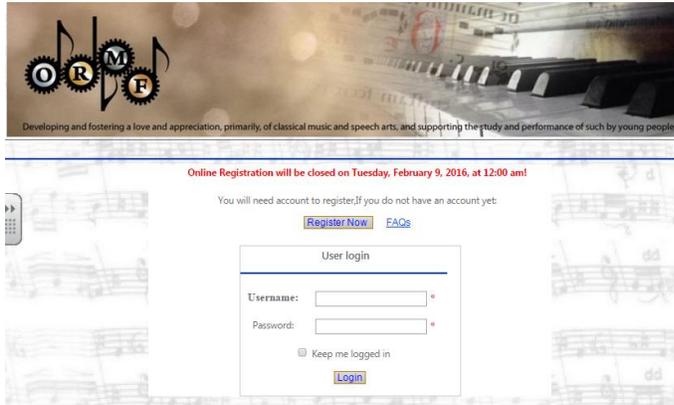


## New Registration

1. If you are new user click [Register Now](#) box



2. This will take you the registration page

- - all items marked \* are mandatory
- - also include at least one phone number

Keep track of **user name and password** because you will need them for subsequent log in.  
When you click Submit you will have an acknowledgement emailed to you that **your account has been successfully created. Once your account is created, you can use it to enter the festival in any or all of the categories (i.e. teacher, accompanist, parent or entrant) and the same profile will be used.**

Please complete the fields below. \* **Required field**

\* **Registering As:**  Entrant  Parent  Teacher  Accompanist

\* **First Name:**  \* **Last Name:**  Visible  \*

\* **BirthDay:**   \* **School & Board:**   
MM/dd/yyyy

\* **Address:**  \* **City:**

\* **Country:**  \* **Province/State:**  \* **Postal Code:**

| Phone                             |                                   |                                   |                                  |
|-----------------------------------|-----------------------------------|-----------------------------------|----------------------------------|
| <b>Home:</b> <input type="text"/> | <b>Cell:</b> <input type="text"/> | <b>Work:</b> <input type="text"/> | <b>Ext:</b> <input type="text"/> |

\* **Email:**

**WebSite:**

\* **Username:**

\* **Password:**  \* \* \* **Confirm Password:**

\* **Question:**  \* **Answer:**

- Checking visible will give permission to publish the entrant's name.
- Password is required to be a minimum of 5 characters in length.

3. You can enter as an entrant (Participant) or as a Parent. If you have more than one child participating in the festival, register as parent. The above picture shows the registration for an entrant.

## Registering as parent

- If you are registering as parent you will see the following page

Please complete the fields below. \* Required field.

\* Registering As:  Entrant  Parent  Teacher  Accompanist

\* First Name:  \* Last Name:

\* Address:  \* City:

\* Country:  \* Province/State:  \* Postal Code:

| Phone                      |                            |                            |                           |
|----------------------------|----------------------------|----------------------------|---------------------------|
| Home: <input type="text"/> | Cell: <input type="text"/> | Work: <input type="text"/> | Ext: <input type="text"/> |

\* Email:

\* Username:

\* Password:  \*\* \* Confirm Password:

\* Question:  \* Answer:

\* Checking visible will give permission to publish the entrant's name

- Fill the necessary information
- Then click the submit button

By clicking Submit, you agree to our Terms of Service and that you have read [Privacy Policy, including our Cookie Use](#).

- If you are registered as parent you will see the following page

**Your account has been successfully created.**

**An email will be sent to you to confirm this account setup.**

**You now have two options:**

[Register new entrant in the festival](#) This button takes you to an Entrant registration form where you enter a person's information and submit so you can then add the classes in which the person wishes to participate. You need one registration form for each entrant.

[Go to your account](#) This button takes you to back your profile. If you wish to register an entrant from there, click on the Entrant box on the left side and that will take you to the Entrant registration form as above.

- Click "register new entrant in the festival"
- The following page will appear

**YOU WILL BE THE CONTACT PERSON FOR THIS ENTRANT**

You register a new entrant as:  Parent  Teacher  Accompanist

Please input Entrant information below.\* **Required field.**

\* First Name:  \* Last Name:  Visible  \*

\* BirthDay:  Board:

MM/dd/yyyy

\* Address:  \* City:  \* Postal Code:

\* Country:  \* Province/State:

| Phone                      |                            |                            |                           |
|----------------------------|----------------------------|----------------------------|---------------------------|
| Home: <input type="text"/> | Cell: <input type="text"/> | Work: <input type="text"/> | Ext: <input type="text"/> |

\* Email:

WebSite:

\* Checking "Visible" will give permission to publish the entrant's name.

Fill in all the necessary information and click submit.

10. On the next page

**Entrant Registration Form**

Account for test, 1 has been successfully created.

- a. Click continue to add another child's name (entrant)
- b. Click add new entries to enter the festival pieces.

11.If you have clicked continue you will see the following page

| <div style="border-bottom: 1px solid white; padding: 2px;">Entries</div> <div style="border-bottom: 1px solid white; padding: 2px;">Entrants</div> <div style="border-bottom: 1px solid white; padding: 2px;">Profile</div> <div style="padding: 2px;">FAQs</div> | <div style="background-color: #e0e0ff; padding: 5px; text-align: center; font-weight: bold;">You are a contact person for One entrant</div> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 30%;">Entrant Name</th> <th style="width: 40%;">List of Entries</th> <th style="width: 30%;"></th> </tr> </thead> <tbody> <tr> <td>test 1</td> <td></td> <td style="text-align: right;"> <input type="button" value="View Profile"/> <input type="button" value="View Entries"/> </td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 10px;"> <input type="button" value="Register new entrant in the festival"/> </p> | Entrant Name  | List of Entries |  | test 1 |  | <input type="button" value="View Profile"/> <input type="button" value="View Entries"/> |
|---|---|---|-----------------|--|--------|--|---|
| Entrant Name  | List of Entries   |   |                 |  |        |  |   |
| test 1  |   | <input type="button" value="View Profile"/> <input type="button" value="View Entries"/> |                 |  |        |  |   |

If you are entering a second child click register new entrant in the festival

### Entering the festival pieces

Entries  
Entrants  
Profile  
FAQs

**You are a contact person for One entrant**

| Entrant Name | List of Entries |   |
|--------------|-----------------|---|
| test 1       |                 | <a href="#">View Profile</a> <a href="#">View Entries</a> |

[Register new entrant in the festival](#)

1. Click "View Entry"

Entries  
Entrants  
Profile  
FAQs

**All Entries**

All entries where you are: [Contact Person](#)

The entrant test, 1 doesn't have an entry in any class

Entrant: test 1

[Add New Entry\(ies\)](#)

2. click "Add new entry"
3. On the next page enter all the music piece information

Add Entry

**Entry Wizard For test, 1 !**

Music Grade:  Board:

Teacher:

Accompanist:

Group Name:

Numbers Of Performers:

| Classes info         |            |     |
|----------------------|------------|-----|
| Class #              | Class Name | Fee |
| <input type="text"/> |            | \$0 |

[View Syllabus](#)

Competitor Request:

| Music Selection      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|
| Test Piece Title     | Composer             | Source               | Time (min)           |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

[Save](#) [Cancel](#)

- Do not worry about filling accompanist, group name and board if it is a solo or duet performances Refer the following picture

### Entry Wizard For test, 1 !

Music Grade:  Board:

Teacher:

Accompanist:

Group Name:

Numbers Of Performers:

| Classes info                                 |  |                      |                                |
|--|--|----------------------|--------------------------------|
| Class #                                      | Class Name                                     | Fee                  |                                |
| <input type="text" value="70010"/>           | PIANO SOLO - PRESCRIBED SELECTION - 6 & UNDER  | \$25                 |                                |
| <a href="#">View Syllabus</a>                |  |                      |                                |
| Competitor Request: <input type="text"/>     |  |                      |                                |
| Music Selection                              |  |                      |                                |
| Test Piece Title                             | Composer                                       | Source               | Time (min)                     |
| <input type="text" value="Beautiful bride"/> | <input type="text" value="Ukrainian folk sq"/> | <input type="text"/> | <input type="text" value="1"/> |
| <a href="#">Add Test Piece</a>               |  |                      |                                |
| <a href="#">Add Additional Class</a>         |  |                      |                                |

[Save](#) [Cancel](#)

[Add Additional Class](#)

- Click [Add Additional Class](#) to add more entries.
- Click add test pieces only if it is a concerto or choral classes
- Once you have entered all your pieces(classes) click "save"
- You will see the following page

[Pay Selected Entry\(ies\)](#) All entries where you are: Contact Person

**The entrant test, 1 has one entry**

Entrant: test 1

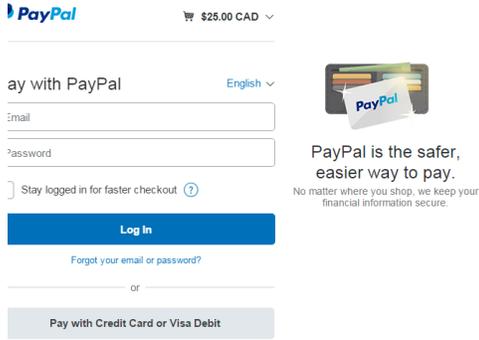
| Class                                     | Class Name                                    | Fee  | Teacher             | Accompanist | Paid |                         |
|---|---|------|---------------------|-------------|------|-------------------------|
| <input checked="" type="checkbox"/> 70010 | PIANO SOLO - PRESCRIBED SELECTION - 6 & UNDER | \$25 | Jean Atkinson Norma |             | No   | <a href="#">Details</a> |

[Pay Selected Entry\(ies\)](#)

[Unselect All](#) [Print Selected Entry\(ies\)](#) [Add New Entry\(ies\)](#) [Delete Selected Entry\(ies\)](#)

Click 'pay selected entries' to make a payment.

- You will be transferred to paypal then



10. [Pay with Credit Card or Visa Debit](#) pay for your entries.

11. If you have more than one child registered. Click "view entries" besides each child's name to enter the festival pieces first and pay for their pieces together.

12. You will be contact person for your child.

### Registering as entrant

1. Click entrant and fill out the necessary information and submit

any of the categories (i.e. teacher, accompanist, parent or entrant) and the same profile will be used.

Please complete the fields below. \* Required field.

\* Registering As:  Entrant  Parent  Teacher  Accompanist

\* First Name:  \* Last Name:  Visible  \*

\* BirthDay:  School & Board:

MM/dd/yyyy

\* Address:  \* City:

\* Country:  \* Province/State:  \* Postal Code:

| Phone                      |                            |                            |                           |
|----------------------------|----------------------------|----------------------------|---------------------------|
| Home: <input type="text"/> | Cell: <input type="text"/> | Work: <input type="text"/> | Ext: <input type="text"/> |

\* Email:

WebSite:

\* Username:

\* Password:  \* Confirm Password:

\* Question:  \* Answer:

\* Checking visible will give permission to publish the entrant's name.  
 \* Password is required to be a minimum of 5 characters in length.

By clicking Submit, you agree to our Terms of Service and that you have read [Privacy Policy, including our Cookie Use](#).

2. Click "Create New Entry" to enter your pieces

Your account has been successfully created.

An email will be sent to you to confirm this account setup.  
You now have two options:

This button takes you to an Entry form where you add classes in which you wish to participate.

This button takes you to back your profile.

3. Follow the same steps as entered as parent steps 4-7

4. Once all you have entered all your pieces click save and pay for your entries.

## Existing Members

1. If you have entered last year festival through online registration please click Forgot password and enter the email that you used for the previous year.



2. You will receive an email similar to the following

We found the following User Names and Passwords attached to this email address in the online registration for the Oilsands Rotary Music Festival:

User Name: **oyS1duSPTS**  
Password: **pebyS7510RHS**

Thank you for registering with [VDMFestival](#).

3. Use these user name and password to login
4. You will be taken to a new page to create your new password

A screenshot of a web form titled "CHANGE PASSWORD AND USERNAME". The form includes the following fields: "Old Username:" with the value "chithra", "Old Password:" with masked characters, "New Username:", "New Password:", "Confirm New Password:", "\* Question:" with a dropdown menu showing "What is your mother's middle name?", and "\* Answer:". At the bottom are "Cancel" and "Change Password" buttons. The form is set against a background of a musical score.

Once you reset your password you can start registering.

5. If you still have trouble in logging in there are two things you can do
  - a. Send an email to [chitudaya@yahoo.com](mailto:chitudaya@yahoo.com) for further assistance
  - b. Create a new account
6. **We strongly advise you to create parent account if you have more than one child entering for the festival**