



## STUDENT REGISTRATION FORM

**PLEASE NOTE:** This form is provided to assist your students with their info, class, and title selections ONLY.

**ALL REGISTRATIONS MUST BE COMPLETED ONLINE**

Teacher: \_\_\_\_\_ Phone/Email: \_\_\_\_\_

Note: In order to complete your online registration, "TBD" can be added to the composer and piece name areas if the titles aren't known. AFTER YOUR TRANSACTION HAS BEEN COMPLETED (Paid), you can still log in to your account to add or change the titles of the pieces. Just remember to hit the 'SAVE' icon. **All titles must be entered two weeks after registration deadline.** Titles entered after that date will not be included in our programme and will not be supplied to the adjudicators. **In order to be eligible for an Award or recommendation, at least TWO (2) classes must be entered.**

*\*Indicates information required for online registration.*

**Online Registration to be completed by:**     Teacher     Parent or Participant

**Participant Information:** *\*\*A Birth Date is required for online registration, but is NEVER released or published.*

\*First Name: \_\_\_\_\_ \*Last Name: \_\_\_\_\_

\*\*Birth Date: \_\_\_\_\_ \*City: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone/Email: \_\_\_\_\_

### **Classes:**

**1** \*Class Code: \_\_\_\_\_ Description: \_\_\_\_\_ Fee \$ \_\_\_\_\_

\*Composer: \_\_\_\_\_ \*Piece Name: \_\_\_\_\_ \*Time: \_\_\_\_\_

**2** \*Class Code: \_\_\_\_\_ Description: \_\_\_\_\_ Fee \$ \_\_\_\_\_

\*Composer: \_\_\_\_\_ \*Piece Name: \_\_\_\_\_ \*Time: \_\_\_\_\_

**3** \*Class Code: \_\_\_\_\_ Description: \_\_\_\_\_ Fee \$ \_\_\_\_\_

\*Composer: \_\_\_\_\_ \*Piece Name: \_\_\_\_\_ \*Time: \_\_\_\_\_

**4** \*Class Code: \_\_\_\_\_ Description: \_\_\_\_\_ Fee \$ \_\_\_\_\_

\*Composer: \_\_\_\_\_ \*Piece Name: \_\_\_\_\_ \*Time: \_\_\_\_\_

*Attach pages for additional classes, if required.*

I have read and agree to comply with the rules as stated in the Grey County Kiwanis Festival of Music *Rules and Syllabus*.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Signed by entrant if 18 & over, or Parent/Legal Guardian for entrants under the age of 18.*

### **Grey County Kiwanis Festival of Music**

ALL REGISTRATIONS MUST BE COMPLETED ONLINE through our [Registration Site](#).

## 1. Set up an Account

Your account is where you manage all the classes registered for yourself, your students and/or children. You can log in repeatedly to add titles, make changes or additions, or print out your list of registered classes.

### To open an account, you will need:

- \* Your Name... (ex. John Smith)
- \* City
- \* Phone Number
- \* Email Address
- \* A password

Register yourself as a **Teacher, Participant, Parent**, or all of the above.

You can now log into your account with your email address and password. If you forget your password, simply click the 'forgot password' link.

## 2. Enter your Participants

1. Add **Participants** for Solos, Duets, and Trios 2.

Add **Groups** for classes with four or more students

### For every Participant you will need:

- \* First Name
- \* Last Name
- \* Birth Date
- \* City
- \* Teacher

### For every Group you will need:

- \* Group (*Name of Group*)
- \* # of Performers (*from 4 to 100*)
- \* City
- \* Teacher

**Note:** You can add 'Notes' for every participant or group, but this information is for your use only and does not become part of your registration.

### Registration Sheet

To help you collect the information from your students, we have provided a registration sheet, also available from our "How to Register" web page. The sheet provides spaces for titles, composers, etc.

## 3. Register for Classes

1. Add your Classes
2. Add Participant(s) or Group to each class
3. Complete required class information (title, composer, performance time, instrument, etc.)
4. Proceed to check out (you do NOT need a PayPal account)

If you're not sure of the title yet, simply type 'TBD' in the title area to complete your registration.

The registration box will be highlighted in blue when complete. If it is highlighted in red, there is information missing. Hover over the little red circle to see what is missing.

**Once your transactions have been completed (paid), you can still log in to your account later to add or change the titles of the pieces to be performed.** Just remember to hit the 'Save' icon after every change.

Adding the title and composer is very important. What you type in the title/composer areas is exactly what prints in our Festival Programme. Our adjudicators are given an advance copy of their section of the programme so that they know which pieces you will be performing.

**DEADLINE for titles:** The deadline for title entry is always two weeks after the registration deadline. Titles entered after that date will not be included in our programme and will not be supplied to the adjudicators.

### Hosting a Registration Day

If your school or organization would like to host a **Registration Day**, our Festival Coordinator and volunteers can come to your establishment to answer questions and assist with registration. All we would need is a few tables, chairs, and wi-fi.

*Simply email us to set up a date and time.*

**info@kiwanismusicfestival.net**