


Registration guide

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 The registration and the video files should be submitted
between the 24th of August and the 13th of September!



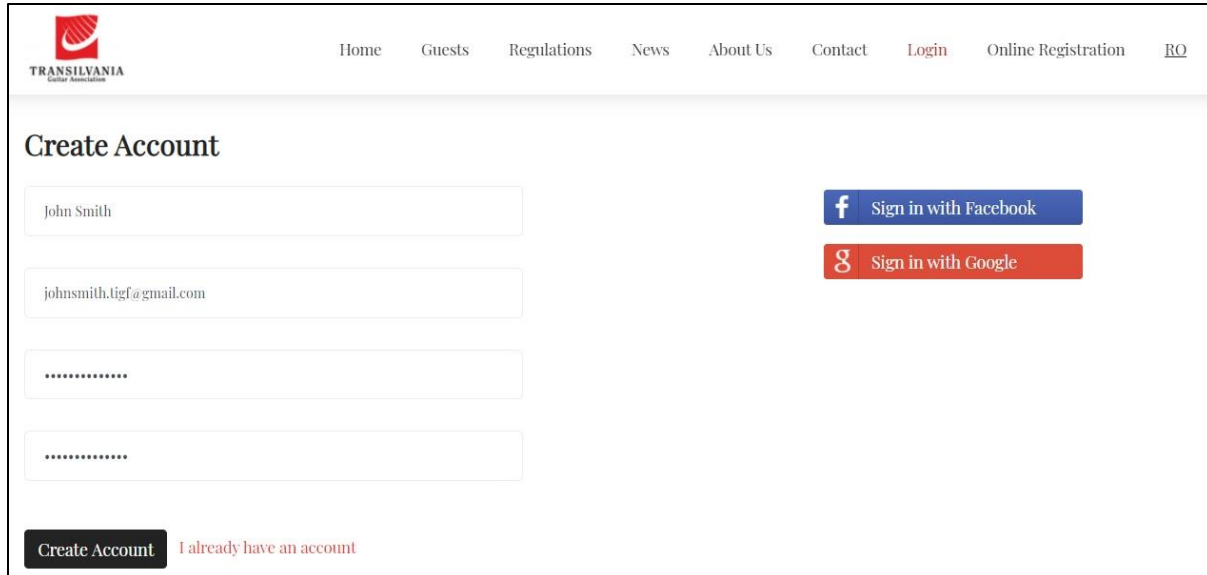
CREATING THE ACCOUNT

- ❖ This document is intended for participants in the **TIGF 2020 Online Edition**, with the purpose of describing the steps required to complete the **TIGF Registration Form**, as well as presenting some useful information.
- ❖ In order to participate in **TIGF 2020 Online Edition**, it is necessary to register as a user on the **transilvaniaguitar.ro** website. Therefore, the first step involves creating an account by accessing the following link: <https://transilvaniaguitar.ro/register>, or you can click on „**ONLINE REGISTRATION**”.



- ❖ The creation of the account is done by pressing the "**Create account**" button after filling in the specific fields with **name**, **surname**, **email address** and **a password**. Alternatively, you can choose to create this account by associating it with an existing **Facebook** or **Google** account, by pressing one of the two buttons next to the corresponding symbols.





FILLING IN THE PERSONAL DATA

- ❖ A page will open in which the specific data of the registration form must be entered. Depending on your browser's settings, your last name, first name, and email address may already be completed. It is also necessary to fill in the other fields for the **country**, **date of birth**, **telephone number** and **name of the teacher**. If a participant has two or more teachers, they should be mentioned separating their names by comma.



SIGNING THE GDPR AGREEMENT (General Data Protection Regulation)

- ❖ The confidentiality of personal data is a very important issue for the Transylvania Guitar Association, so it is necessary to ensure that the personal data of all participants will be processed in accordance with the legal provisions on the protection of personal data in Romania. In order to continue the registration process, it is necessary for the adult participants or the relatives of the minor participants to download one of the two versions (for adults or minors, by case) of the **GDPR (General Data Protection Regulation)** document, to complete it, to sign it and then to scan it. Then upload it in the corresponding field of the registration form. In the footer of the page, there are two download links of the two variants of the document, containing the **Confidentiality Notice of the Transylvania Guitar Association**.

Signed GDPR Agreement

No file chosen

(Download GDPR file for child participant)

(Download GDPR file for adult participant)

SCANNING AND UPLOADING THE THREE DOCUMENTS

- ❖ You will also need to scan two documents, **your identity card** and **proof of payment of competition fees and /or master-class courses**. The **three documents** must be loaded in the fields corresponding to each one. Supported file types are: **.pdf / .jpg / .jpeg / .png / .zip / .rar**. In the end, it should look something like this:

<p>Signed GDPR Agreement</p> <p><input type="button" value="Choose File"/> GDPR_Agreement.pdf</p> <p>(Download GDPR file for child participant)</p> <p>(Download GDPR file for adult participant)</p>	<p>ID Card</p> <p><input type="button" value="Choose File"/> Identity_Card.pdf</p>	<p>Payment Proof</p> <p><input type="button" value="Choose File"/> Payment_proof.pdf</p>
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SELECTING PARTICIPATION SECTIONS

- ❖ After uploading the electronic copies of the documents, the selection of the TIGF 2020 Online Edition sections for which the registration is made, will follow. Either or both of the options, **Solo Competition** and/or **masterclass courses** can be selected.

- I want to register to the **Solo Competition** of the 18th Edition of TRANSILVANIA International Guitar Festival , Cluj-Napoca 30.09 - 04.10.2020. I agree with TRANSILVANIA Guitar Association having all the copy rights regarding the audio-video materials.
- I want to register for the **masterclass courses** of the 18th Edition of TRANSILVANIA International Guitar Festival. Cluj-Napoca 30.09 - 04.10.2020. I agree with TRANSILVANIA Guitar Association having all the copy rights regarding the audio-video materials.

REGISTERING IN THE SOLO COMPETITION

- ❖ After checking the “**Solo Competition**” section, the targeted contest category will also be selected. For the identification of the corresponding age category to the age of the participant, the section “**Competition categories**” of the regulation can be consulted, at the link <https://transilvaniaguitar.ro/festival-regulations>

I want to register to the **Solo Competition** of the 18th Edition of TRANSILVANIA International Guitar Festival , Cluj-Napoca 30.09 - 04.10.2020. I agree with TRANSILVANIA Guitar Association having all the copy rights regarding the audio-video materials.

Solo Category

- ❖ In order to participate in a higher category, the **TIGF Form** will be filled in again, using the same account already created in the previous steps (with the e-mail address, the Facebook account or the Google account). It is worth mentioning that **within the festival only one package of master-class courses can be chosen.**



- ❖ In order to register for one of **the first six categories**, fill in the content of the repertoire in the fields below. If **the competition repertoire contains more than three works**, you can press the "New Line" button to receive a new free field to complete.

I want to register to the Solo Competition of the 18th Edition of TRANSILVANIA International Guitar Festival , Cluj-Napoca 30.09 – 04.10.2020. I agree with TRANSILVANIA Guitar Association having all the copy rights regarding the audio-video materials.

Solo Category

IV

Solo Category Repertory

Author	Title
Author 1	Title 1
Author 2	Title 2
Author 3	Title 3

New Line



- ❖ In order to register for **the V category**, the works from the program will be completed with the specification of **the stage** in which each of them is presented. You can also add new fields by clicking on "**New Line**". Please note that the works in the first stage can be repeated in the second one. In this case, enough new fields can be created to **complete the program of each stage**.

I want to register to the Solo Competition of the 18th Edition of TRANSILVANIA International Guitar Festival , Cluj-Napoca 30.09 – 04.10.2020. I agree with TRANSILVANIA Guitar Association having all the copy rights regarding the audio-video materials.

Solo Category

V

Solo Category Repertory

Author	Title	Stage
Author 1	Title 1	First Stage
Author 2	Title 2	First Stage
Author 3	Title 3	Second Stage
Author 4	Title 4	Second Stage

New Line



REGISTERING TO THE MASTER CLASS COURSES

- ❖ If the section “**masterclass courses**” has been ticked, the selection of the preferences regarding **the package of courses** will be selected (the prices of the packages of courses can be consulted in the festival regulations at the link <https://transilvaniaguitar.ro/festival-regulations>, in the section “**Registration for competitions and master class**”).
- ❖ Also, the names of one or more masterclasses’ lecturers will be ticked here. For details about their biography and activity, you can consult the list of teachers at the link: <https://transilvaniaguitar.ro/home>

I want to register for the **masterclass courses of the 18th Edition of TRANSILVANIA International Guitar Festival**. Cluj-Napoca 30.09 - 04.10.2020. I agree with TRANSILVANIA Guitar Association having all the copy rights regarding the audio-video materials.

Masterclass Category

Please select

M-2
 M-3
 M-4
 M-5

Predrag Stanković
 Neno Munitic
 Margarita Escarpa
 Milka Ponjavic
 Giulia Ballarè

THE “NOTES” SECTION

- ❖ In the “Notes” section, additional details regarding the participation can be communicated to the organizers, such as:
 - Intention to study specifically with a particular teacher;
 - Holding a **scholarship/stipend** for the **18th Edition of the TIGF - 2020 Online Edition** which involves tax exemption. In this case, in the “**proof of payment**” field, the scanned copy of the proof of the **scholarship/stipend** will be uploaded together with the receipt (by case); **the site allows the upload of a single**




document proving payment, so the two documents must be merged into a single image or pdf file.

- Intention to use the same video material both for participating in the contest and for conducting the master-class course
- Other statements considered relevant by the participant.

❖ For security reasons of this site, it is necessary to check the box "I am not a robot" (depends by the browser's language). You will then be able to click on the "Preview Registration" button.

Notes

Notes

I'm not a robot 
reCAPTCHA
Confidențialitate - Termeni

Preview Registration



REGISTRATION SUMMARY

- ❖ The images below shows a completed “**Registration Form**” template, a summary of the information completed on the occasion of registration. It is recommended to carefully check the data in **the summary**. If an error is found, you can click “**Back**” to return to the previous page and make the necessary corrections. After correcting any errors, pressing the “**Register**” button will open the next page.

Your Registration Form

Participant Info

Name:	John Smith
Country:	United States of America
District:	
City:	
Birth Date:	1990-01-01
E-Mail Address:	johnsmith.tjgf@gmail.com
Phone:	0123456789
Teacher:	Andrew Parker

Solo Competition

Solo Category: V

Solo Category Repertory:

1. Author 1 - Title 1 / Stage: 1
2. Author 2 - Title 2 / Stage: 1
3. Author 3 - Title 3 / Stage: 2
4. Author 4 - Title 4 / Stage: 2




Masterclass

Masterclass Category: M-2

Preferred Teachers:

1. Nenad Petrović
2. Predrag Stanković
3. Margarita Escarpa
4. Giulia Ballarè
5. Neno Munitić
6. Milkica Ponjavic

Notes:

 Nu sunt robot



Back

Register



UPLOADING THE VIDEO FILES

- ❖ One of the most important features of registration is the actual interpretation of the program. This step is for uploading the **.mp4 video files** into the corresponding fields.
- ❖ For any of the **first six categories**, one **.mp4 file** corresponding to the category for which the registration is made must be uploaded. For the **V category**, two **.mp4 files** must be uploaded, one for each stage of the competition.

Solo Category

Solo Competition: V

Solo Category Repertory:

1. Author 1 - Title 1 / Stage: 1
2. Author 2 - Title 2 / Stage: 1
3. Author 3 - Title 3 / Stage: 2
4. Author 4 - Title 4 / Stage: 2

Video:

competition_...st_stag

competition_...nd_stag

- ❖ Participants can also upload **one .mp4 video file** for the master-class course. Optionally, competitors can choose to use the file (s) already uploaded to participate in the contest.

Masterclass

Masterclass Category: M-2

Preferred Teachers:

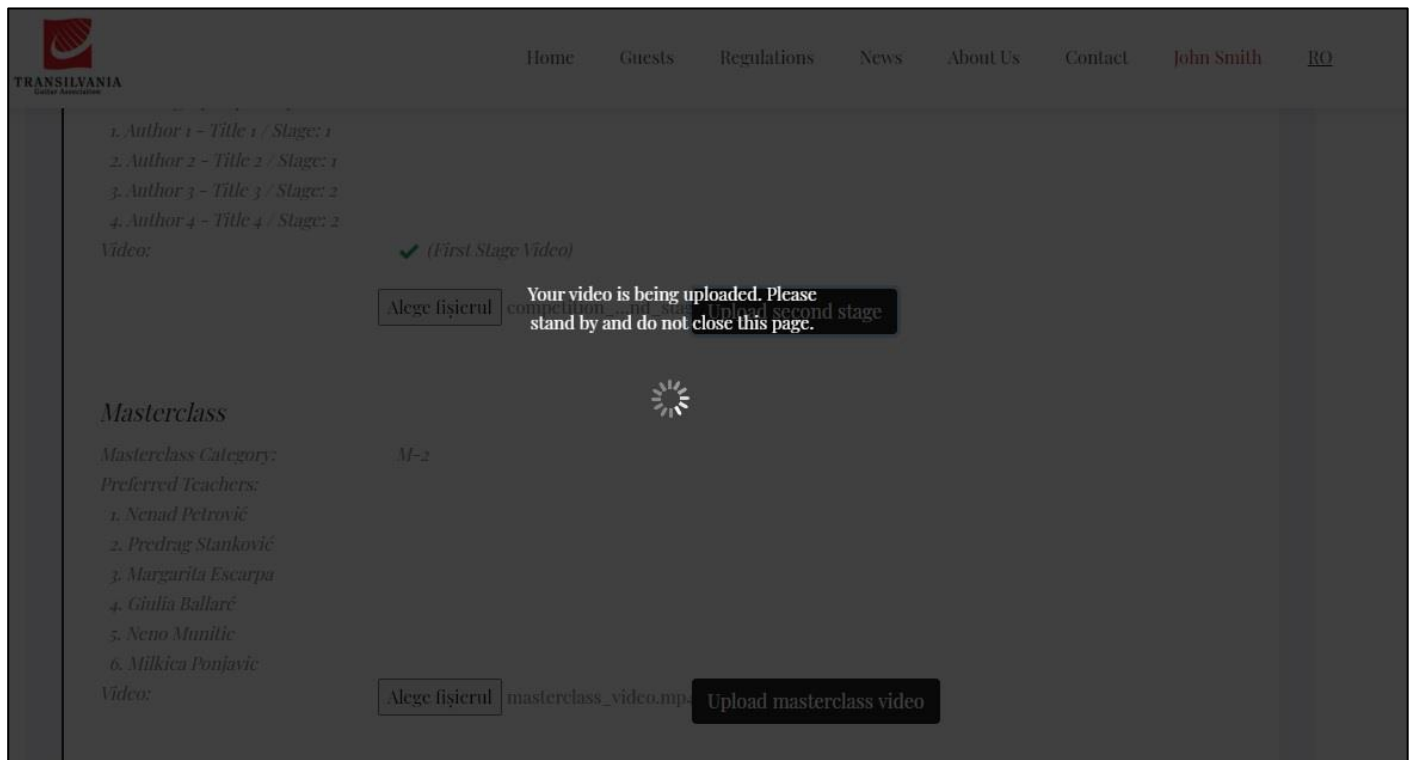
1. Nenad Petrović
2. Predrag Stanković
3. Margarita Escarpa
4. Giulia Ballaré
5. Neno Munilic
6. Milkica Ponjavic

Video:

masterclass_video.mp4



- ❖ **IMPORTANT!** Due to the fact that **.mp4 video files may be large**, please pay attention to uploading them to our website. After each click on the "**Upload video file [...]**" buttons, the screen will darken and you will receive the message "**Your video is being uploaded. Please stand by and do not close this page.**"



- ❖ **It is important to follow the above message.** Closing the page or reloading it will stop the upload of the .mp4 file, and the process will have to be repeated.



- ❖ After the message "**The file was successfully uploaded**" is displayed, you can proceed to upload the next video file (by case). Finally, a **green check mark** will appear instead of each field in which the video files were uploaded, as in the image below.

<i>Solo Category</i>	
<i>Solo Competition:</i>	V
<i>Solo Category Repertory:</i>	
1. Author 1 - Title 1 / Stage: 1	
2. Author 2 - Title 2 / Stage: 1	
3. Author 3 - Title 3 / Stage: 2	
4. Author 4 - Title 4 / Stage: 2	
<i>Video:</i>	✓ (First Stage Video) ✓ (Second Stage Video)
 <i>Masterclass</i>	
<i>Masterclass Category:</i>	M-2
<i>Preferred Teachers:</i>	
1. Nenad Petrović	
2. Predrag Stanković	
3. Margarita Escarpa	
4. Giulia Ballaré	
5. Neno Munitic	
6. Milkica Ponjavic	
<i>Video:</i>	✓



ERRORS SOLUTIONING IN THE REGISTER PROCESS

❖ The following **errors** may occur during the filling in process of the registration form:

Error: „The GDPR / Id / Payment file field is required.” In this case, one or more documents were not loaded in the fields and you can't go further.

Solution: Load the file/s and try again.



ID Card

Choose File No file chosen

The id file field is required.

Error: „The solo competition category id / masterclass category id field is required when solo competition / masterclass registration is present. In this case, one or both category id options were not selected and you can't go further.

Solution: Select the option/s and try again.



Masterclass Category

Please select

The masterclass category id field is required when masterclass registration is present.

Error: „Please upload a mp4 file.” In this case, the video file that you have loaded is doesn't match the required format.

Solution: Upload a mp4 file and try again.



Choose File competition_video.pdf

Please upload a mp4 video file



- ❖ If you can't refill in an information, reselect an option or reload a file you can use the keys combination **CTRL+Shift+R** to clear your cache memory and try again.
- ❖ Taking the steps up to this point marks the success of the registration process for participating in **TIGF 2020 Online Edition**. With the hope that the information in this guide was useful, the TIGF team wishes good luck to all participants!

In order to overcome any difficulties encountered in the registration process, participants are encouraged to contact the team of organizers at the email address contact@transilvaniaguitar.ro.

TIGF team - Transylvania Guitar Association

