

Online Registration:

All registrations must be completed online through our [Registration Portal](https://www.musicfestivalsuite.com/cgi-bin/accprof.cgi?evdmn=gckfm)
<https://www.musicfestivalsuite.com/cgi-bin/accprof.cgi?evdmn=gckfm>

Step 1: Set up your own Profile ENT# (or log into your existing account)


Check the button(s) to register yourself as a **Teacher, Participant, Parent, Volunteer**, or all of the above.

1. Parents must set up their profiles first, and can then set up profiles for their children from within their account.
2. Teachers must set up a profile and share their profile's ENT# with their students so they can be linked.
3. Teachers can also set up profiles for their group(s) from within their own account.

Profile ENT#s remain from year to year.

Step 2: Set up Profiles for your Children or Groups

To set up a profile for your CHILD, or for a GROUP PROFILE of 4+ participants, simply go to **LINKED ACCOUNTS** in the Menu and click on "Create a New 'Child' or 'Group' Profile".

 Create a New Child Festival Profile

 Create a Group Participant Festival Profile

Step 3: Register for Classes

- If you are linked to a completed Participant's Profile, you can now register them in SOLO classes.
- If you are linked to ALL Participants in a Duet or Trio, you can now register them in Duet & Trio classes.
- If you are linked to a GROUP, you can now register them in Group classes.

Simply log into your account to add class registrations, pay for classes, or to update classes for anyone linked to you.

Step 4: Complete Registration & Payment

All sections of the class registration must be completed.

Title and composer areas remain open to editing after registration is complete, up to the TBA deadline.

If the title/composer isn't known yet, you can enter TBA.

The Title & Composer area must be completed by the TBA deadline.

Every class registration must also indicate who will be paying for the class.

NOTE: Classes are not considered COMPLETELY REGISTERED until they are PAID.

Every profile will receive a unique ENT#.

- **When creating registration profiles, use the preferred email for us to contact you.**
- Family members and Groups can share the same email address, but every profile ENT# must have its own unique password.
- If forgotten, passwords are easily reset by clicking the 'Forgot Password' link.

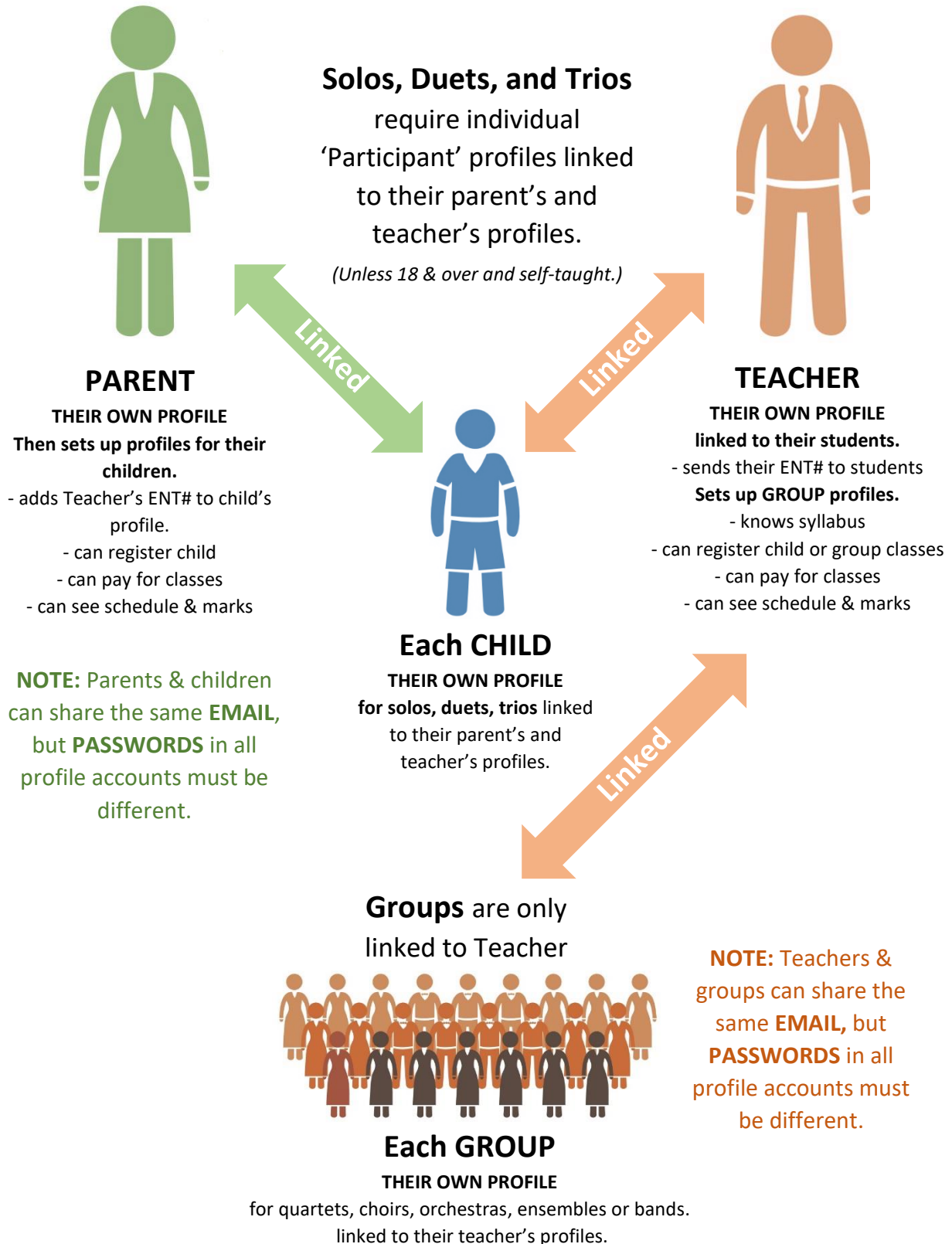
Teachers must share their ENT# with their students.

- Teachers can use the 'Send ID to Others' button to quickly share your information with your students.

Once participants are linked to their teachers and parents, registrations can be completed by the teacher, parent, or the participant.

How Profiles Work

with the MusicFestivalSuite (MFS) Registration System





Group Profiles (4+ participants)

Group profiles are used for **Groups of four (4) or more.**

- Individual participant profiles are NOT required for group entries.

Once set up, group profiles can be used year after year, even if the participants change.

- Examples of Groups are:
 - *School Name*
 - *School Name Grade 2 Choir*
 - *Highlight Jazz Band*
 - *Fantastic Four Troupe*
- Groups are linked to the TEACHER so the teacher will be able to register & pay for the classes from their own account.

Every Group needs its own profile:

- Teachers can create separate group profiles for all their entries, or they can simply create **ONE group profile for the SCHOOL NAME** and register all their classes to that group.
- Groups can share the same email address, but every profile ENT# must have its own unique password.

Note: *Certificates will be printed with the CLASS #, DISCIPLINE, LEVEL, CLASS NAME, and the GROUP NAME.*