on a USB as a backup.