

Welcome to the new website of the Greater Southwest Music Festival! This document will highlight the major changes that we have introduced, and should help answer any questions you may have during the registration process.

New Features:

- Ability to select exact date/time slots for your festival Group and Solo/Ensemble performances
- Easily review performance details for your entries
- Modify data (including the performance dates and times) of entries throughout the open registration timeframe
- Up-to-the-minute access to the current schedule for each performance venue
- Generation of invoices and notice of payment status

Overview and suggested approach to using the website:

1. **Log In** – If you had entered the Festival in previous years, we have kept your email and password on file for use on this new site. If you have forgotten your password, you may click the 'Forgot Password' link and it will be emailed to the address you enter. If your email is not on file, or if you are a new user, click on the 'Register' link to create an account.
 - a. New Registrations will require you to enter your email address, name, and contact information. You will also be required to enter your Institution/School or Studio name. We have many institutions already in the system. If yours is not in the available list, choose the '**Add New**' option to create it.
2. **Summary Tab** – Your starting page after logging in is the Summary Tab. Here you will have access to the following items:
 - a. Messages – The top left portion of this page contains a message section. Various messages will appear here, along with any alerts that need your attention
 - b. Group Summary – This section lists all group entries that you have made. It also contains a link to view the schedules for all group performances.
 - c. Solo/Ensemble Summary – This section lists all solo/ensemble entries that you have made, and a link to view the schedules for all performances in this category.
 - d. Invoice Summary – This section lists any submitted invoices. It will be empty until you have entered your performances and created an invoice.
3. **Solo/Ens Tab** – You will enter and review the details for all solo/ensemble performances here.
 - a. Select the Add New Solo/Ensemble in the upper right section to begin.
 - i. Select the Type of Performance, followed by the performance Class (use the Help button for Class definitions).
 - ii. Add the Participant(s) for this particular solo or ensemble. Use the drop-down selection to Add New performers, or to select existing performers. Once a name is entered, hit the Add button to place the name in the available text box.
 1. For soloists, only one name should be entered
 2. For ensembles, you will need to enter and add all performers. If more than one name is added to a performance, you will be prompted to enter a Performance Name.
 3. Enter the instrument or vocal range for this performance

- iii. Enter musical performance information (limited to one piece)
- iv. Select the specific date and time for this performance.
 - 1. All Solo/Ensemble performances are allowed 5 minutes
 - 2. Columns are available for each performance room for the selected venue (usually two rooms per time period)
 - 3. The default list shows All Dates, but links at the top can take you to specific performance dates (scroll down to see all available times)
 - 4. Available time slots are green and have the word **SELECT** that can be clicked.
 - 5. Successful assignments turn red with the word **SELECTED** at that time.
 - 6. Unavailable timeslots are grey.
- v. Click **SUBMIT** to reserve this time slot.
- b. You may also use the Manage Participants link to enter performer names and to review assignment status of all participants.
 - i. For schools or studios with many entries, you may add names here and then assign them via the drop-down selection in the Add New Solo/Ensemble section. This may be more streamlined for bulk entries.
- 4. **Groups Tab** – You will enter and review the details for all group performances here.
 - a. Select the [Add New Group](#) link in the upper right section to begin
 - i. Select the Type of Performance, followed by the performance Class (use the Help button for Class definitions)
 - ii. Enter the group's performance name and the number of students in the group
 - iii. Enter musical performance information (up to three pieces)
 - iv. Select the specific date and time for this performance
 - 1. All group performances are allowed 20 minutes with the exception of Jazz Bands and Show Choirs. These groups are allowed 40 minutes.
 - 2. The default list shows All Dates, but links at the top can take you to specific performance dates (scroll down to see all available times)
 - 3. Available time slots are green and have the word **SELECT** that can be clicked.
 - 4. Successful assignments turn red with the word **SELECTED** at that time.
 - 5. Unavailable timeslots are grey.
 - v. Click **SUBMIT** to reserve this time slot.

IMPORTANT NOTE: All submitted entries have been reserved. However, until payment is received (or specific payment arrangements made with the Festival office), your time slots are not locked in. You must submit an invoice, and subsequently have that invoice processed, in order to avoid having your time slots released. See the Invoices Tab for more details on due dates and status of your invoices.

- 5. **Invoices Tab** – Here you will create and review invoices for all performances

- a. You are required to submit an invoice for all entries. An email will be generated to your registered email and to the Festival listing your total amount due, and a corresponding payment due date.
- b. Multiple Invoices can be made (and may require you to make multiple payments depending on the amount of time between submissions).
- c. You may pre-order Festival Patches and T-Shirts when submitting invoices.
- d. The invoice process consists of three steps:
 1. Scheduled Performances not yet submitted
 - a. Lists all entries that have been made during the process.
 - b. Select all items to generate a consolidated invoice and calculate the total amount due.
 2. Submitted Invoices with payment still pending
 - a. These are invoices that have been received by the Festival office, but have not been processed for payment
 - b. Processing must occur before the due date or your reserved timeslots will be released
 3. Paid Invoices
 - a. Once the Festival office receives payments, these invoices are marked in a paid status, and all reserved timeslots are locked in