“Step by Step” on how to register a Grade 10-12 (FET Literature) Submission per genre per language per language level
The digram above provides a “Step by Step” process on how to register a Grade 10-12 (FET Literature) Submission per genre per language per language level. Publishers are however requested to read and understand the User Manual posted on the LTSM website before attempting to register.

**NB: ONE COMPONENT FORMS COMPLETE SUBMISSION AS CONTEMPLATED IN THE INVITATION AND TERMS OF REFERENCE.**

**Step Number 1: “Category”**

Publishers are requested to select the Language Level before registering the Pack. i.e. Home Language or First Additional Language or Second Additional Language as contained in the Invitation and Terms of Reference.

**Step Number 2: Pack Title**

Publishers must provide a name for their Pack Title. E.g. Matekula etjeni Drama.

**Step Number 3: Pack Blind Title**

Publishers must provide a name for their Pack Blind Title. E.g. Nunuza Publishers Matekula etjeni Drama.

**Step Number 4: Language**

Publishers are requested to ensure that the correct language is selected. Failure to select the correct language will result in your Pack being registered with a wrong language and **this is irreversible.**

**Step Number 5: Component Type**

Publishers are requested to ensure that the correct component is selected. There must be ONE Component i.e. Drama or Novel or Poetry or Short Stories or Folklore selected per language and per language level. This **ONE** selected component will be the **ONLY** component in your Pack, per per language and language level.

Please ensure that the correct component is selecte before clicking “Add component”. 
Step Number 6: Component Title
Publishers are requested to ensure that the correct Component Title is inserted. This is the title of the component that will appear in the catalogue should your material be selected.

Step Number 7: Author/s
Publishers are requested to select the pre-loaded authors for the component/Pack. The User Manual helps Publishers on how to capture author/s.

Step Number 8: ISBN No
The Component requires its own unique ISBN and cannot be repeated. E.g. 978-1-111-11111-1

Step Number 9: Price category 1
For this registration period, Publishers are requested to provide ONE (1) price for the component as the price will form part of the evaluation process. “Prices must be net including VAT but exclude distribution cost. These prices will be applicable for a period of three years, after which prices will be revised by publishers so that they in line with the Consumer Price Index (CPI).”

Step Number 10: Price category 2-5
Publishers are requested to type in “0” Zeros in these price categories as ONE price is required.

Step Number 11: Add Component
Publishers must click “Add Component” after all the details are captured the ONE component. This will add the component in the “Box” below.

Step Number 12: Submit
After the Components is added, Publishers are requested to click “Submit” to ensure that the Pack is registered. Before clicking this button, Please Make sure that correct details of the component are correctly captured.

*The Department will therefore not be held liable for information incorrectly inserted by Publishers. Furthermore, the Department will not entertaining any requests to amend incorrectly inserted information.*