



Parent, Teacher, and Entrant Registration Guide

Welcome to the GVPAF Registration System – Music Festival Suite.
This guide will assist you in the registration process.

If you have questions please contact the Festival Office at 250-386-9223
or office@gvpaf.org or festival@gvpaf.org.

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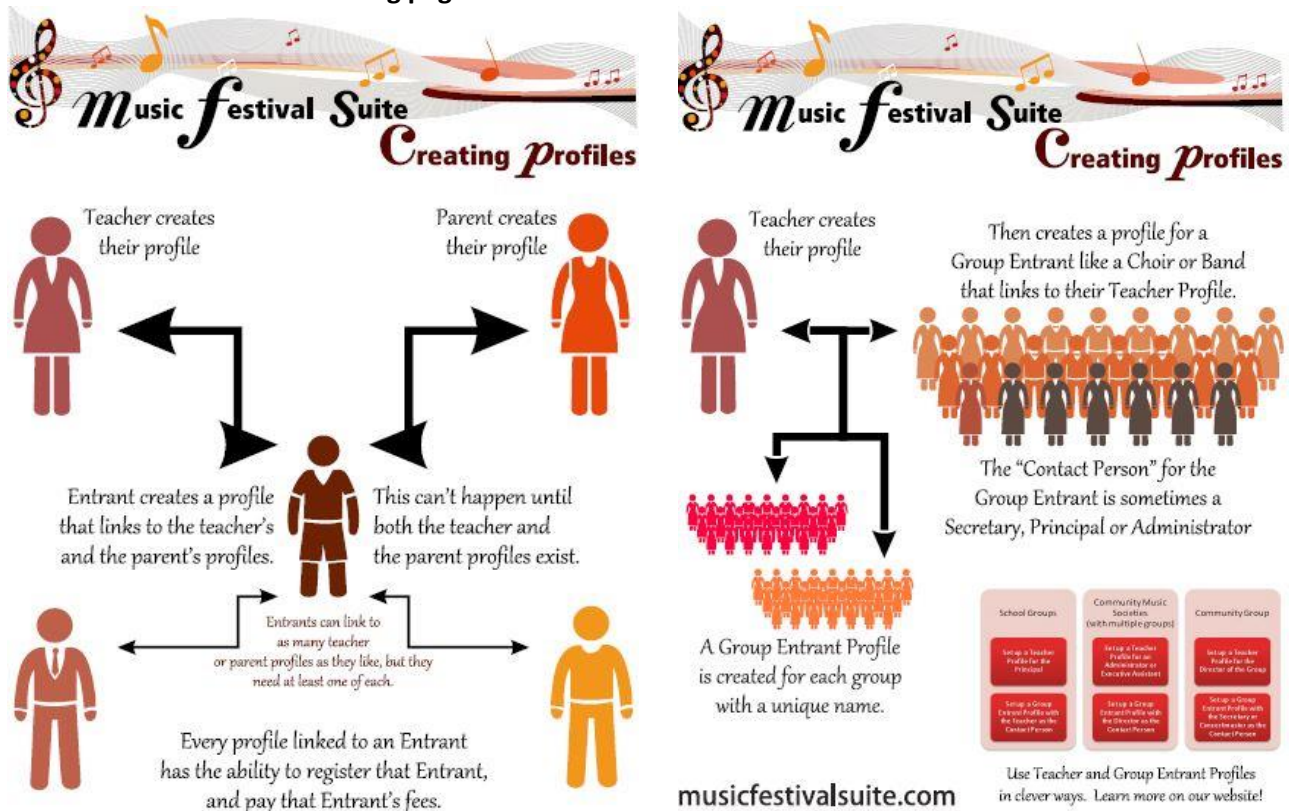


User Profiles

Music Festival Suite uses profiles to help festival participants, parents and teachers manage their festival experience. There are a number of types of profiles:

1. Parent Profile - Parent Profiles are required for the creation of Entrant Profiles where the Entrant is under the age of 18. This is to ensure the parent or guardian of each participant is fully aware of their child's activities and, by linking their profiles, provides the child with permission to participate in festival. **This profile must be created prior to the entrant profile.**
2. Teacher Profile – This profile is for the teacher. (In order to register students will need their teacher's profile ID.) It will link to all of the teacher's students and include their registration information.
3. Entrant Profile – This is profile for the participant. In order to create this profile you **must** have the ID for your Teacher (unless you are self-taught). Participants who are 18 years and under must also have a Parent profile linked to the Entrant profile.
4. Group Entrant Profile – This profile is for group participants. It is created by the teacher under the name of the group or ensemble.
5. Accompanist Profile – Accompanist Profiles are not linked directly to Entrants or any other Profile, but are linked to individual registrations and performances.

In order to create your profile please visit: <https://www.musicfestivalsuite.com/cgi-bin/profile.cgi?evdmn=gvpaf> and follow the instructions in the following pages.



Creating a Teacher or Parent Profile

Before an Entrant Profile can be created, a Teacher Profile must be created, as well as a Parent Profile if the Entrant is under the age of 18.

Step 1 - On the right hand side of the Login Screen, you will see the "Create an Entrant Profile" section. Identify yourself as an "Entrant's Teacher" and/or "Entrant's Parent" by clicking on the checkbox beside it, then click "Continue".

You can of course register yourself as an Entrant or Entrant's Parent AS WELL as an Entrant's Teacher, as it is quite possible you could be participating in any combination of those roles.

Step 2 - The "Creating a New Entrant Profile" screen will appear. Fill in all the required fields marked with an asterisk (*).

You can define your own password, but make sure it is one you will remember easily, as your computer will not remember your password on this website for you.

It is highly recommended that for each unique individual participating in the festival that they use their own unique email address. You are still able to create multiple profiles with the same email address, but using unique email addresses with each account provides for better individualized communication with the festival organization.

Once you click "Create", a confirmation email will be sent to the email address you specified.

Step 3 - Access your email account and open the confirmation email. This email will provide you with three pieces of information; your User ID (this matters later for registrations and logging in), your password (in case you forget), and a confirmation link. Click on the confirmation link to activate your profile so you can begin registering your students/children.

It is also highly recommended you email your User ID to your students and their parents or teachers.

How to Share your User ID

Step 1 - Visit your festival's MusicFestivalSuite.com link and log into your account. Once logged in, click on "Email ID" under "Festival Options" on your Homescreen.



Step 2 - In the new box that appears, enter the email address of each individual you want to share your User ID with. They do not need to already have a Profile with MusicFestivalSuite.com. You can list as many email addresses as you would like. **Make sure you type one email address per line, using the "Enter" or "Return" key on your computer to jump to the next line.**

Step 3 - Click "Send ID". Your ID will be sent to every email you included in that list on your behalf.

Creating an Entrant or Group Entrant Profile

IMPORTANT: Entrant Profiles cannot be created if they are under 18 years of age until their Parent Profiles have been created first. Likewise, no Entrant Profiles (Individuals or Group) can be created without a Teacher to link to, so your Teacher's Profile must be created first. Before you begin, you should have your Teacher(s)'s User ID(s) on hand, as well as your Parent(s)'s User ID(s) on hand if you are under the age of 18.

An Individual Entrant Profile refers to an individual who is likely receiving instruction through a private studio. A Group Entrant Profile refers to a group with many members, such as School Bands or Community Choirs, that will not identify itself by the names of the members of the group but rather by a Group Name.

Step 1 - On the right hand side of the Login Screen, you will see the "Create an Entrant Profile" section. Identify yourself as an "Entrant" by clicking on the checkbox beside it, then click "Continue".

Step 2 – You will be asked if you are likely to enter in Group classes or Individual classes. Most entrants will register as an Individual, which includes all solo, duet, trio, or small ensemble classes. Group classes refer to entrants who enter as a large ensemble.

For example, the Victoria Symphony Orchestra can be considered an Entrant, but will only be entering in Group classes like Grade 5 Level String Orchestra. Henry Purcell is considered an Entrant, but will only be entering in the Adult Composition class and/or a Baroque Piano Solo class for ages 19 and over. Most festival participants are like Henry, and so will be entering in Individual classes.

Make the appropriate selection, then click "Continue".

Step 3 – The "Creating a New Entrant Profile" screen will appear. Fill in all the required fields marked with an asterisk (*).

You can define your own password, but make sure it is one you will remember easily, as your computer will not remember your password on this website for you.

If you are self-taught, leave the "Teacher ID" field blank. When you click the "Continue" button, it will tell you to enter a Teacher ID, but it will also provide you with a "Self-Taught" checkbox. Click that box to indicate you are self-taught.

If you are listing multiple Teacher or Parent Profiles to be linked to yours, you must list each Teacher's and Parent's User ID, separated by a comma with no spaces.

It is highly recommended that for each unique individual participating in the festival that they use their own unique email address. You are still able to create multiple profiles with the same email address, but using unique email addresses with each account provides for better individualized communication with the festival organization.

Once you click "Create", a confirmation email will be sent to the email address you specified.

Step 3 – Access your email account and open the confirmation email. This email will provide you with three pieces of information; your User ID (this matters later for registrations and logging in), your password (in case you forget), and a confirmation link. Click on the confirmation link to activate your profile so you can begin registering!



Logging Into Your Profile

Visit your festival's MusicFestivalSuite.com link to log into your profile. You can use either your User ID or your Email Address to log in. Type in either piece of information, and then type in your password.

If you have forgotten your password, follow the steps outlined below to attempt to recover it.

1. Look in your email. When you created your profile, a confirmation email with your password was sent to your email address from “admin@musicfestivalsuite.com”. Make sure to check your Spam, Trash, or Updates folders and tabs. If you are unable to locate that email, then proceed to Step 2.
2. On the login page, enter either your User ID or your Email Address, then click the “LookUp” button. If you use your User ID, MusicFestivalSuite.com will send the password linked to that User ID to the email address attached to that ID. If you use your Email Address, MusicFestivalSuite.com will send the passwords for every account linked to that email address.



Registration

Sharing Your User ID with Others

Profiles and Registrations are linked to one another using a unique User ID. This means it may be necessary for you to share your User ID with others. Here are some occasions when that may be necessary:

Your Student/Child needs to create a profile to register

Students need to link their profiles to their Teachers, and if they are under 18 years old they must also link to a Parent. Sharing your User ID with your students will allow them to create their profiles linking them to yours, otherwise they will not be able to create their profiles.

You need to identify who is paying a registration fee

Sometimes Teachers create registrations, sometimes Parents do. In either case, someone needs to pay the fees. User IDs are how you identify who is going to pay the fees. Later, users can pay for all the registrations they are responsible for at once.

You are an Accompanist for at least one registration

Accompanists can only be added to a registration if the person making that registration knows the Accompanists User ID. Accompanists may choose to share their ID only with the teachers of their students, or the entrants themselves.

How to Share your User ID

Step 1: Visit your festival's MusicFestivalSuite.com link and log into your account. Once logged in, click on "Email ID" under "Festival Options" on your Homescreen



Step 2: In the new box that appears, enter the email address of each individual you want to share your User ID with. They do not need to already have a Profile with MusicFestivalSuite.com. You can list as many email addresses as you would like. **Make sure you type one email address per line, using the "Enter" or "Return" key on your computer to jump to the next line.**

Step 3: Click "Send ID". Your ID will be sent to every email you included in that list on your behalf.

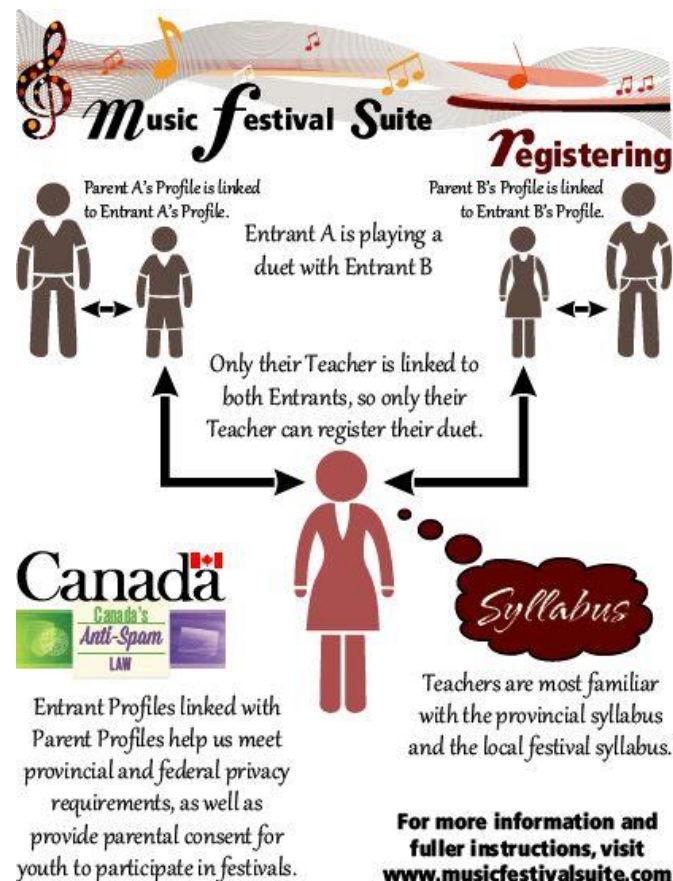
Teachers registering their own students / ensembles

Teachers can of course register their own students in the festival. In some cases this is preferential, as Teachers are those who are most familiar with the syllabi for the festival.

For registering Ensembles, these instructions work best if you are a Principal, an Executive Assistant, or a Director (as per the examples given in the Group Entrant Profiles - Using Them To Your Advantage (**SEE PAGE 15**)). If you are the Contact Person for your group (such as a Conductor, Concertmaster or Secretary as discussed on that same page), it may be better to use the instructions on **Students/Ensembles registering themselves**.

What you need to register your students / ensembles:

- Each Student and Ensemble is to have made their own profile. To do this, you may need to supply each student and their parents with your User ID. There are two ways to do this;
 - Send it to them as per the instructions on Sharing your User ID with others
 - Send a written letter home with your student providing instructions and your User ID. See the Extra Resources Support Page (<https://www.musicfestivalsuite.com/extra-resources.html>) for sample letters you can edit for your own purposes.
- The title, opus, composer and arranger of each piece the student will perform, along with the duration of the performance
- The class number that is most appropriate for each entry. Check with the Alberta Music Festival Association syllabus and your own festival's local addenda.
- The User ID of any Accompanists that may be performing with your student(s).



Procedure for Registering Your Student or Ensemble

Step 1 – Visit your festival's MusicFestivalSuite.com link and log into your account. Under “Festival Options” on your Homescreen (as shown on Your Profile Homescreen), click “Register”.



Step 2 – Indicate you are registering for “My Student”, even if you are registering one of your ensembles. Then choose the appropriate Category for the registration. It will then prompt you to choose the appropriate Discipline within that Category.

Step 3 – It will then prompt you for the appropriate Class within that Discipline. For more information on the Syllabi, check with the Greater Victoria Music Festival Association for their syllabus.

Step 4 – Complete the remaining information about the piece(s) and performer(s) as prompted.

- Some classes provide the option of performing multiple pieces. You will need to provide the piece information for the total number of pieces you indicate your student will perform.
- Some classes provide the option of having multiple performers. You will need to identify each of the performers where they are indicated. Each student who has identified you as their Teacher will appear in the list of performers.
- Some pieces have not been catalogued, and so have no Opus Number or similar. In such cases, enter “None” in the Opus field.
- Some pieces have no identified Composer. In such cases, these compositions are usually considered “Traditional”, and while this is acceptable to enter, it may render this performance ineligible for recommendation to Provincial Festival. If this is a concern, it is recommended you do the research required to identify who the composer was.
- Some pieces have no identified Arranger because it is not an arrangement, it is the original composition. In this case, type in the Composer’s name, or “N/A” in the “Arranged By” field.
- In a very few select cases, such as Improvisations or Quick Studies, the title, composer, and other such information may be unknown. In such cases, enter “Unknown”.
- Make special note of the fact that the length of the piece is measured in seconds, not minutes.
- If you wish to register a piece that is "To Be Announced", keep in mind that your festival may not accept TBA registrations. If your festival permits TBAs, understand that TBAs are not permissible for Individual Entrants, only Group Entrants. You can enter a TBA for the piece title, but must edit that before the close of the registration period or the end of the TBA deadline, whichever comes last. In either case, if you do not update your TBA registration with accurate information before the deadline, your registration fee may be forfeited.
- Not all registrations require an Accompanist, but where you will be using one, please ensure your Accompanist's User ID is entered properly so that they may receive the recognition they deserve.

Step 5 – Identify who will be paying the Registration Fee by choosing their name from the list. For individual entrants, you will only be able to identify yourself or the parent of the student(s) involved. For group entrants, it is advisable to enter the "Teacher" (Principal, Executive Assistant, Director as per the Group Entrant Profiles - Using Them To Your Advantage (**SEE PAGE 15**)) so that person can pay for all groups associated with your organization all at once.

Step 6 – If you are confident about the accuracy of your registration, click “Submit Registration”.

Step 7 – Once you’ve submitted your registration, you will be prompted with an Invoice of all currently outstanding registration fees that have been assigned to you. *You do not need to pay this invoice immediately.* You can choose to pay this invoice immediately, or return to your Homescreen to enter another registration. You will, however, need to pay the invoice before the end of your festival's registration period.

Please do not forget to make sure each registration fee for your students have been paid prior to the close of Registration Period. Outstanding Registration Fees render those registrations void. For more information on paying registration fees, see Paying Registration Fees.

Congratulations, you have completed your student's or ensemble's registration!

Parents registering their own children

If multiple children in a family are registering in a festival, sometimes it's easier to do so through their Parent's Profile, as then users do not need to log out and log in between children. Please register your children under the guidance of your child's teacher, as they are most familiar with the syllabi.

What you need to register your children:

- Each child is to have made their own profile. To do this, you will need your child's teacher(s) User ID(s). You may wish to send your child into their next lesson with a letter providing instructions on how to send you their ID easily. A sample of such letter is available as one of our Extra Resources.
- The title, opus, composer and arranger of each piece the child will perform, along with the duration of the performance
- The class number that is most appropriate for each entry. Check with the Greater Victoria Music Festival Association syllabus.
- The User ID of any Accompanists that may be performing with your child(ren).

Procedure for Registering Your Child

Step 1 – Visit your festival's MusicFestivalSuite.com link and log into your account. Under “Festival Options” on your Homescreen (as shown on Your Profile Homescreen), click “Register”.



Step 2 – Indicate you are registering for “My Child”, and choose the appropriate Category for the registration. It will then prompt you to choose the appropriate Discipline within that Category.

Step 3 – It will then prompt you for the appropriate Class within that Discipline. For more information on the Syllabi, check with the Greater Victoria Music Festival Association for their syllabus.

Step 4 – Complete the remaining information about the piece(s) and performer(s) as prompted.

- Some classes provide the option of performing multiple pieces. You will need to provide the piece information for the total number of pieces you indicate your child will perform.
- Some classes provide the option of having multiple performers. In these cases, it is more appropriate for a Teacher to register the students, as they will be linked to each students' profile.
- Some pieces have not been catalogued, and so have no Opus Number or similar. In such cases, enter “None” in the Opus field.

- Some pieces have no identified Composer. In such cases, these compositions are usually considered “Traditional”, and while this is acceptable to enter, it may render this performance ineligible for recommendation to Provincial Festival. If this is a concern, it is recommended you do the research required to identify who the composer was.
- Some pieces have no identified Arranger because it is not an arrangement, it is the original composition. In this case, type in the Composer’s name or “N/A” in the “Arranged By” field.
- In a very few select cases, such as Improvisations or Quick Studies, the title, composer, and other such information may be unknown. In such cases, enter “Unknown”.
- Make special note of the fact that the length of the piece is measured in seconds, not minutes.
- If you wish to register a piece that is "To Be Announced", keep in mind that your festival may not accept TBA registrations. If your festival permits TBAs, understand that TBAs are not permissible for Individual Entrants, only Group Entrants. You can enter a TBA for the piece title, but must edit that before the close of the registration period or the end of the TBA deadline, whichever comes last. In either case, if you do not update your TBA registration with accurate information before the deadline, your registration fee may be forfeited.
- Not all registrations require an Accompanist, but where you will be using one, please ensure your Accompanist's User ID is entered properly so that they may receive the recognition they deserve.

Step 5 – Identify who will be paying the Registration Fee by choosing their name from the list. You will only be able to identify yourself or your child's teacher.

Step 6 – If you are confident about the accuracy of your registration, click “Submit Registration”.

Step 7 – Once you’ve submitted your registration, you will be prompted with an Invoice of all currently outstanding registration fees that have been assigned to you. *You do not need to pay this invoice immediately.* You can choose to pay this invoice immediately, or return to your Homescreen to enter another registration. You will, however, need to pay the invoice before the end of your festival's registration period.

Please do not forget to make sure each registration fee for your children have been paid prior to the close of Registration Period. Outstanding Registration Fees render those registrations void. For more information on paying registration fees, see Paying Registration Fees.

Congratulations, you have completed your child's registration!

Entrants or Ensembles registering themselves

Entrants may register themselves in the festival; however it should be done under the supervision of a teacher or parent who is familiar with the syllabi. Likewise, an Ensemble can be registered by another representative aside from the Principal, Executive Assistant or Director (as discussed in Group Entrant Profiles - Using Them To Your Advantage (**SEE PAGE 15**)), however it should be done by someone who is familiar with the syllabi, such as the Conductor, Concertmaster or Secretary.

What you need to register yourself

- You need to have made your own profile. If you have not already, consult the Creating Your Profile page. For Groups, it is best to also consult Group Entrant Profiles - Using Them To Your Advantage (SEE PAGE 15), as they will give you guidance on how to create a profile to make it simpler to manage.
- The title, opus, composer and arranger of each piece you will perform, along with the duration of the performance
- The class number that is most appropriate for each entry. Check with the Greater Victoria Music Festival Association syllabus.
- The User ID of any Accompanists that may be performing with you.

Procedure for Registering Yourself

Step 1 – Visit your festival's MusicFestivalSuite.com link and log into your account. Under “Festival Options” on your Homescreen (as shown on Your Profile Homescreen), click “Register”.



Step 2 – Indicate you are registering for “Myself”, whether you are an individual or a group. Then choose the appropriate Category for the registration. It will then prompt you to choose the appropriate Discipline within that Category.

Step 3 – It will then prompt you for the appropriate Class within that Discipline. For more information on the Syllabi, check with the Greater Victoria Music Festival Association for their syllabus.

Step 4 – Complete the remaining information about the piece(s) and performer(s) as prompted.

- Some classes provide the option of performing multiple pieces. You will need to provide the piece information for the total number of pieces you indicate you will perform.
- Some classes provide the option of having multiple performers. In such a scenario, it is probably better to have your teacher register for you, as all the other students will be linked to your Teacher's Profile.
- Some pieces have not been catalogued, and so have no Opus Number or similar. In such cases, enter “None” in the Opus field.

- Some pieces have no identified Composer. In such cases, these compositions are usually considered “Traditional”, and while this is acceptable to enter, it may render this performance ineligible for recommendation to Provincial Festival. If this is a concern, it is recommended you do the research required to identify who the composer was.
- Some pieces have no identified Arranger because it is not an arrangement, it is the original composition. In this case, type in the Composer’s name or “N/A” in the “Arranged By” field.
- In a very few select cases, such as Improvisations or Quick Studies, the title, composer, and other such information may be unknown. In such cases, enter “Unknown”.
- Make special note of the fact that the length of the piece is measured in seconds, not minutes.
- If you wish to register a piece that is "To Be Announced", keep in mind that your festival may not accept TBA registrations. If your festival permits TBAs, understand that TBAs are not permissible for Individual Entrants, only Group Entrants. You can enter a TBA for the piece title, but must edit that before the close of the registration period or the end of the TBA deadline, whichever comes last. In either case, if you do not update your TBA registration with accurate information before the deadline, your registration fee may be forfeited.
- Not all registrations require an Accompanist, but where you will be using one, please ensure your Accompanist's User ID is entered properly so that they may receive the recognition they deserve.

Step 5 – Identify who will be paying the Registration Fee by choosing their name from the list. For individual entrants, you will only be able to identify yourself, your parent or your teacher. For group entrants, it is advisable to enter the "Teacher" (Principal, Executive Assistant, Director as per the Group Entrant Profiles - Using Them To Your Advantage (**See Page 15**)) so that person can pay for all groups associated with your organization all at once.

Step 6 – If you are confident about the accuracy of your registration, click “Submit Registration”.

Step 7 – Once you’ve submitted your registration, you will be prompted with an Invoice of all currently outstanding registration fees that have been assigned to you. *You do not need to pay this invoice immediately.* You can choose to pay this invoice immediately, or return to your Homescreen to enter another registration. You will, however, need to pay the invoice before the end of your festival's registration period.

Please do not forget to make sure each registration fee has been paid prior to the close of Registration Period. Outstanding Registration Fees render those registrations void. For more information on paying registration fees, see Paying Registration Fees.

Congratulations, you have completed your registration!



Paying Registration Fees

MusicFestivalSuite.com Member Festivals accept payment of registration fees via PayPal, and so can accept most major credit cards as well as direct payment from your own PayPal account. Many users link their bank account to a PayPal account, and therefore are able to pay directly from their bank account. PayPal is the only acceptable method of paying registration fees.

You do not need to have a PayPal account to use their services.

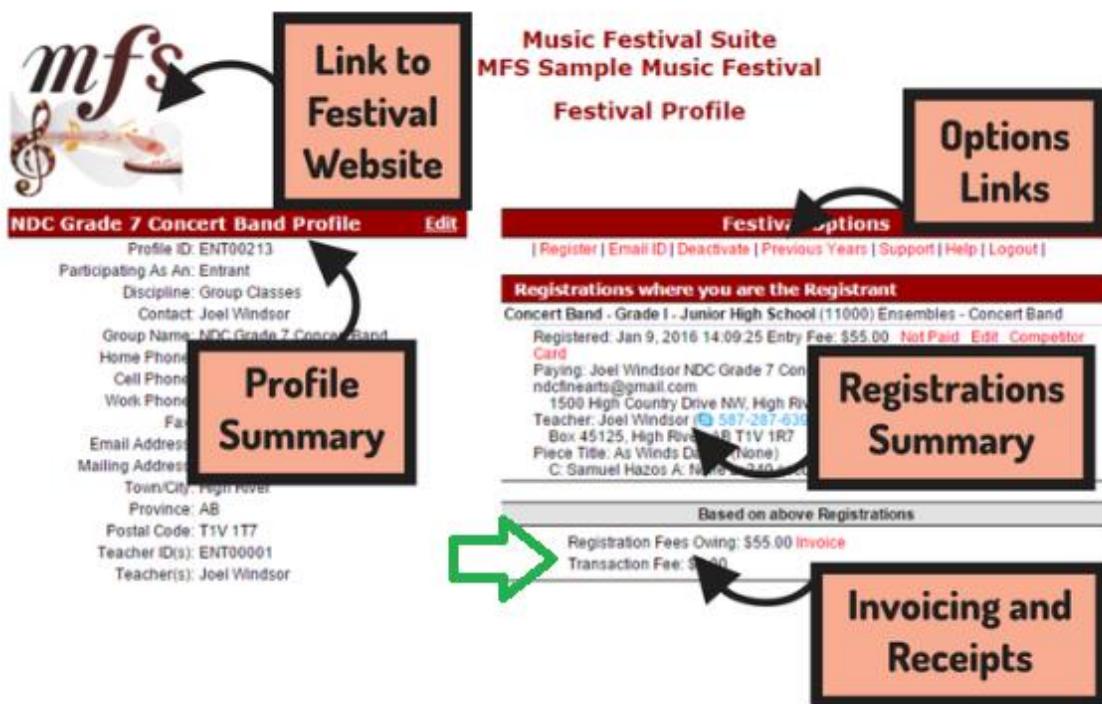
Step 1 – Visit your festival's MusicFestivalSuite.com link and log into your account.

Step 2 – On your Homescreen, navigate to the bottom of the page where you will find the Invoicing section.

The Invoicing section only appears when someone has identified you as being responsible for a registration's fees. If nobody has identified you as responsible for a particular registration fee, you may not see the Invoicing section.

If you are expecting to be responsible for a registration fee, and you see no invoicing section, check the registrations in your "Registrations List" to make sure they identify you as the one responsible for paying.

Step 3 – Beside the "Amount Owing", you will see a link for an "Invoice". Click on this, and from here you will be guided through the steps of paying for the registrations.

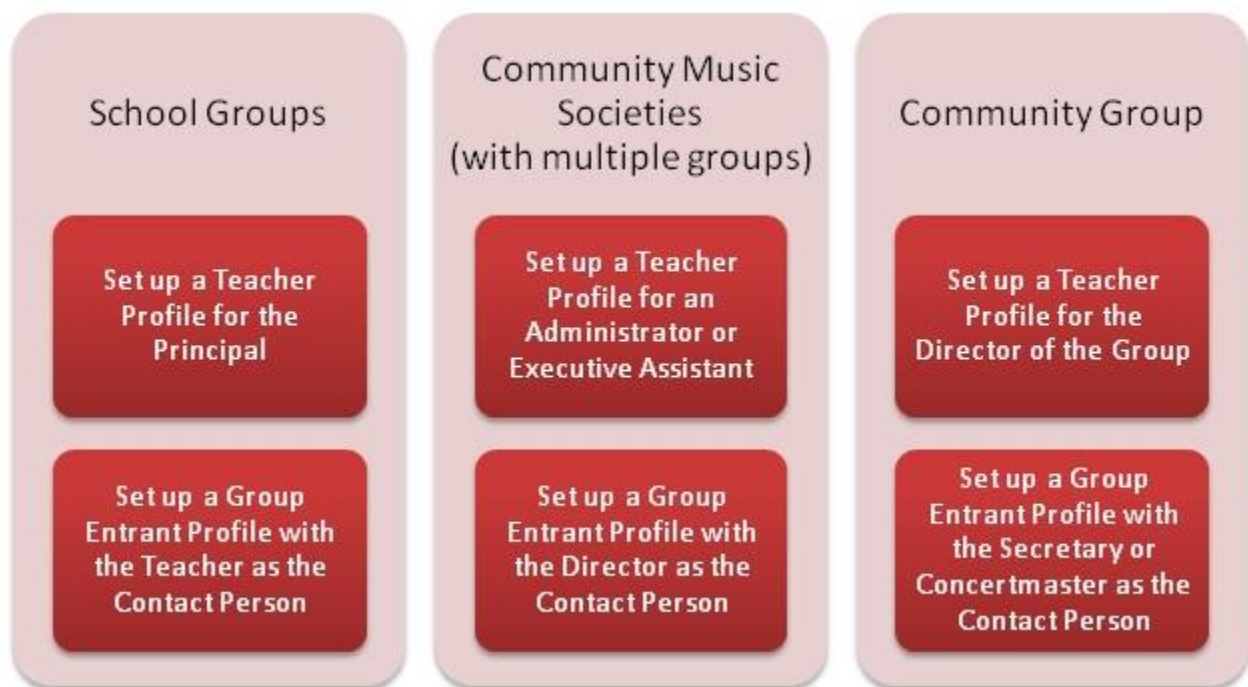




Supplemental Information

Group Entrant Profiles – Using Them to Your Advantage

With MusicFestivalSuite.com only offering Teacher and Group Entrant Profiles, one may need to get creative to ensure Administration of a school is involved in the Music Festival activities as well. This is also a really good method of advocacy in music education to build Administrative staff into your festival management.



For any of the suggestions shown, the best way to do this would be as follows:

1. Create a Teacher Profile for the Principal (School Groups), Executive Assistant (Community Music Societies), or Director (Community Groups).
2. Create an Entrant Profile, choosing the Group Entrant option, and identify the Teacher (School Groups), Director (Community Music Societies), or Secretary or Concertmaster (Community Groups) in the "Contact Person" field of the form.

Setting the relationships up in this fashion allows the Contact Person for each Group to input registrations without involving the Administrator by logging in as the "Group Entrant", yet making payment simple and straightforward for the Administrator by having them log in when payment time comes as the "Teacher". Alternatively, if there is only one individual in the organization who makes the registrations, that person can also complete registrations using the "Teacher" Profile.