

ONLINE REGISTRATION INSTRUCTIONS

QCMF Website: www.qcmf.com.au

We're very excited to be taking online registrations for the festival this year. As it is a new program that has been written for us, there may be some teething problems, and we appreciate your patience and understanding if there are any issues you come across. Please keep us informed if you experience problems, so we can fix them!

1. Registering your School for the Festival.

- a. Every involved school or college needs to register ONCE for the festival.
- b. Your school's Music Director, or nominated main contact should be listed on this initial school registration, with the best email address to send invoices, general notices and paperwork to. (Ensemble conductor details will not be asked for until entering specific ensembles).
- c. You will be asked to choose your own login **username** and **password**, and we'd advise that you choose something that is easy to remember and share between all music teachers at your school.
- d. You can change your password online at any time if you feel you need to.
- e. You should find your school or college name on the drop-down menu, as it has been supplied by Qld Catholic Education. We have also entered names of schools from outside QLD who have participated before, or have contacted us for 2011.
- f. If you cannot find your name on the dropdown list, please email us on qcmf@vnc.qld.edu.au and we will add your school to the list.
- g. Once you have filled in all required fields, please click REGISTER button.
- h. After this initial registration, school details cannot be changed online.

2. Submitting Online Entries.

- a. After successfully registering your school, you can begin entering ensembles.
- b. Either the Director of Music or any ensemble conductor can log in with your school's registered username and password.
- c. After logging in, the Main Menu for your School should come up – with your school's name under our logo.
- d. Each ensemble you enter will require a separate entry.
- e. Select the type of ensemble you would like to add an entry for and follow the prompts.
- f. Fill in all required fields (your school name should already be filled in).
- g. You will have to tick whether or not photos of your ensembles can be used for local newspapers, or the QCMF website (please tick YES if you don't have specific issues you're aware of!)
- h. Select which section you want to enter the ensemble in (if unsure, see the Section Criteria published on the QCMF website).
- i. The anticipated performance date/s are listed. If you have a preference, you may tick it, but this is only to help us with scheduling. Ticking a preference doesn't guarantee a performance date. If you cannot perform on a listed date, please explain in the comments box.
- j. If you have any other concerns or other comments you feel are necessary, please do so in the box provided.
- k. The entry will not be submitted until you hit the SAVE button (If you hit the BACK TO MAIN MENU button, the information for this entry will be lost).
- l. Once saved, your entry should show up on the Main Menu, as well as on the Summary Sheet for your school. We recommend that you print a copy of each submitted entry form for your records.
- m. **Online registration and entries officially close at 5:00pm on May 6th.** Any requests to make changes or new entries will have to be submitted by phone or email after this date.

3. Managing Your Entries

- a. We suggest that you keep an eye on your Summary Sheet as it will give you an up-to-date view of all sections your school has entered. Any staff member from your school who has the login username and password will be able to check this.
- b. At any time before May 6th, you may go back to any entry form, make changes, update conductor phone numbers, change ensemble size, and print the form for your records. All changes will be saved, as we won't be using the information until the closing date of May 6th.
- c. **Again, Online registration and entries officially close at 5:00pm on May 6th.** Any requests to make changes or new entries will have to be submitted by phone or email after this date.

4. Payment of Entry Fees

- a. Once the deadline of May 6th passes, QCMF will email each school an invoice for the total fees due for the sections that show up on the Summary Sheet.
- b. Please do not make a payment before receiving the invoice, as you may have last-minute changes or additions.
- c. Payment options will be by cheque or via electronic transfer to the banking details that will be provided on the invoice.

5. No need for Stage Setups yet!

- a. No stage setups are due at the time of registration and entry form submission.
- b. We will be calling for stage setups at a later date, closer to the festival when conductors have a better idea of what they'll be performing
- c. An email will be sent out to all conductors requesting you to go to the QCMF Website to download the appropriate stage setup forms.

6. If You Encounter Problems:

- a. Finally, thank you again for your patience. If for some reason the server is not responding, please try again in a few minutes before contacting us, as it could just be undergoing a quick fix. By waiting and trying again, it could save both your time and ours!
- b. Please feel free to email us at gcmf@vnc.qld.edu.au if you have concerns or have troubles with the online system.
- c. There is also a 'Contact Us' link on the main menu of the Registration page, which will send an email to the appropriate members of the QCMF staff.
- d. Finally, thank you again for your patience. Our aim is to streamline the system and make it easier for everyone involved. Your help in doing this is appreciated!