

## HOW TO CREATE A PAYMENT REFERENCE NUMBER

- First type the website address in your internet browser
  - [www.eisteddfod.co.za](http://www.eisteddfod.co.za)
- Click on Register / Login
- Click on the **LOG IN** tab
- The LOGIN PAGE will be displayed
- Type in your User code, Password and email address and click on **LOGIN** tab
- The MAIN MENU will be displayed
- Click on **UPDATE/ADD ENTRIES** tab
- Click on DISPLAY/EDIT ALL ENTRIES/PAYMENT REFERENCE/TRAINER tab
- The ALL ENTRIES page will be displayed. Your entries will all be listed on this page (provided the entries were correctly SAVED!)
- Click on the CREATE/DISPLAY PAYMENT REFERENCE tab just below the total amount line.
- The TOTALS OF ENTRIES AND RECEIPTS page will be displayed with a list of Payment Ref numbers next to the date of submission of the entry.
- When you click on BACK, the same number will appear next to the relevant item number(s)