How To Register a Student for Festival

1. When you get into the online program, the "tree" on the left will look like this:
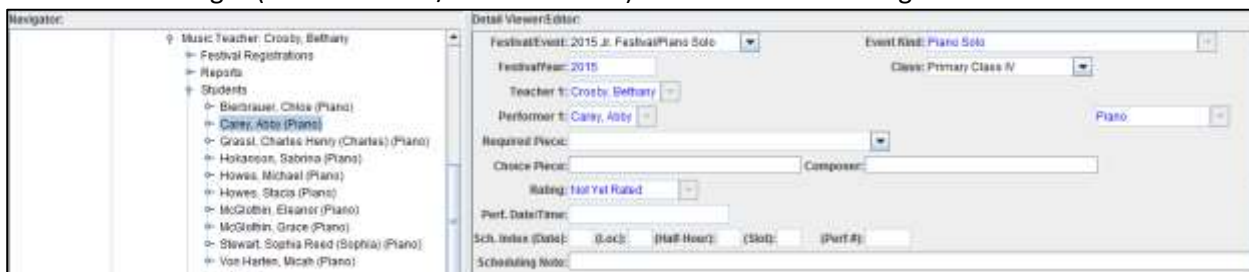

2. Click on the little "o-" image to the left of "Students." It will then point downward and expose the list of your students. Like this:

3. Right-click on the name of the student you want to register and select "Register for Event" from the list of choices.

The area to the right ("Detail Viewer/Editor" section) will now reveal the registration form. Like this:

4. It will default to the Piano Solo event, but if you are registering the student for Theory or a Concerto, select that from the drop-down menu next to "Festival/Event" in the top line.

5. Select the Class from the drop-down menu.

6. Select the Required Piece from the drop-down menu. It will only reveal the possible pieces for the Class you have selected.

7. Enter the Choice Piece title in the field next to "Choice Piece."

8. Enter the Choice Piece composer's last name in the Composer field. Enter only the last name.

9. Click CTRL+F while the cursor is still in the composer name field. The program will now look and "find" if it already has that composer's name in the database. If so, one or more names will appear in the lower right of the screen. Like this (result of a single match):

Or like this (result of multiple matches):

10. IF THE PROGRAM FINDS MULTIPLE MATCHES TO THE CHOICE COMPOSER'S LAST NAME (as in the image above), use CTRL+N (for "next") and/or CTRL+P (for "previous") to scroll through the names until you land on the correct one. Then click CTRL+S (for "select") to select the correct one. You should see the Composer last name field change to include his/her first name as well.

> If the system does NOT find a match for your composer, switch the last name to "Traditional" and use that one. It WILL find a match for that. (Then, if you think of it, inform Beth what composer's name was not found so we can have it added to the national database.)

11. Add any scheduling notes, such as "do not schedule on Wednesday," etc., in the Scheduling Note field.

12. Finally, click the "Save Changes" button at the bottom of the form. You may need to scroll down to find it.

You did it!