

## **Online Feis Registration Procedure – from 2016:**

### **Feiseanna Registration Fees must be paid prior to the Feis being listed on the AIDA Inc. Website**

- All Australian Feiseanna will need to be registered online via the AIDA Inc. website. An electronic form will need to be completed and payment made as part of this process. Full details will not be required at this point.
- To register a Feis go to the Feiseanna page where there is a direct link to the Online Shop. Complete the Feis registration form and pay the registration fee.
- Upon this process being completed the National Feis Register will then allocate a Feis Registration number, notifying both the Feis organiser and Webmaster. **New Registration number needs to be included on all Feiseanna Syllabus.**
- The Webmaster will then list the Feis on the AIDA Inc. *Feiseanna* page.
- When the syllabus becomes available, the Feis organiser will be required to upload a copy via the AIDA Inc. website. Go to the Feiseanna Page and upload via the link at the top of the page. The syllabus will be sent to the National Feis Registrar and the Webmaster will make it available for download, via a link alongside the Feis listing.
- The Feis Registration process is completed once the registration number appears on the AIDA Inc. website which will occur once the Feis Syllabus has been uploaded.

**Please note: NO Feiseanna will be listed on the AIDA Inc. website until after the Feis has been registered and payment made online.**