



FEIS 2024

HOW TO SUBMIT YOUR ONLINE ENTRY FORMS



SPEECH & DRAMA
Teachers of Ireland



FEIS 2024 - Entry Forms

1. FEIS Entry **opens** on January 2nd - all active members will be eligible to enter.
2. FEIS Entry **closes** on February 14th. Fees must be paid by the closing date.
3. Entries can be made in one sitting, **or** over a period of time, up to the closing date.
4. Your entries are listed on a teacher spreadsheet which we will share with you.
5. Each entry form is valid for one student.
6. Please note that **duologue** entrants have a specific form.
7. Please note that **group** entrants have a specific form.
8. Students may enter once per competition category (incl. **duologues and groups**)
9. Members must submit the entry form - entries from students or their parents will not be processed.
10. Entries from teachers who are not active members will not be processed - we do not offer organisation memberships.
11. Forms or files shared with you as a member **MUST NOT BE SHARED** with any other party.





The Entry Forms

Entry forms will be shared with all active members from JANUARY 2nd 2024. There are 3 forms - 1 for individual competitions, 1 for duologue competitions and 1 for group competitions..

Each form is valid for one student (the duologue form is valid for the performing pair, the group one for the entire group), and you may submit as many entries as you like.

If there are any changes to your entries, you can update those by submitting a new form for a new entrant, or by adding a comment on the student's line on your spreadsheet.





I've submitted my entry - what happens next?

First of all - thank you! We appreciate every single entry and look forward to a fun and exciting competition!





When we get your entry forms:

When we receive your entry forms, we will send you a confirmation sheet which will contain all the information you have sent us, and the total cost of your entry.

The confirmation sheet will also contain each entrants UIN (Unique Identifying Number) which you will use to label their video submissions.

Once you are happy that all the information is correct, you can proceed to pay your fee.

*When we receive your payment, we will create your **TEACHER FOLDER** for video submissions*



A	B	C	D	E	F	G	
1	Timestamp	Email address	Your First Name	Your Surname	Your School Name	Your Phone Number	Teacher Name (if
2							AUDIT
3	individual	€0.00					
4	paired	€25.00					
5	group	€0.00					
6	total	€25.00					
7	29/08/2023 19:20	h	h	h	h	h	h
8	29/08/2023 19:20	k	k	k	k	k	k
9							







Folders

J B

 Share with people and groups 

 **Speech and Drama Teachers of Ireland (you)** Owner
sdtoi.feis2022@gmail.com

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You'll notice that only the person added to the Teacher Folder can open it.

Please make sure that the email address you use to enter is the same as the one we use to contact you (your membership email).





From February 26th, 2024, you can begin uploading your video entries.

Teacher Folders CLOSE on March 8th at 5pm.

No late entries will be accepted, but we will contact you if there are any issues with your files, and allow a grace period to address those.

