- To logon for the first time click on the "Register" tab.
- It will take you to new user registration page.

PAFA Logon

Enter your email/username and password to gain entrance to PAFA online.

If you do not have a username click register to create a user account

Email/Userid

Password

Festival

[Logon]   [Register]

- Enter all the information
- Select "Fort McMurray" in the festival drop-down menu

Register New User

Last Name

First Name

.

Contact Number

EMail

Password

Confirm Password

Festival

- Once you enter all the information it will take you back to the logon page. Enter the email and password that you created, select the festival, and proceed to enter the performance.

Step to register a participant in a new performance:

1. Check to make sure that the participant is in the system.

    Click on the **Participant** tab.

    Click on the drop-down box.

    If the participant is in the list, they are in the system.

    If the participant is not in the list use the form on the page to add them

2. Check to make sure that the teacher is in the system.

    Click on the **Teacher** tab.

    Click on the drop-down box.

    If the teacher is in the list, they are in the system.

    If the teacher is not in the list use the form on the page to add them

3. Check to make sure that the accompanist (if known) is in the system.

    Click on the **Accompanist** tab.

    Click on the drop-down box.

    If the accompanist is in the list, they are in the system.

    If the accompanist is not in the list use the form on the page to add them.

4. Click on the add **New Performance** button.

    Select the **Select Performance Type**.

    For a Solo piece select Solo.

    For a Group such as a Band or Choir select Group.

    For a Duet select Duet

    For a Trio select Trio

    For a Quartet select Quartet

For anything larger than a quartet create a group and select Group.

5. Depending on your Performance Type selected you will have 1 to 4 Participant tabs.

   Click on each tab, select in the Select Participant dropdown box, the participant.

   The information fields will be populated. This is READ ONLY.

   Click the NEXT button.

6. Click on the Class Number dropdown box and select the appropriate Class.

   The Class Description field and the Entry Fee field will be populated when you select a class.

   Enter the Music Title in the Music Selection.

   Enter the Composer. If unknown enter Unknown.

   Enter the length in minutes of the musical number. Round up to the nearest minute. This is required.

   Select the Teacher from the dropdown box. If the teacher is not listed, you will have to go to the Teacher tab and enter a new teacher.

   Select the Accompanist from the dropdown box. If the accompanist is not listed, you can leave it blank or go to the Accompanist tab and enter a new accompanist.

   Enter any special requests or requirements in the Special Requirements box.

7. Click the Submit Performance. If there are any errors a popup box will appear with the error. If successful a popup box will confirm the success and the page will return to the homepage.

   The performance should now be registered on the home page.

8. To cancel anytime before submit button, click on the screen refresh button or any menu tab.

9. Payments can be made through PayPal, VISA, MasterCard, Discover or American Express. Payments can also be made by cash or cheque.

10. Performance entries can be added, edited or deleted by clicking the Action buttons.

Actions	Participants	Class #	Description	Fee
⊗ ✎ ✚	Akshaya Lakshmi	13004	CONCERT BAND - COMMUNITY - GRADE 4	$125.00
			💲 Total Owing	$125.00

Click on 💲 to pay fees.