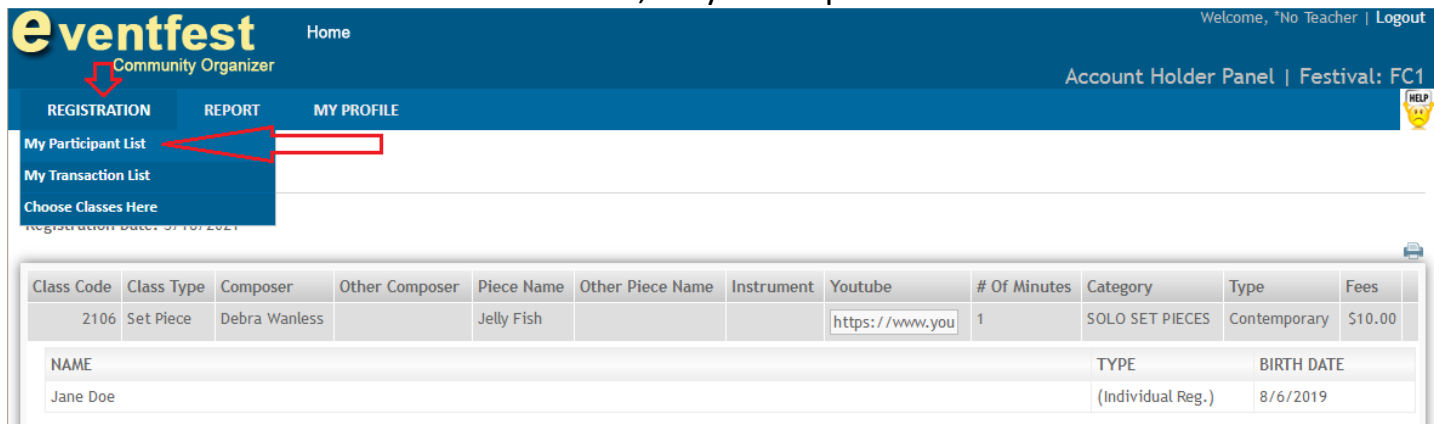


Updating Your Participant List:

If your participants were added in previous years, you'll have to go into your participant list and update their profiles.

You'll find it under the REGISTRATION tab, "My Participant List".

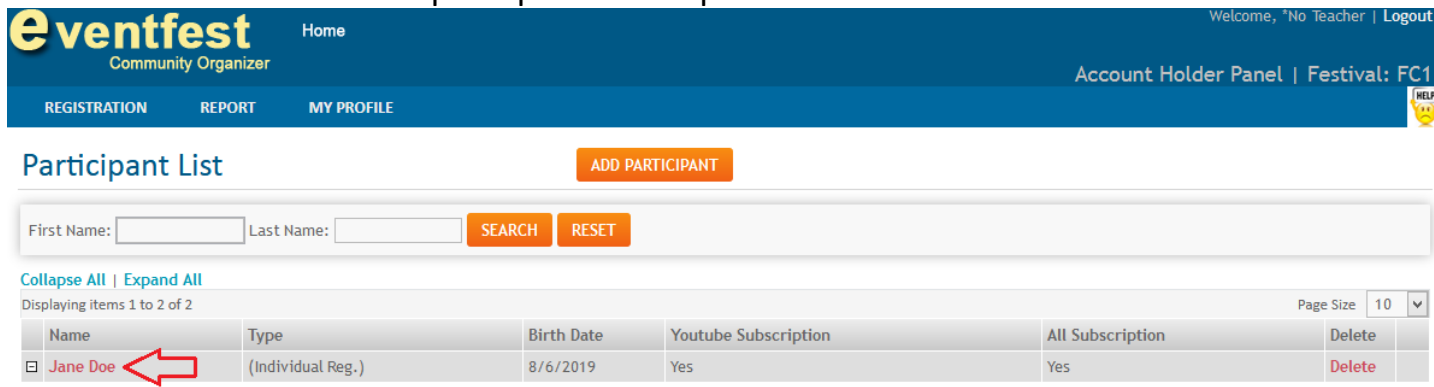


The screenshot shows the Eventfest Community Organizer interface. The top navigation bar includes 'Home', 'Welcome, *No Teacher | Logout', and 'Account Holder Panel | Festival: FC1'. The main menu has 'REGISTRATION', 'REPORT', and 'MY PROFILE'. Under 'REGISTRATION', 'My Participant List' is highlighted with a red arrow. Below the menu is a table of class information and a participant profile for Jane Doe.

Class Code	Class Type	Composer	Other Composer	Piece Name	Other Piece Name	Instrument	Youtube	# Of Minutes	Category	Type	Fees
2106	Set Piece	Debra Wanless		Jelly Fish			https://www.you	1	SOLO SET PIECES	Contemporary	\$10.00

NAME	TYPE	BIRTH DATE
Jane Doe	(Individual Reg.)	8/6/2019

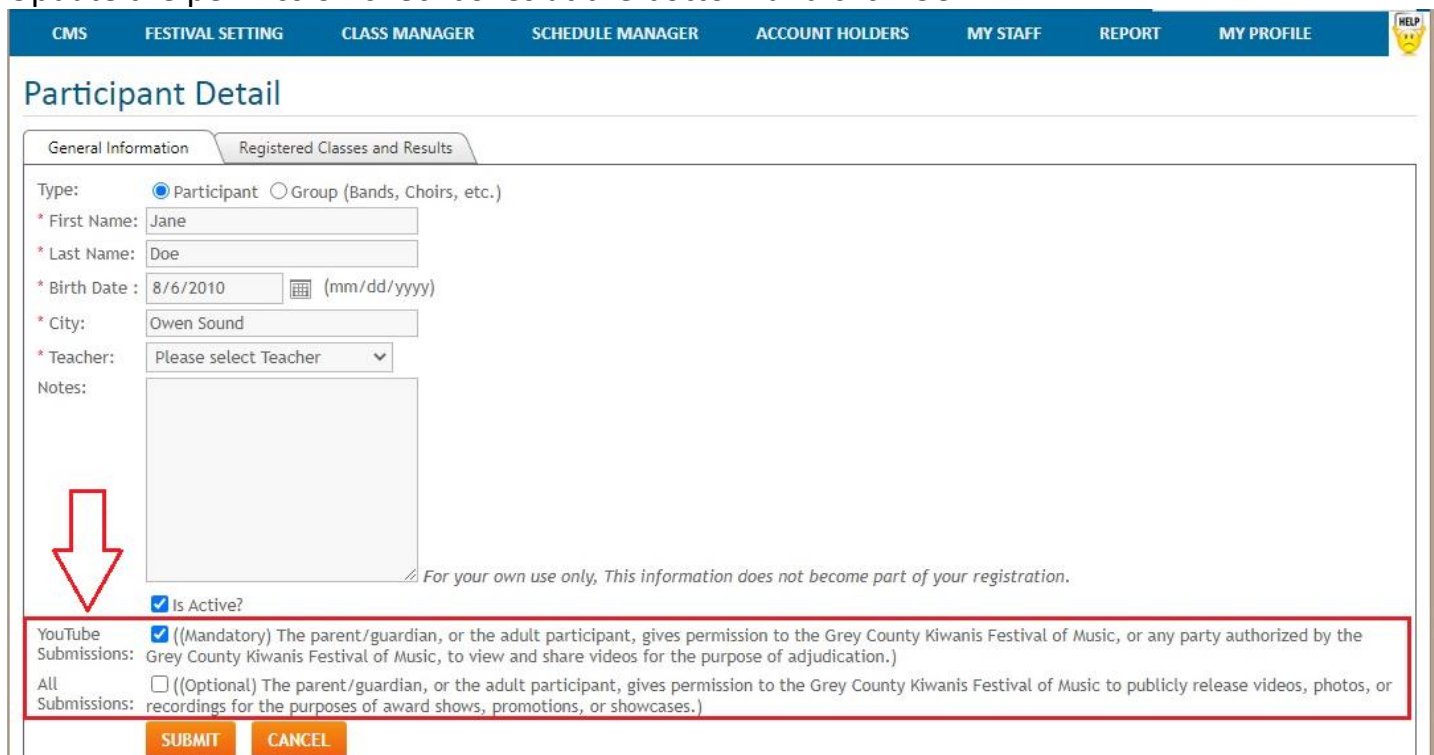
Just click on each name to open up the Participant Detail.



The screenshot shows the 'Participant List' page. It features a search bar with 'First Name' and 'Last Name' fields, and 'SEARCH' and 'RESET' buttons. Below the search bar is a table of participants. A red arrow points to the name 'Jane Doe' in the table.

Name	Type	Birth Date	Youtube Subscription	All Subscription	Delete
<input type="checkbox"/> Jane Doe	(Individual Reg.)	8/6/2019	Yes	Yes	Delete

Update the permission checkboxes at the bottom and click 'SUBMIT'.



The screenshot shows the 'Participant Detail' page. It has tabs for 'General Information' and 'Registered Classes and Results'. The 'General Information' tab is active, showing fields for 'Type', 'First Name', 'Last Name', 'Birth Date', 'City', and 'Teacher'. A red arrow points to the 'Is Active?' checkbox. At the bottom, a red box highlights the permission checkboxes for 'YouTube Submissions' and 'All Submissions'.

Is Active?

YouTube Submissions: ((Mandatory) The parent/guardian, or the adult participant, gives permission to the Grey County Kiwanis Festival of Music, or any party authorized by the Grey County Kiwanis Festival of Music, to view and share videos for the purpose of adjudication.)

All Submissions: ((Optional) The parent/guardian, or the adult participant, gives permission to the Grey County Kiwanis Festival of Music to publicly release videos, photos, or recordings for the purposes of award shows, promotions, or showcases.)