

MORE DETAILED INSTRUCTIONS FOR ENTERING THE TSA

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 TSA member or entering as a non-member

Then complete the form with:

Title (of your first song)

Co writers (if applicable)

Select the category you wish to enter song

Upload mp3

Upload pdf

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


(You may need to be patient here as your file uploads to the server)

If you wish to submit another song select the **CONTINUE SHOPPING** option

You will repeat the same process.

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 ...

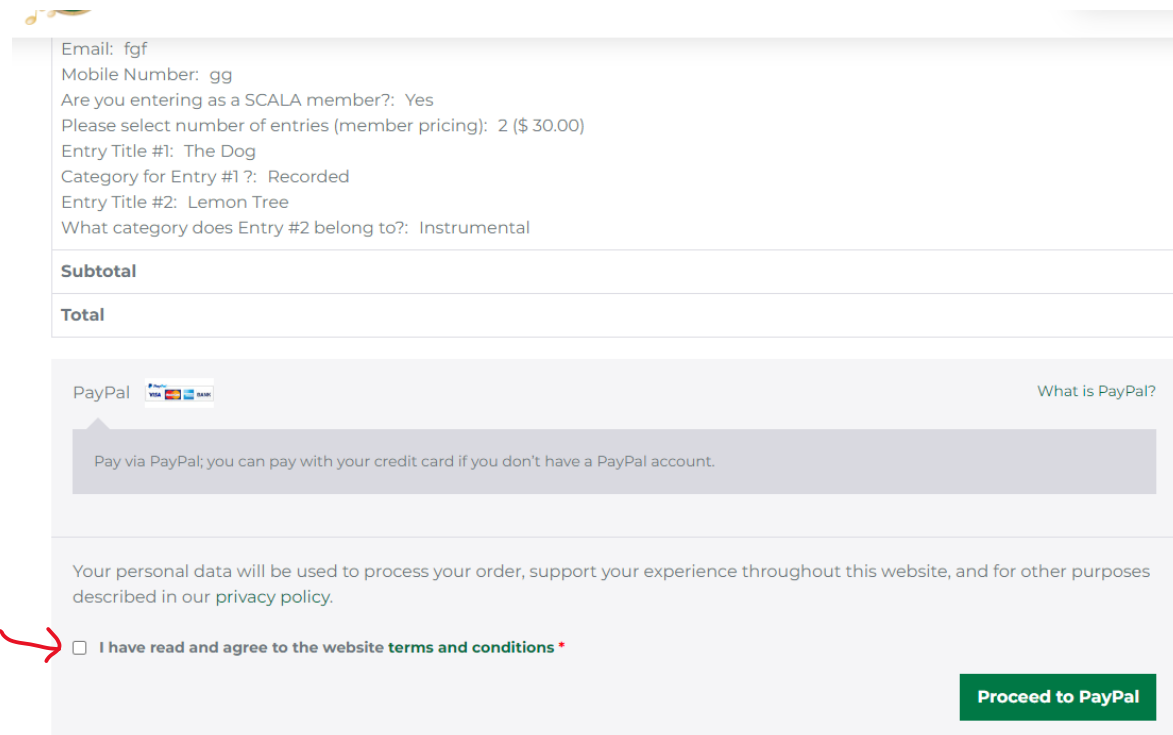
CART

Product	Price	Quantity	Subtotal
 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			
			Update cart

[Proceed to checkout](#)

If you are happy with the contents of your **Cart** then **PROCEED TO CHECKOUT** 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:

- 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 are sections for **Subtotal** and **Total**.

The PayPal section includes the PayPal logo, a link for "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 that 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."

A red arrow points to the checkbox: I have read and agree to the website terms and conditions *

A green button labeled "Proceed to PayPal" is located at the bottom right of the form.

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).