

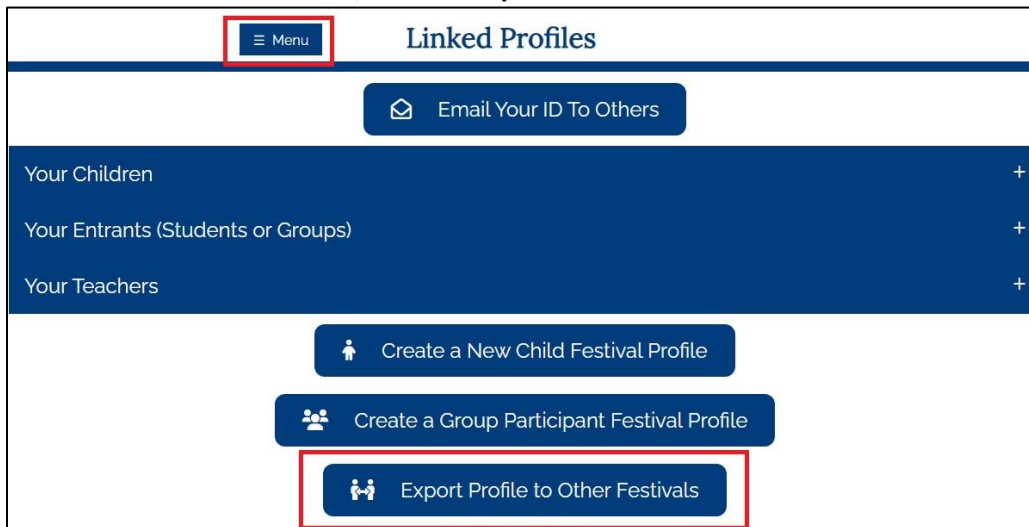
Exporting Your Profile to Provincials

(Entrants, parents, and teachers will all have to export their profile from our Festival, OR set up new profiles in the Provincial system.)

1. Go to <https://www.musicfestivalsuite.com/cgi-bin/accprof.cgi?evdmn=gckfm>
2. Log-in using your ENT# and Password
3. Go to 'Menu'
4. Click on 'Linked Profiles'



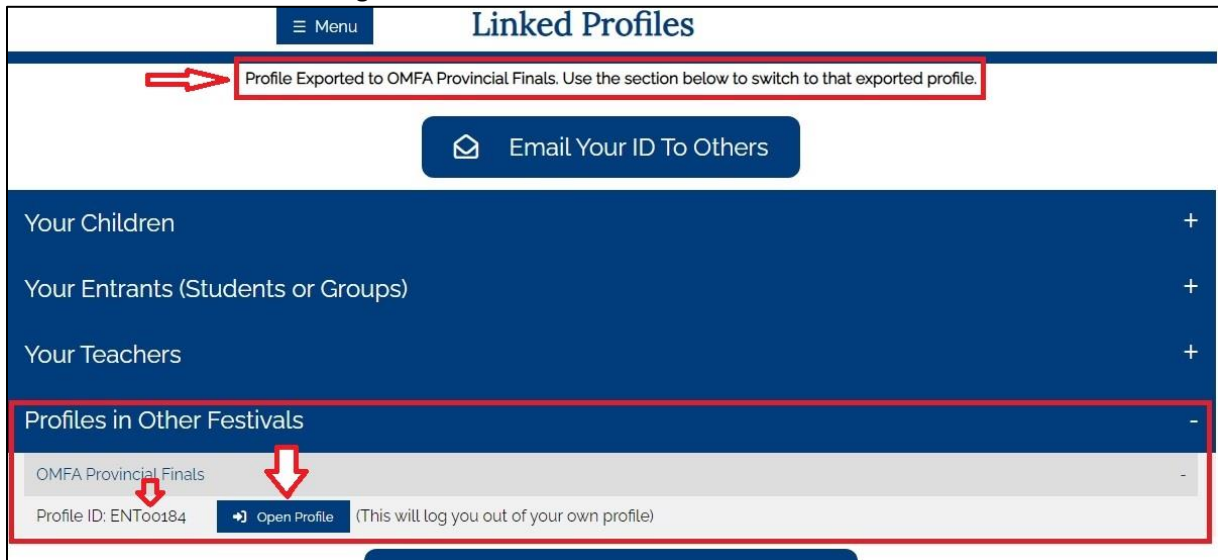
5. In the 'Linked Profiles' Screen, click on 'Export Profile to Other Festivals'



6. Select 'OMFA Provincial Finals' from the list.



7. You will then see the following screen.



8. Note your new **ENT#** and then click the 'Open Profile' button. It will take you to your profile in OMFA's registration system. *In the future, you will be able to directly log into your new OMFA profile using your new OMFA ENT# and your old password at: <http://omfa.musicfestivalsuite.com/>*

9. Check the 'Photo Release' button and then click the 'Submit Response' button. You will then be at your new OMFA profile screen.

10. **STUDENTS:** Your teacher and parent must export their profiles before you will be able to export your profile. The system will automatically track your linked profiles across the system.

11. Click the 'Edit Profile' button and **add our Festival's number to your teachers' list, ENT00203.** (Teacher numbers must be separated by a comma, NO spaces.)

Please read the instructions for registering in Provincials at:

<https://omfa.ca/registration/>

The registration deadline for Provincials is May 30, 2022, at 9 p.m.

but do **NOT** leave things until the last minute!

You can start your registration any time.