

## How to Make Changes to an Existing Festival Registration

1. This first thing to do is to find the student whose record you want to change. When you do, expand his/her file and you'll see "Event Performances" below the name.
2. Expand "Event Performances" and you'll see all of the events the student has done.
3. Right-click on this year's event you want to change. Make sure you select the correct event, as solos, concertos and theory are separate entries.

The screenshot shows a software interface with two main panels. The left panel is a tree view under the heading "Students". It lists several students: Bierbrauer, Chloe (Piano); Carey, Abby (Piano); Grassl, Charles Henry (Charles) (Piano); Hokanson, Sabrina (Piano); Howes, Michael (Piano); Howes, Stacia (Piano); and McGlothlin, Eleanor (Piano). Under "Carey, Abby (Piano)", the "Event Performances" folder is expanded, showing three entries: "(2015: E1) Piano Solo: Not Yet Rate", "(2014: P3) Piano Solo: Superior", and "(2013: P1) Piano Solo: Excellent". The right panel is the "Event Viewer" form, which is populated with data for the selected event: "(2015: E1) Piano Solo: Not Yet Rate". The form fields include: Festival/Event: 2015 Jr. Festival/Piano Solo; Event Kind: Piano Solo; FestivalYear: 2015; Class: Elementary C; Teacher 1: Crosby, Bethany; Performer 1: Carey, Abby; Required Piece: Gypsy Rhapsody, Composed by: Rollin, Catherine; Choice Piece: Song Without Words; Composer: Spindler, Fritz; Rating: Not Yet Rated; Perf. Date/Time: (empty); and Sch. Index (Date): (empty) (Loc): (empty) (Half-Hour): (empty) (Slot): (empty) (Perf #): (empty).

4. Make the necessary changes in the Event Viewer screen (right) just as if you were making the initial entry.
5. Click "Save Changes" and you're done!