



# MusicFestivalSuite.com Accelerando

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## Online Registration System Manual

For Parents, Teachers, Registrants and Accompanists  
Last Updated September 5, 2021



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# Profiles for Parents, Teachers, Registrants and Accompanists

## 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.

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Visit your festival's MusicFestivalSuite.com link to create a User Profile.

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.*

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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.

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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.

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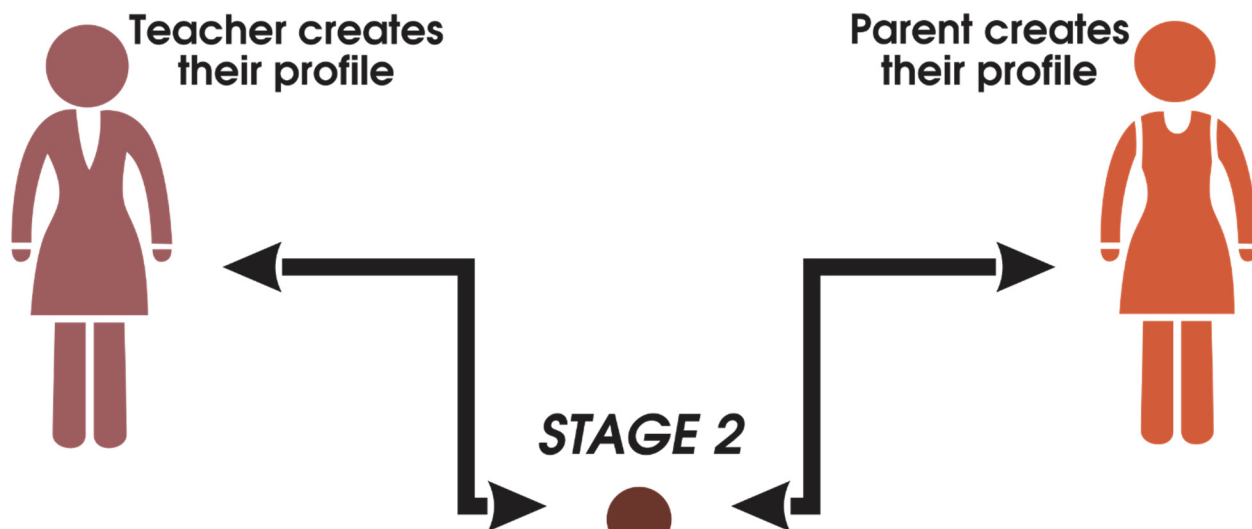
Your profile is now created, congratulations! Now try logging in using the procedure you see on the Logging Into Your Profile Support Page.

It is also highly recommended you email your User ID to your students and their parents or teachers. For more information on how, see the Sharing your User ID with others Support Page.

# Profiles for Parents, Teachers, Registrants and Accompanists

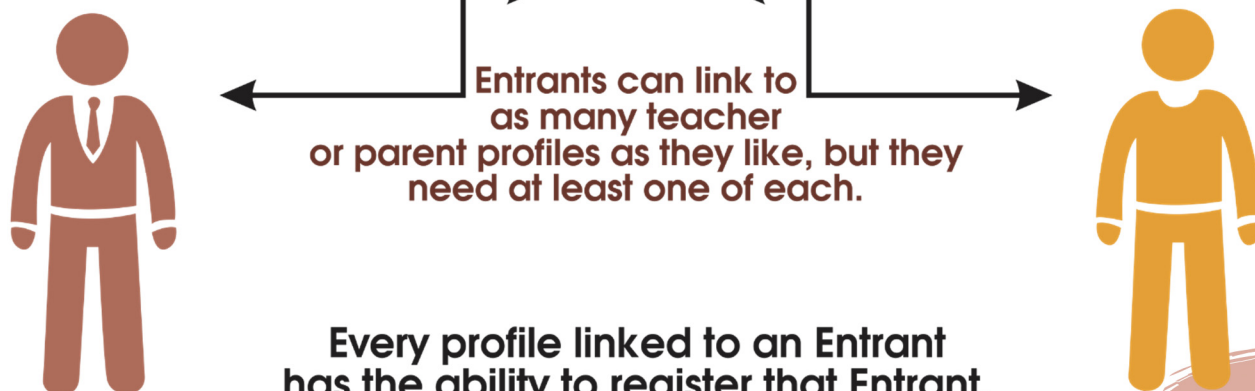


## STAGE 1



**OPTION 1:**  
Parent creates Child Profile in their "Linked Profiles" Screen and links it to the Teacher.

**OPTION 2:**  
Entrant creates their own Profile and links it to their Parent's Profile and their Teacher's Profile.



Every profile linked to an Entrant has the ability to register that Entrant, and pay that Entrant's fees.

# Profiles for Parents, Teachers, Registrants and Accompanists

## 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. Check out the "Group Entrant Profiles - Using Them To Your Advantage" for ideas on how best to use this option.



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**New in MFS Accelerando** – Parents can now create a Profile for their minor children from within their own Parent Profile, and Teachers can now create a Profile for their Groups from within their own Teacher Profile. Parents can now also confirm their children's Profiles without having to visit their child's email, and Teachers can now also confirm their Group Entrant Profiles in the same manner. Follow the MFS Accelerando Logo on this page to see how to do this.

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Visit your festival's MusicFestivalSuite.com link to create a User Profile.

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".



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**In MFS Accelerando** - Parents and Teachers who wish to create a Profile for their Child/Group should instead log into their own profiles and find the "Linked Profiles" section in the Menu. At the bottom of the "Linked Profiles" page you will find a button to help you create either a Child or a Group Participant Profile. As a result of this, you will be able to skip Step 2 below.

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Step 2 – If you are using the "Linked Profiles" screen to create a Child or Group Participant Profile, you will skip this step. Otherwise, if you are using the regular login screen to create an Entrant Profile, 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 Alberta 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".

# Profiles for Parents, Teachers, Registrants and Accompanists

## Creating an Entrant or Group Entrant Profile (continued)

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. This option is not available in Accelerando for Parents or Teachers creating their own Child/Group Profiles.*

*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.

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Step 4 – Access your email account and open the confirmation email. This email is our way of ensuring you are not a robot, and that your email (which MusicFestivalSuite.com depends upon for proper communication) is a valid one. Click on the confirmation link to activate your profile so you can begin registering!



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*In MFS Accelerando - Parents and Teachers can confirm their Children's or Group's Unconfirmed Profiles from within their own Profiles. Navigate to the "Linked Profiles" section in your Profile Menu. At the bottom of this page is a dropdown of all the Profiles that have been linked to yours but are yet to be confirmed. Inside each profile is a checkbox. Be absolutely certain that the contact information is accurate, and if you are, click that checkbox to confirm that Profile without having to access a confirmation email.*

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Your profile is now created, congratulations! Now try logging in using the procedure you see on the Logging Into Your Profile Support Page.



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*In MFS Accelerando - Parents and Teachers can log into a linked Child/Group profile from within their own profiles. Navigate to the "Linked Profiles" section in the Profile Menu. Find the linked Profile you would like to log into. Click on the "Open Profile" icon to log into that Profile. Please note, Parents can only log into their minor children's Profiles, and Teachers can only log into their Group Entrant's Profiles in this way.*

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# Profiles for Parents, Teachers, Registrants and Accompanists

## 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 or Director (Community Groups).
2. Create an Entrant Profile, choosing the Group Entrant option, and identify the Teacher (School Groups), Director or Secretary (Community Groups) in the "Contact Person" field of the form.

**Teacher creates their profile**

**Then creates a profile for a Group Entrant like a Choir or Band that links to their Teacher Profile.**

**The "Contact Person" for the Group Entrant is sometimes a Secretary, Principal or Administrator**

**A Group Entrant Profile is created for each group with a unique name.**

School Groups	Community Music Societies (with multiple groups)	Community Group
Set up a Teacher Profile for the Principal	Set up a Teacher Profile for an Administrator or Executive Assistant	Set up a Teacher Profile for the Director of the Group
Set up a Group Entrant Profile with the Teacher as the Contact Person	Set up a Group Entrant Profile with the Director as the Contact Person	Set up a Group Entrant Profile with the Secretary or Concertmaster as the Contact Person

Use Teacher and Group Entrant Profiles in clever ways. Learn more on our website!

[musicfestivalsuite.com](http://musicfestivalsuite.com)

School Groups	Community Music Societies (with multiple groups)	Community Group
Set up a Teacher Profile for the Principal	Set up a Teacher Profile for an Administrator or Executive Assistant	Set up a Teacher Profile for the Director of the Group
Set up a Group Entrant Profile with the Teacher as the Contact Person	Set up a Group Entrant Profile with the Director as the Contact Person	Set up a Group Entrant Profile with the Secretary or Concertmaster as the Contact Person

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.

# Profiles for Parents, Teachers, Registrants and Accompanists

## 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, use the Password Reset option on the login screen. MusicFestivalSuite staff, and subscribing festival volunteers do not have access to your passwords, and cannot recover them for you. You must use the Password Reset process if you forget your password.

At the beginning of every festival year you will be required to submit a Photo Release, Waiver and Consent Form. You do not need to provide such consent, but you will need to complete the forms prior to accessing your profile. Parents can submit these forms on behalf of their children, and Teachers can do so on behalf of their groups.

If your festival uses the Video Package, you will need to grant Photo Release, Waiver and Consent, or your video entries will not be shown.



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*In MFS Accelerando - Parents and Teachers can log into a linked Child/Group profile from within their own profiles. Navigate to the "Linked Profiles" section in the Profile Menu. Find the linked Profile you would like to log into. Click on the "Open Profile" icon to log into that Profile. Please note, Parents can only log into their minor children's Profiles, and Teachers can only log into their Group Entrant's Profiles in this way.*

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## Your Profile Homescreen

When you log onto your account at your festival's MusicFestivalSuite.com link, you will be immediately presented with your Homescreen, which will appear as shown on the next page.

### **BASIC PROFILE LAYOUT**

Click on your Festival's Logo to go their own website. Use the Profile Menu to navigate to all our features. Our MFS Team messages will inform you of things that may affect your Profile.

### **WATCH THE FESTIVAL**

This option will only be available if your Festival has turned it on. If so, you will be able to see all the videos of performers who have granted Photo Release, Waivers and Consent to have their performance shown.

### **REGISTRATIONS**

Here you will be able to submit registrations, view your registrations and edit your registrations. Registrations are displayed based on the role you play in them.

*See more on the next page.*



# Profiles for Parents, Teachers, Registrants and Accompanists

## Your Profile Homescreen (continued)

### PROFILE

Here you will see your Profile's basic details. There are also options for you to Send your Profile ID to others who wish to create Profiles linked to yours, and edit or deactivate your profile.

### LINKED PROFILES

Here you can see a list of every Entrant, Parent or Teacher linked to your Profile. Parents and Teachers can also use this section to create new Child/Group Entrant Profiles, confirm Profiles that have been created but not confirmed, and log into their Child/Group Entrant's Profiles.

### ACCOUNT

Every payment you have ever submitted to your Festival will be recorded here. You can reproduce any receipts or invoices you wish here.

### SCHEDULE

This option only appears when your festival has chosen to make the schedule available to you. You will be able to see every registration you are linked to as an Entrant, Parent, Teacher or Accompanist in this screen, along with when and where you are expected to be.

### WEBSITES

Here you will find quick links to websites that may be useful to you for the purposes of your Festival.

### SUPPORT

This is where you go if you ever need extra help. You can find all the links you need to all the Support Resources the MusicFestivalSuite.com Team has available for you. If you can't find your solution there, you can submit a Support Ticket to get a resolution.

### LOGOUT

When you're ready to move on from your Festival online experience, log out to protect your personal data.

The screenshot shows the profile page for 'MusicFestivalSuite Sample Festival' by 'Joel Windsor'. The page features a header with the 'mfs' logo and a navigation bar with icons for Home, Edit, Lock, and Logout. A 'Menu' dropdown is open, listing options: Registrations, Profile, Linked Profiles, Account, Websites, Support, and Logout. The main content area includes a welcome message from the MusicFestivalSuite Team, a brief description of the 'Accelerando' version, and profile details: Profile ID: ENT00001, Participating As: Entrant, Entrant's Parent, Entrant's Teacher, Entrant's Accompanist, Volunteer, and Discipline: Individual Classes.

# Profiles for Parents, Teachers, Registrants and Accompanists

## Editing Your Profile

To edit your profile, visit your festival's MusicFestivalSuite.com link and log into your profile as described in Logging Into Your Profile. It will bring you to your Homescreen as described in Your Profile Homescreen.

1. Make sure you are looking at the "Profile" section by seeing the title at the top of the screen. If you aren't there, go into the Profile Menu and select "Profile".
2. Choose either the Edit Profile icon at the top (Pencil in a Box) or the button at the bottom of your screen.
3. Check all the boxes that apply beside "Participating As An". It is possible only one applies, but for some people multiple options may apply.
4. If you checked that you are participating as an "Entrant", you will need to ensure all your Teachers' User IDs are listed in the appropriate field. You will also need to ensure all your Parents' User IDs are listed in the appropriate field if you are under the age of 18. User IDs must be separated by a comma with no spaces between each ID.

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*Warning: 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.*

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When you have updated all your information, click "Update", or click "Cancel" to revert back to your previously saved information. Your account will now be up-to-date.

## CHANGING YOUR PASSWORD

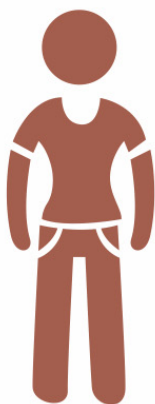
You can change your password at any time. The only rule is that your password cannot be the same as someone else who is using the same email address as you are. To change your password, navigate to the "Profile" page, and either choose the "Key" icon at the top or the "Change Password" button at the bottom.

## DEACTIVATING / REACTIVATING YOUR PROFILE

As long as your Profile is active, you will receive communications intended for you from your music festival. If you would like to stop receiving these communications, the best way to do so is to deactivate your profile. You can do so by logging into your profile, and make sure you are on the "Profile" screen. To Deactivate your Profile, choose the "Slashed Person" icon. Your profile will not be deleted, but rather will be disconnected from further communications. Your profile, under Canada's Personal Information Privacy and Electronic Documents Act (PIPEDA) as well as provincial laws is kept secure, but must remain in existence for all the registrations and other user profiles linked to it.

You can also log back into your profile at any time and Reactivate it, which will turn those communications back on. As your profile data is never deleted, you will have not lost any of your information.

# Profiles for Parents, Teachers, Registrants and Accompanists



Entering Yourself  
in the Festival?

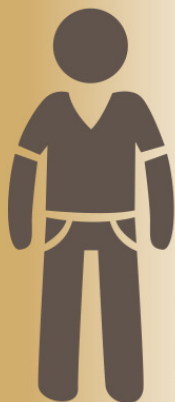
You need a “self-taught” profile.

- Create a regular Entrant Profile, Leave the Teacher ID space blank. When you submit it, it will give you a “self-taught” checkbox option.

## Creating *More Profiles*

### *Syllabus*

Self-taught entrants accept the responsibility of knowing the syllabus.



Volunteering?  
Create a Profile  
to help the festival  
make a schedule!

When the festival has made the schedule, you can log in to see your volunteer times!



Adjudicating a Festival?  
Create a Profile  
to help you prepare!

When registrations are complete, log in to see the repertoire you will be adjudicating and performers remain anonymous.



Accompanying Performers?  
Create a Profile and get  
connected to the performances  
you will be accompanying!

Accompanists do not link to Teachers, Parents or Entrants, but rather get linked to individual registrations.



Use “Share ID” to give Teachers, Parents and Students the information they need to link you to their registrations.

An accompanist can then log into their profile to see a schedule of all the pieces they are accompanying.



# Registering in a Festival

## 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 is 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 students themselves.

## How to Share your User ID

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 (for more information on your Homescreen, visit Your Profile Homescreen).
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.
3. Click "Send ID". Your ID will be sent to every email you included in that list on your behalf.

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*Please be careful about sending your User ID out solicitously. If you are sending your User ID to someone who does not already have a MusicFestivalSuite.com account, it counts as an invitation to create their own profile. According to Canada's Anti-Spam Legislation, these types of invitations count as "referrals", but we at MusicFestivalSuite.com try to avoid filling our clients' inboxes with excessive referrals. We invite you to use this very useful feature, but ask that you help us maintain a positive relationship with our potential users.*

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# Registering in a Festival

## 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 page). 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 the Students/Ensembles registering themselves page.

### 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 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 your Festival's Syllabus for the best class number.
- The User ID of any Accompanists that may be performing with your student(s).



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***New in MFS Accelerando** - Teachers of Group Entrants can now create those Group Entrant Profiles from within their own Profile. To do so, visit the "Linked Profiles" option in your Profile Menu, then choose the "Create Group Participant Festival Profile" button. Once you have filled in the appropriate information, MusicFestivalSuite.com will tell you that an email has been sent to confirm the Profile. You can confirm it yourself instead by clicking the Checkmark icon in the Unconfirmed Profiles section in "Linked Profiles".*

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### PROCEDURE FOR REGISTERING YOUR STUDENT OR ENSEMBLE

Step 1 – Visit your festival's MusicFestivalSuite.com link and log into your account. Choose "Registrations" in your Profile Menu.

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 your regional organization for their syllabus, and your local festival for their local addenda.

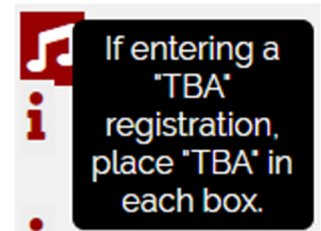
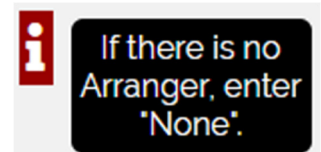
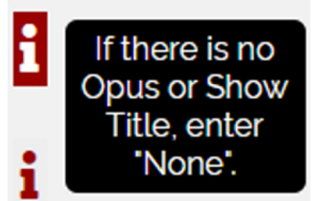
**Continue these steps on the next page.**

# Registering in a Festival

## Teachers Registering their Own Students / Ensembles (Continued)

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 classes for Group Entrants provide you with the opportunity to enter the names of all the participants in the group. Make sure your spelling is accurate, as what appears in this box will be printed in the Festival Programme.
- Some pieces may not have an Opus or Show Title. In such cases, use the Information icon to have MusicFestivalSuite.com enter "None" in the Opus field for you.
- 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, click the Information icon beside the Arranger, and MusicFestivalSuite.com will automatically enter "None" for you. To be considered complete, you must have something included in the Arranger 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 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.
- Some registrations will give you the opportunity to enter Comments. Please enter only the information that will be useful for volunteers in planning the festival.



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 page) 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".

*If your festival offers a "Late Registration Period" and you are entering your registration during this period, ensure your registration is completely accurate and complete, as there will be no window of opportunity for you to edit your registration once you submit it.*

# Registering in a Festival

## Teachers Registering their Own Students / Ensembles (Continued)

Step 7 – Once you've submitted your registration, you will be redirected to your Account to view all currently outstanding registration fees that have been assigned to you. You do not need to pay this amount immediately. You can choose to pay this amount immediately, or return to "Registrations" to enter another registration. You will, however, need to pay the registration fees 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!**

More Details at <http://www.musicfestivalsuite.com>

**Music Festival Suite**  
**Registering**

Either an Entrant can register or a linked Teacher or Parent can register the Entrant.

**PayPal**  
When every registration is entered, pay the invoice using PayPal.

Refer to the AMFA Syllabus and your local festival syllabus to choose the right class for your Entrant

**Syllabus**

What U type iz wut getz printed. Spell the Composer's name, the Arranger's name, the Opus and Title the way it should appear in the Festival Schedule.

Enter the length of the piece(s) in seconds, not minutes.

Full registration instructions available at [www.musicfestivalsuite.com](http://www.musicfestivalsuite.com).

# Registering in a Festival

## Parents Registering their Own Children

If multiple children in a family are registering in a festival, sometimes its 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 your Festival's Syllabus for the best class number.
- The User ID of any Accompanists that may be performing with your child(ren).



*New in MFS Accelerando - Parents can now create Entrant Profiles for their minor children from within their own Profile. To do so, visit the "Linked Profiles" option in your Profile Menu, then choose the "Create a New Child Festival Profile" button. Once you have filled in the appropriate information, MusicFestivalSuite.com will tell you that an email has been sent to confirm the Profile. You can confirm it yourself instead by clicking the Checkmark icon in the Unconfirmed Profiles section in "Linked Profiles".*

### PROCEDURE FOR REGISTERING YOUR CHILD

Step 1 – Visit your festival's MusicFestivalSuite.com link and log into your account. Choose "Registrations" in your Profile Menu.

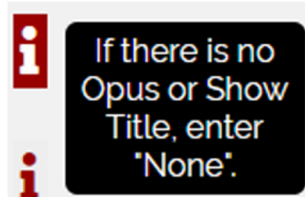
Step 2 – Indicate you are registering for "My Child", and choose the appropriate Category for the registration. It will then prompt you to choose the appropriate Discipline within that Category.

Step 3 – It will then prompt you for the appropriate Class within that Discipline.&nbsp; For more information on the Syllabi, check your regional organization for their syllabus, and your local festival for their local addenda.

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, use the Information icon to have MusicFestivalSuite.com enter "None" in the Opus field for you.

**Continue these steps on the next page.**

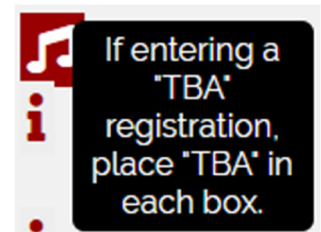
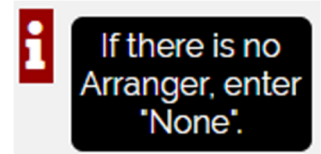




# Registering in a Festival

## Parents Registering their Own Children (Continued)

- 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, click the Information icon beside the Arranger, and MusicFestivalSuite.com will automatically enter "None" for you. To be considered complete, you must have something included in the Arranger 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.
- Some registrations will give you the opportunity to enter Comments. Please enter only the information that will be useful for volunteers in planning the festival.



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”.

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*If your festival offers a "Late Registration Period" and you are entering your registration during this period, ensure your registration is completely accurate and complete, as there will be no window of opportunity for you to edit your registration once you submit it.*

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Step 7 – Once you’ve submitted your registration, you will be redirected to your Account to view all currently outstanding registration fees that have been assigned to you. You do not need to pay this amount immediately. You can choose to pay this amount immediately, or return to "Registrations" to enter another registration. You will, however, need to pay the registration fees before the end of your festival's registration period.

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*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.*

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**CONGRATULATIONS, YOU HAVE COMPLETED YOUR CHILD'S REGISTRATION!**

# Registering in a Festival

## Students or Ensembles Registering Themselves

Students 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), 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, 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 your Festival's Syllabus for the best class number.
- The User ID of any Accompanists that may be performing with you.

### PROCEDURE FOR REGISTERING YOURSELF

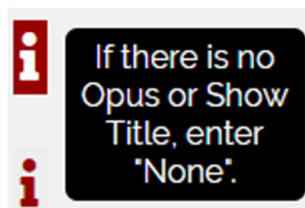
Step 1 – Visit your festival's MusicFestivalSuite.com link and log into your account. Choose "Registrations" in your Profile Menu.

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 your regional organization for their syllabus, and your local festival for their local addenda.

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 classes for Group Entrants provide you with the opportunity to enter the names of all the participants in the group. Make sure your spelling is accurate, as what appears in this box will be printed in the Festival Programme.
- Some pieces have not been catalogued, and so have no Opus Number or similar. In such cases, use the Information icon to have MusicFestivalSuite.com enter "None" in the Opus field for you.
- 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.

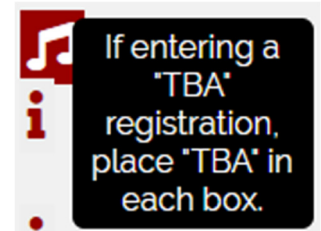
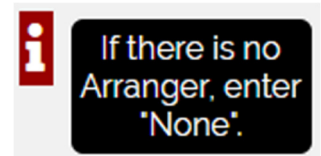


**Continue these steps on the next page.**

# Registering in a Festival

## Students or Ensembles Registering Themselves

- Some pieces have no identified Arranger because it is not an arrangement, it is the original composition. In this case, click the Information icon beside the Arranger, and MusicFestivalSuite.com will automatically enter "None" for you. To be considered complete, you must have something included in the Arranger 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.
- Some registrations will give you the opportunity to enter Comments. Please enter only the information that will be useful for volunteers in planning the festival.



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 page) 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".

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*If your festival offers a "Late Registration Period" and you are entering your registration during this period, ensure your registration is completely accurate and complete, as there will be no window of opportunity for you to edit your registration once you submit it.*

---

Step 7 – Once you've submitted your registration, you will be redirected to your Account to view all currently outstanding registration fees that have been assigned to you. You do not need to pay this amount immediately. You can choose to pay this amount immediately, or return to "Registrations" to enter another registration. You will, however, need to pay the registration fees before the end of your festival's registration period.

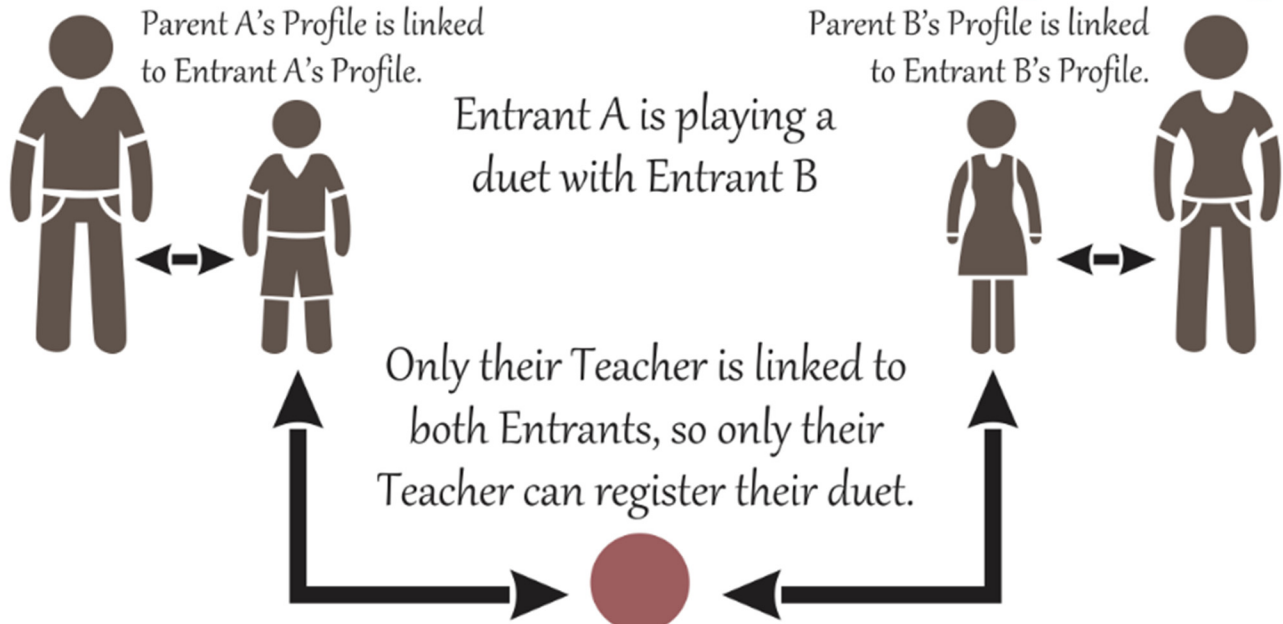
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*Please do not forget to make sure each registration fee has been paid prior to the close of Registration Period. Outstanding Registration Fees render those registrations void. For more information on paying registration fees, see Paying Registration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

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**CONGRATULATIONS, YOU HAVE COMPLETED YOUR REGISTRATION!**

# Registering in a Festival



Entrant Profiles linked with Parent Profiles help us meet provincial and federal privacy requirements, as well as provide parental consent for youth to participate in festivals.



Teachers are most familiar with the provincial syllabus and the local festival syllabus.

**For more information and fuller instructions, visit [www.musicfestivalsuite.com](http://www.musicfestivalsuite.com)**

# Registering in a Festival

## Your Festival's Syllabus

Your festival chooses the classes in one of two ways; they either have their own unique syllabus or they operate on a base syllabus provided to them by a provincial organization they are a member of. If they operate on a provincial syllabus, you will be able to find more details about the rules for entry in a class in that provincial syllabus.

### IN ALBERTA AND THE NORTHWEST TERRITORIES

The Alberta Music Festivals Association provides a provincial syllabus for all its member festivals. Their classes appear in the syllabus and in MusicFestivalSuite.com as 5-digit numbers starting with 1 through 9. If you see a class in MusicFestivalSuite.com that begins with a 0, it is part of your local festival's addenda. You will need to consult with your local festival for a listing of those classes and the rules and advantages associated with them.



MusicFestivalSuite provides a summary of changes on our website in the "Festival Participants" Section. You can learn more about the Alberta Music Festivals Association Syllabus by visiting their Syllabus page at [www.albertamusicfestival.org](http://www.albertamusicfestival.org).

### IN BRITISH COLUMBIA, ONTARIO, NEW BRUNSWICK AND NEWFOUNDLAND AND LABRADOR

Each festival in both British Columbia, Ontario, New Brunswick and Newfoundland and Labrador have their own festival syllabus that is not linked to any provincial organization. As such, you will need to refer to your local festival's syllabus for details on how to find classes in MusicFestivalSuite.com.

For links to each of our subscribing festivals in British Columbia and in Newfoundland and Labrador, visit our website at <https://www.musicfestivalsuite.com> and find the page about the Syllabi in the "Festival Participants" section.



### IN SASKATCHEWAN

The Saskatchewan Music Festival Association provides a provincial syllabus for all its member festivals which is updated triennially. Some additions and alterations are occasionally made within that three-year period, but the syllabus remains largely intact during that time. The current cycle for the syllabus concludes following the 2021 Festival Season. Their classes appear in the syllabus and in MusicFestivalSuite.com as 5-digit numbers starting with 1 through 9. If you see a class in MusicFestivalSuite.com that begins with a 0, it is part of your local festival's addenda.

You will need to consult with your local festival for a listing of those classes and the rules and advantages associated with them.

MusicFestivalSuite provides a summary of changes on our website in the "Festival Participants" Section. You can learn more about the Saskatchewan Music Festival Association Syllabus by visiting their Syllabus page at <https://smfa.ca>.

# Once You've Registered

## Your Account and Paying 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, but you do need at least a credit card.** If you are ever prompted to create a PayPal account, PayPal provides you with an option to skip that step.



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***New in MFS Accelerando** - All your Invoices and Receipts are now available from within your Profile in an easy-to-read dropdown format. Not only can you see whatever fees you have outstanding, but you can also see all the payments you have ever submitted since you created your Profile. The easiest way to access this is by going to the "Account" option in your Profile Menu. You can also access this from the "Registrations" option in your Profile Menu, and find any registration with a "Receipt" icon or a "Dollar Sign" icon.*

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

Step 2 – In Your Profile Menu choose the "Account" option.

Step 3 – If you have any outstanding fees, you will see it in a section called "Current Fees Owning". You will also find a button to pay those fees within that section. Click on that button to submit your payment through PayPal.

Step 4 – Follow PayPal's instructions for submitting payment. Please remember that you do not need a PayPal account, so if you are ever prompted to create one, PayPal will give you an option to skip creating one. All you need is a credit card.

Once payment has been submitted, MusicFestivalSuite.com will mark all relevant registrations as paid. In the "Registrations" option of your Profile Menu, all registrations that were once parked as "Not Paid" with a Dollar-Sign icon will now be marked as "Paid" with a checkmark instead.

**CONGRATULATIONS, YOU ARE NOW FULLY REGISTERED!**

## Uploading Videos



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***New in MFS Accelerando** - Beginning in the 2020/2021 Festival Year, MusicFestivalSuite has added Video Support in response to the COVID-19 Pandemic. Many festivals have made the move to Video Festivals as various issues prevent them from running Live festivals. We hope this changes in the near future, but in the meantime, participants can enjoy the most meaningful musical experience possible with our new Video Features.*

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*Continued on the next page ...*

# Once You've Registered

## Uploading Videos (continued)

Participants and Adjudicators link videos they upload to YouTube to MusicFestivalSuite. Participants can link a video to each registration they've entered. Adjudicators can link a video response to each class they've adjudicated. The video below demonstrates how a person can do that, both for participants and for adjudicators.

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*Please note that not all festivals will be using these video features, and some may allow videos in specific classes only. Please refer to your local festival's instructions regarding video submissions to your festival.*

**Photo Release, Waiver and Consent Required for Video Festivals** – *If you do not grant Photo Release, Waiver and Consent for your festival, they are legally not permitted to share your video with anyone, including the adjudicators. In order for adjudicators to be shown your registration video, you must grant Photo Release, Waiver and Consent.*

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Step 1 – Ensure you have granted Photo Release, Waiver and Consent for every person attached to the registration, whether they are the Entrant, a Parent, Teacher, or Accompanist. You can change whether or not you have granted Photo Release, Waiver and Consent by going to Your Profile Menu and choosing the “Profile” option, then choosing to Edit Your Profile. Here you can reset the Photo Release, Waiver and Consent Form.

Step 2 – Upload your video to your own account on YouTube. As it is uploading, you will see YouTube has assigned a Video Link to you, appearing as <https://www.youtube.com/watch?v=sTrAnGc0d3> or <https://youtu.be/sTrAnGc0d3>. The part you need is the strange code. It is required that when you publish your video, you choose either the “Unlisted” or “Public” options, as a “Private” video will make it inaccessible to MusicFestivalSuite.com.

### **ADDITIONAL STEPS FOR ENTRANTS, PARENTS AND TEACHERS**

Step 3 for Entrants, Parents and Teachers – In Your Profile Menu choose the "Registrations" option and locate the registration for which you have just uploaded a video to YouTube. In that registration you will see a button with a video camera on it that says “Edit Video Link”. Click on that button. If the video camera has a slash through it, it is because an Entrant, Parent, Teacher or Accompanist attached to that registration has not yet granted Photo Release, Waiver and Consent.

Step 4 for Entrants, Parents and Teachers – Scroll to the bottom of the screen. Paste the *sTrAnGc0d3* you received from YouTube into the box provided, and choose the “Change Video Link” button. Your video is now attached.

### **ADDITIONAL STEPS FOR ADJUDICATORS**

Step 3 for Adjudicators – In your Profile Menu choose the “Registrations” option and locate the class for which you have produced a response video. You will notice a toggle button for making your “Adjudication Video Publicly Accessible”. Toggle that button to the “on” position, making your Adjudication Video publicly accessible, so that you can link your video.

Step 4 for Adjudicators – Once the Adjudication Video Publicly Available setting for that class is on, you will be able to paste your *sTrAnGc0d3* you received from YouTube into the box provided, and choose the “Change Video Link” button. Your video is now attached.

# Once You've Registered

## Seeing Your Schedule



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**New in MFS Accelerando** - Your schedule is shown to you in a completely different way in MusicFestivalSuite.com Accelerando. Your Festival will determine when they are ready to share the schedule with you, so if you are unable to see any details about what your schedule is, it is likely because it isn't ready yet. Most Festivals send an email to the email address on your Profile to let you know when the schedule is ready.

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If your Festival has made the schedule available, you will find a "Schedule" option in your Profile Menu. This schedule will list each day that you have scheduled commitments, broken down further by time and by the performance locations. It will also list the details of the performance for you.

Once the schedule is active, you'll also notice a slight change in the "Registrations" option in your Profile Menu. While you will still be able to see a full list of all the registrations linked to you, now you will be able to see the scheduled performance time under each registration as well.

Many Festivals require participants to bring with them a "Participant Card", which is a physical reminder of the details of your scheduled registration. You can find these participant cards by looking for the Calendar icon anywhere your registration is shown, including in the "Schedule" or the "Registration" options of your Profile Menu.

## Adjudicator Sheets



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**New in MFS Accelerando** - Adjudicators can now access Adjudicator Sheets for each registration they are responsible for from within their own profiles if their festivals have subscribed to a Video Package and made the sheets available.

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Underneath the videos of each registration, adjudicators will now not only find the information about the piece they are adjudicating, but also a new link that provides access to that piece's Adjudicator Sheet with details about the performer.

Step 1 – In Your Profile Menu, choose “Registrations”. Locate the class you are intending to adjudicate in the list of selections available.

Step 2 – Within that class you will see a listing of all registrations, along with any videos that have been submitted, appearing on your screen. Beside the piece title and information you will see a button that appears like a paper and pen called “Adjudicator Sheet”. You can click on that sheet to download it.

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*Please note that festivals will have their own strategies for receiving completed Adjudicator Sheets. Please refer to the instructions provided by your Festival organization regarding how and where to send completed Adjudicator Sheets.*

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# Once You've Registered

## When You Need Help



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***New in MFS Accelerando** - You never need to leave MusicFestivalSuite.com to get the help you need. All the support you can imagine is already built into your MusicFestivalSuite.com Accelerando Profile. This includes quick links to pages such as this one, as well as the ability to submit Support Tickets to your Festival Support Liaison. Use these resources to help you get registered with your Festival.*

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To find the support you need, log into MusicFestivalSuite.com and find the "Support" option in your Profile Menu. You will see dropdowns with quick links to helpful resources on Creating Profiles, Registering, and other Extra Help. If these quick links don't help you the way you were hoping for, please use the Support Ticket feature, and send a request for support directly to your Festival. From there, the Festival Support Liaison will connect with you and with the MusicFestivalSuite.com Team to ensure your needs are met.

Please note that you may receive emails from time to time about your Support Ticket, however no information is ever included in those emails to ensure your information remains secure. The emails are simply to notify you when changes have occurred. To view any changes to your Support requests, view the Support Ticket feature in the "Support" section of your Profile Menu. You will see all notes that have ever been added to your Support Ticket in an effort to resolve them.

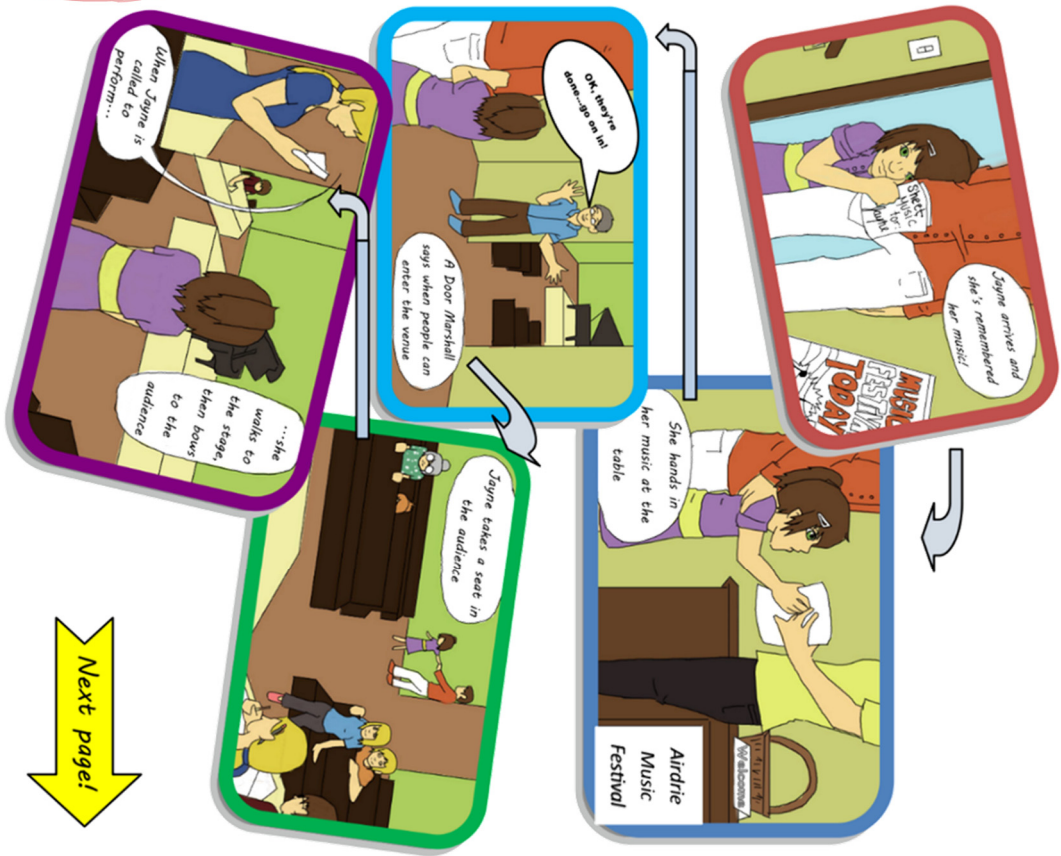
## Other Resources on the Website

Visit [www.musicfestivalsuite.com](http://www.musicfestivalsuite.com) to see a number of resources for Parents, Teachers, Registrants, and Accompanists. You can also find some quick links to these resources in your profile under the "Websites" and "Support" options. Some of the resources you will find in the "Festival Participants" section of our website include;

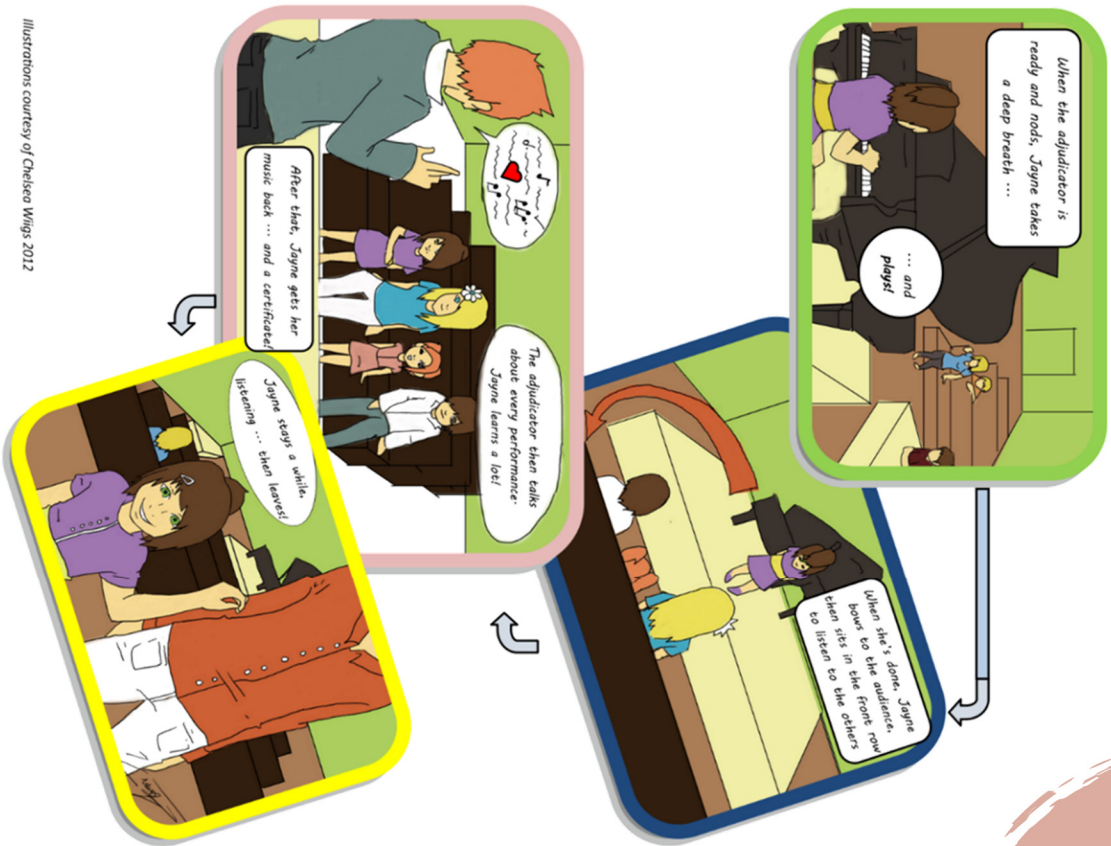
- All the Infographics in this manual
- Template letters teachers can send to parents about MusicFestivalSuite.com
- Template letters parents can send to teachers about MusicFestivalSuite.com
- Template letters parents and teachers can send to accompanists about MusicFestivalSuite.com
- Worksheets to help you keep track of your User IDs and passwords
- Video Walkthroughs of creating profiles and registering in festivals.
- Our Privacy Policy

# Once You've Registered

## What It's Like to Perform in a Music Festival



Next page!



Illustrations courtesy of Chelsea Wings 2012



# Notes

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# MusicFestivalSuite.com Accelerando

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## Online Registration System Manual

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For more details about MusicFestivalSuite.com, visit the  
website at <https://www.musicfestivalsuite.com>.

