

ATTN CONDUCTORS: Now that you've successfully completed your QCMF performance/s, there are a few final steps to bring closure to the event for your school ensembles.

*To do the following steps, you simply need to log in to the **QCMF Registration Website** via www.qcmf.com.au using the same USERNAME and PASSWORD that you created when registering your ensembles for the festival. If you have forgotten this, there is a 'forgot my login details' option, and an email will be sent to the person who registered your school.*

1. ACCESS YOUR ADJUDICATOR RECORDINGS

Instead of posting a CD of your school's recorded adjudications, this year we have worked very hard to make them available for download from the **QCMF Registration Website**. We hope to be uploading these recordings even during the Festival weekend, with hopes that any ensemble conductor can access the recording within 24 hours of performance). Once you've logged in, just click the link to all of the recorded adjudications for your school. The link takes you to an off-campus Google server, which is able to cope with large amounts of traffic at the same time. By clicking the link, you can download the recordings and play, copy, email, add to your Itunes or other collections, post a link on your schools intranet or internet or burn them to CD for your staff and students' benefit. Each piece of music is approximately 5-7MB of memory, and at most schools this should download quite quickly. Each school can only access their own recordings, which is why it is necessary to log-in with your school's registration details. If there are problems, please let us know!

2. ORDER COMMEMERATIVE PLAQUES OR CERTIFICATES

As a cost-saving measure this year, we are not creating plaques for every school who enters the festival. Believe it or not, this saves over \$5,000 of expenses. We have found that whilst some schools have a long history of hanging these beautiful plaques, many other schools do not, and they get put in a box or pile, only to be discarded later. Therefore, to keep overall costs lower, and to allow schools the option to continue with their tradition of having a matching plaque for each successive year, plaques need to be ordered and paid for (at cost). We have created an easy order form on the **QCMF Registration Website** to view the various plaques, assess the cost (including postage) and place an order. For schools who do not want a plaque, there is also the option on the order form for a colour certificate to be printed with your school's achievements for the year. **Click Here** to view sample plaques and certificates before ordering.

3. COMPLETE YOUR ONLINE FEEDBACK FORM

Each year we receive valuable feedback from directors, adjudicators, volunteers and the public about what was successful and what needs improvement. We take EVERY suggestion made to the committee for consideration, and many great improvements have been made over the years as a direct result of our feedback forms. While it's just another thing to do, we really value your comments and appreciate your assistance with this. This year we've made it easier, as you can click on the **QCMF Registration Website** link and fill in your evaluation electronically in a flash.

2012 QCMF DATE CLAIMER!!!!

To avoid conflicts in your school's calendar next year,
please advise your school principal of next year's dates!

Thursday 16 - Sunday 19 August, 2012