

# District Festival Student Entry

This document is for instructional purposes only, and the entries and dates are fictitious. Be sure to pay attention to your own district festival dates and deadlines for student entry. Not all screen shots are included to keep the document short but all is explained, so be sure to read the document all the way through to aid in your festival entry.

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## Logging in

If this is your first time logging into this website, your username is your full email address and the password is your National membership ID number. After you log in the first time, you will be prompted to change your password and set a security question and answer. If you have logged in before, and forgot your password, you can click the “forgot password” link and answer the security question to reset your password.

After you log in, you will see the Member Menu.

Member Menu	Description
<a href="#">Update Account Information</a>	Update your membership information
<a href="#">Festival &amp; Chair Information</a>	State and District Festival Information
<a href="#">Student List</a>	Maintain Students in Studio - Step 1 to enter students into Festivals
<a href="#">State Festival</a>	State Festival Web Application
<a href="#">District Festival</a>	District Festival Web Application

## Step 1 – Add students into the student list

The first step is to add your students into the Student List. If you already submitted students into the State Festival, this step may already be completed. You can edit any student information or if a student has permanently left your studio, you can remove them from your student list.

Click New Student to add each new student.

### Add New Student

Use the form below to add a new student into your studio. Entering your students into the festival or other competitions.

First Name	<input type="text" value="Joe"/>
Last Name	<input type="text" value="Smith"/>
Phone Number	<input type="text" value="402-496-7807"/> * 000-000-0000
Email Address	<input type="text" value="joe@smith.com"/>

You will then see each student enter in a table of Students. If you need to make a change, click on the student name and a form similar to the new student form will appear. Make the changes and click update student.

After all students have been entered, go back to the Member Menu. Click on District Festival, and a sub menu below the member menu will appear. Click on District Student Entry.

Sub Menu	Description
District Student Entry	Enter Students into District Festival
View District Entries	Update Repertorie and Student Information
Switch Students	Switch students in same level
Report - Print District Information	Report - Print Teacher and Student District Information
Close Menu	Close the sub menu

There is a list of important dates, and then the steps for festival entry. You have already completed Step 1, adding your students.

## Step 2 – Enter students into the District Festival

Step 2 is the student solo or ensemble entry. Click the New Solo Entry button at the bottom of the page to enter a student.

### Solo Entry

This is the entry form based on the paper form that was previously used. Be sure to pick the District Festival the student

District Festival:	Omaha District Festival	* Can only select Districts whose registration is open.	
Select Current Student	List of Students	If your student isn't listed, first add them to the <a href="#">Students List</a> .	
Length of Study with Present Teacher	Years: 0 Months: 0	Total Length of Study	Years: 0 Months: 0
Performance Field:	Piano		
Entering more than one performance field? <input type="radio"/> Yes <input checked="" type="radio"/> No * (must submit new entry for each performance field/solo/ensemble)			
Parent Monitor? <input type="radio"/> Yes <input checked="" type="radio"/> No *			
Does the student have a sibling also performing in this District? No Sibling Entered			
<b>**NOTE on Siblings:</b> The list only will show students entered into the current year festival, and will only match siblings participating in the same District Festival. When you select a sibling, both students will be updated, therefore there is no need to back to the other child and select their sibling. If there are three or more students from the same family entered, enter student1, enter student2 and select student1 for sibling, enter student3 and select student1 for sibling. They all will then be grouped together during the festival, if time/location allows.			
<b>Festival Schedule:</b> Please select a first and second time choice, and if needed, a third and fourth time choice (per district requirements). Performance times will be assigned by the Festival Chair. Preferences will be honored as space and time permit. First and second time choices are required.			
First Time Choice	First Time Choice	Required Time Choices:	
Second Time Choice	Second Time Choice		
Third Time Choice	Third Time Choice		
Fourth Time Choice	Fourth Time Choice		
Previous Level Entered in Districts (select one):	2017 Previous Entry Level * <input checked="" type="radio"/> no entry <input type="radio"/> 1A <input type="radio"/> 1B <input type="radio"/> 2A <input type="radio"/> 2B <input type="radio"/> 3A <input type="radio"/> 3B <input type="radio"/> 4A <input type="radio"/> 4B		
2018 District Entry Level (select one):	2018 Entry Level * <input type="radio"/> 1A <input type="radio"/> 1B <input type="radio"/> 2A <input type="radio"/> 2B <input type="radio"/> 3A <input type="radio"/> 3B <input type="radio"/> 4A <input type="radio"/> 4B		
<b>REPERTOIRE:</b> Refer to NMTA Student Festival and Competition Manual for information on requirements. The repertoire is required at this time, and if a student decides to change a piece, it can be updated until the specific district repertoire change deadline. It is preferred that two of the repertoire selections are from different periods.			
Title (include Op. #, etc.)	Key	Composer (last, first)	Period
<input type="text"/>	<input type="text"/> Select	<input type="text"/>	Pick Period
<input type="text"/>	<input type="text"/> Select	<input type="text"/>	Pick Period
Accompanist's Name (if applicable)	<input type="text"/> <input type="radio"/> Yes <input checked="" type="radio"/> No - Check if Accompanist is teacher.		
Additional Comments/Requests/Special Needs: (Limit 500 characters)			
<div style="border: 1px solid black; height: 50px;"></div>			
My student(s) and I agree to the rules of the NMTA District Festival. My student(s) and I understand THE DECISION OF THE JUDGE IS FINAL AND MAY NOT BE QUESTIONED BY STUDENTS, THEIR PARENTS, OR TEACHERS." (NMTA MANUAL, REV. 2016, PG 25).			
<input type="button" value="Enter Student"/> <input type="button" value="Cancel"/>			

is being entered into first, then the student in the list of students. Each district may have different requirements, so be sure to pay attention to the starred (\*) fields. Click Enter student to complete. Fill in this form for each student entry.

## Ensemble Entry

For an ensemble entry, you will first set up the group name and the first student in the group.

### Add Students to Ensemble Entry

Step i - Use the form below to add each ensemble member.

District Festival:	<input type="text" value="Select District"/>	* Can only select Districts whose registration is open.
Enter Ensemble Group Name:	<input type="text"/>	
Ensemble Members - insert the individual students first. Be sure to click Insert Student after each student entry before submitting the entry details below.		
Select Current Student	<input type="text" value="List of Students"/> <small>If your student isn't listed, first add them to the <a href="#">Students List</a>.</small>	
Length of Study with Present Teacher in Ensemble group	Years: <input type="text" value="0"/> Months: <input type="text" value="0"/>	Total Length of Study in Ensemble group Years: <input type="text" value="0"/> Months: <input type="text" value="0"/>
Ensemble Performance Field:	<input type="text" value="Piano"/>	
Entering more than one performance field? <input type="radio"/> Yes <input checked="" type="radio"/> No * (must submit new entry for each performance field/solo/ensemble)		
Parent Monitor? <input type="radio"/> Yes <input checked="" type="radio"/> No *		
Does the student have a sibling also performing in this District? <input type="text" value="No Sibling Entered"/>		
<small>**NOTE on Siblings: The list only will show students entered into the current year festival, and will only match siblings participating in the same District Festival. When you select a sibling, both students will be updated, therefore there is no need to back to the other child and select their sibling. If there are three or more students from the same family entered, enter student1, enter student2 and select student1 for sibling, enter student3 and select student1 for sibling. They all will then be grouped together during the festival, if time/location allows.</small>		
<input type="button" value="Insert Student"/> <input type="button" value="Cancel"/>		

After inserting the first student in the group, you must submit at least one more student before completing the entry. The only difference between this form and the next is you will not be able to change the district festival or ensemble group name. Some districts will limit the ensemble group size so be sure to check with the district to find out their largest group sizes if necessary.

Until the ensemble entry is finished, will see this message:

The group, **Omaha Group**, has not been completely entered into the District Festival. **Please finish entering students and ensemble forms by clicking --> [HERE to Enter More Students into the group](#) or --> [HERE to Enter to complete the Ensemble entry](#).** If there are incomplete entries, they will not be submitted into the festival. Click New Ensemble Entry button above to complete the entry.

When you click Complete Ensemble Entry you will see a pop up box confirming you are finished entering ensemble students. Click OK.

## Complete "Omaha Group" Ensemble Entry

Use the form below to complete the ensemble entry. The required fields are first and second time choice, level, and length repertoire selections. Repertoire can be updated until February 4, 2018. It is preferred that the two repertoire selections are from different periods.

<b>District Festival: Omaha District Festival</b>			
<b>Festival Schedule:</b> Please select a first and second time choice, and if needed, a third time choice. Performance times will be assigned by the Festival Chair. Preferences will be honored as space and time permit. First and second time choices are required.			
First Time Choice	First Time Choice *		
Second Time Choice	Second Time Choice *		
Third Time Choice	Third Time Choice *		
Fourth Time Choice	Fourth Time Choice *		
Previous Level Entered in Districts (select one):	2017 Previous Entry Level * <input checked="" type="radio"/> no entry <input type="radio"/> 1A <input type="radio"/> 1B <input type="radio"/> 2A <input type="radio"/> 2B <input type="radio"/> 3A <input type="radio"/> 3B <input type="radio"/> 4A <input type="radio"/> 4B		
District Entry Level (select one):	2018 Entry Level * <input type="radio"/> 1A <input type="radio"/> 1B <input type="radio"/> 2A <input type="radio"/> 2B <input type="radio"/> 3A <input type="radio"/> 3B <input type="radio"/> 4A <input type="radio"/> 4B		
<b>REPERTOIRE:</b> Refer to NMTA Student Festival and Competition Manual for information on requirements. The repertoire is required at this time, and if the ensemble decides to change a piece, it can be updated until April 23, 2018. It is preferred that the two repertoire selections are from different periods.			
Title (include Op. #, etc.)	Key	Composer (last, first)	Period
<input type="text"/>	<input type="text"/> Select	<input type="text"/>	Pick Period *
<input type="text"/>	<input type="text"/> Select	<input type="text"/>	Pick Period *
Accompanist's Name (if applicable)	<input type="text"/> <input type="radio"/> Yes <input checked="" type="radio"/> No - Check if Accompanist is teacher.		
Additional Comments/Requests/Special Needs: (Limit 500 characters)			
<div style="border: 1px solid gray; height: 50px;"></div>			
<small>My student(s) and I agree to the rules of the NMTA State Festival. My student(s) and I understand THE DECISION OF THE JUDGE IS FINAL AND MAY NOT BE QUESTIONED BY STUDENTS, THEIR PARENTS, OR TEACHERS." (NMTA MANUAL, REV. 2015, PG 25).</small>			
<input type="button" value="Complete Ensemble Entry"/> <input type="button" value="Cancel"/>			

To complete the ensemble entry you will fill in this form which allows you to pick the time choices, level and enter repertoire. Click Complete Ensemble Entry to finish entering the ensemble group.

### [View and update entries before completing festival entry](#)

As you make each entry, you will see a list of your student, level, primary time choice and composition titles. This will help to make sure you entered each student properly. Most districts will allow you some editing time before scheduling if there is an error, or you can click on the student to edit their entry before completing the festival entry. Just be sure to submit the Complete Festival Entry before the entry deadline otherwise your students will not be entered.

## Step 3 – Complete District Festival entry

You must complete this step for your student to be entered into the district festival. After all student solo and ensemble entries have been submitted, click the Complete Festival Entry button found at the bottom of the page. You will see a pop up box confirming you are finished entering all students. Click OK.

You will see a summary of solo and ensemble student entries along with important dates and deadlines. You will see your total registration fee and finally the teacher agreement.

Total Registration Fee	
Total Solo Entries:	8 X \$25.00 = \$200.00
Total Ensemble Entries:	4 X \$25.00 = \$100.00
Total Registration Fee:	\$300.00

  

### Teacher Agreement

Teacher District Festival to work at:  \* Can only select District who you have students entered into.

Teacher Work Choice: Please select your work time. For the , select at least work time choices. Please write in the comments any specific work requests. The Festival chairs appreciate the extra help! This work time is independent of the time you may spend accompanying and/or helping students.

\*

Teacher Job Choice: Please select your first, second and third job choice to work during the Festival. Primary Job Choice is the only field required, but it would be appreciated if you could list more than one job choice.

\*

Check here if you are unable to help with the festival. We need as much help as possible, so please only check here if your absence is absolutely necessary.

Additional Comments/Requests/Special Needs (limit 500 characters): Please let the chairs know if you are able to work extra shifts, have a job preference, have other times you are available, or any other comments that would be helpful.

**Agreement:**  
"I understand that the registration fee is non-refundable. Upon my submission of my entry and registration fee, I am agreeing to the following: My student(s) and I agree to the rules of the NMTA District Festival. My student(s) and I understand THE DECISION OF THE JUDGE IS FINAL AND MAY NOT BE QUESTIONED BY STUDENTS, THEIR PARENTS, OR TEACHERS." (NMTA MANUAL, REV. 2015, PG 25).

I Agree

If you entered students into more than one district, you will get a choice of what district you will work at. If you entered students into one district, then you will be set to work at that district.

Fill in this form and check the "I Agree" checkbox, and click the Complete Festival Registration to finish your festival entry.

You will then see the message that your Festival Entry is completed and a form you can print for your records or to be used to mail the check to the district chair. This will also include a summary of your entries.

## View District entries

From the main menu, click District Festival, and in the sub menu click View District Entries.

You will see a list of your students entered. If it is before the deadlines, you will be able to click the student and in the form make changes to their entry as allowed.

You are also able to remove the entry if a student is no longer able to participate in the festival. Click the Remove Entry button on the row for that student. You will see a pop up to confirm you want to remove the student from the festival. If you remove a student in error and it is before the change deadline, you are able to reenter them in the new table which

will show Reenter Remove Solo or Ensemble Group. If it is after the change deadline, the only way to remove a student is by contacting the district chair.

## Switch student playing times

After the schedule has been created, you will be allowed to switch student playing times for students in your own studio who are playing in the same entry level (either A or B). When the schedule is set, you will see a table list of your entries and their time choices and performance time and room. You cannot switch ensemble groups, and they are not listed on this page.

To switch two students, click the link, "Switch Two Students Playing Times" and you will see a simple form.

Instead of scrolling through long lists of students, just enter the student ID of the students you would like to switch. **\*\*BE AWARE\*\*** if you switch students with different levels, it will affect the actual schedule during the festival even though the students who perform after them will not have their playing times updated. You could readjust all the students playing times, by going to [Playing Time Scheduler](#) and click the button to set All Playing Times. You could then let the teachers know their students playing times have been recalculated and they should view their new playing times.

Enter Student 1 ID:	<input type="text"/>
Enter Student 2 ID:	<input type="text"/>
<b>Find Students</b>	

In the table of students, you will see the student id, enter the first and second student ids and click Find Students.

If the students cannot be switched, you will see the second student information listed in red and a message stating the students cannot be switched because their playing times are different and it will affect the entire schedule for the students playing in those rooms.

Select Playing Time 1:	Student: <b>Test Not A Student</b> Teacher: <b>Laura Hensley</b> Level: <b>1B</b> <input type="button" value="Find Playing Time Information"/>
Select Playing Time 2:	Student: <b>Test5a Not a student</b> Teacher: <b>Laura Hensley</b> Level: <b>4B</b> <input type="button" value="Find Playing Time Information"/>
Cannot switch these two students <b>Cancel</b>	

If the students can be switched you will see the second student information listed in green.

Select Playing Time 1:	Student: Test2 Not a student Teacher: Laura Hensley Level: 2B 2B, Cello, P Hall, 9:39 AM
Select Playing Time 2:	Student: Test4 Not a student Teacher: Laura Hensley Level: 2B Student: Test4 Not a student Teacher: Laura Hensley Level: 2A 2B, Oboe, Rm 101a, 11:03 AM
<b>Switch Students</b> <b>Cancel</b>	

For each student, pick the correct information in the drop down box and click switch students to switch their playing times. The reason why there are two entries listed in this example is because the test user was entered twice with different instruments and levels.

Click the Switch Student button after selecting the performance times to complete the switch. There will be a pop-up box to confirm the switch one more time. If the switch was successful, you will see a message in green saying the student performance times were switched and to notify them of their new playing time.

If you do not have a student that needs a new playing time and you do not have a student to switch them with in your studio, then you will need to contact the district chairs to find another student to switch with them.

## Report - Print District Information

This is a link to print the district festival information sheets for your studio and instruction and student schedule sheets for your students.

Click on Print Festival Information sheets to open a new window with the print document. This will list all students in submitted into any district festival.

If the schedule has not been set yet, the student report will print this message:

Joe Smith primary time choice is Saturday Early Morning.

Playing Time Choices: Saturday Early Morning, Saturday Late Morning, Saturday Late Afternoon.  
The exact schedule has not been completed. Check back for the playing time and room.

If the schedule has been set, the student report will print this message:

Joe Smith is scheduled on Saturday Late Morning

Audition #: 28 Time: 10:08 AM Room: 102 - Rm 102 Performance Field: Piano