HOW TO REGISTER ONLINE

REGISTRATION INSTRUCTIONS
PLEASE READ THOROUGHLY BEFORE REGISTERING

For all groups, a Faculty Representative or ACDF A Board Member should be the first person to register. (More information on Group Registrations below.)

To begin registering you will need to provide an email address and a password.

• To simplify the registration process, the Faculty Representative should enter his/her own email for all registrants, with the exception of additional faculty.
  
  o NOTE: If using an email that has been used in previous years, the system will ask you for a password. Instead, click on Start a New Registration (bottom right in box).

• We recommend that the Faculty Representative enter a generic password, as others in your group may need to use it. For example, other faculty members may need to access the system to fill out the Teacher Interest Form. Use the same password for all registrants.

• You have the option of entering a second email. All confirmations will automatically go to both emails. (For schools that have a student representative handling details for the conference, using the second email address is a good option.

Proceed through all registration pages to complete registration. Read each item carefully. Checking boxes for participation will open additional fields.

In order to save any information that has been entered, you must “CONTINUE” to the last page and click on “FINISH.” If you do NOT proceed through all the pages and click on “FINISH” at the end, information you have entered will NOT be saved.

NOTE: If you make an error in the process of going through the registration pages, do not use the “back” button as it may corrupt information. You will have an opportunity to correct information before completing registration or you may close the registration before completing and start over.

Your information has been entered and saved when you see the words on the Confirmation Page “Your registration is complete.”

GROUP REGISTRATION

When registering a group, you are required to enter each registrant; you cannot give a total number of your group. This may take some time if you have a large group.
You must enter the following for each registrant:

- Email address (use the same one for the whole group, with the exception of additional faculty)
- First and last name
- Status (student, faculty, musician)

Addresses, phone numbers, and passwords will self-propagate.

If you do not yet know the names of students who will be attending, enter a placeholder and then fill in names later. For example, you could enter the first name as your school name and the last names as “#1,” “2,” “3,” etc. Be advised, substituting names later is time-consuming, so if you can make an educated guess about who will be attending, you might save yourself some time.

Each school registration must include someone designated as either a FACULTY REPRESENTATIVE or an ACDFA BOARD MEMBER.

One, and only one, faculty member must be designated as the FACULTY REPRESENTATIVE for each school. The group registration should be under this person’s name even if another person is actually inputting the registration.

Exception: An ACDFA BOARD MEMBER can serve the in the capacity of the faculty representative. All ACDFA Board Members should select ACDFA BOARD MEMBER as registrant type. A board member might or might not serve as the faculty representative for his/her school.

Only the Faculty Representatives and ACDFA Board Members will have access to Informal Concert, and Adjudication Concert program forms.

Please enter only as many people in your group as you are committed to bringing to the conference. You may add registrants at a later date if there are registration slots available. There are no refunds on paid registrations. If you delete a paid registrant, you will not receive a refund; however, you may change (substitute) the names of the registrants.

**UPDATING AND ADDING INFORMATION TO YOUR REGISTRATION**

You will need to re-enter the system to substitute registrants; submit program information, teacher forms, musician forms; and to update participant information, arrival times, etc.

Once your initial registration is complete, you may re-enter the system using the Faculty Representative or ACDFA Board Member’s email address and password.

Click on “REGISTER NOW” on the conference website information pages to re-enter the online registration system.

Download **Updating Registrations** for details on how to view information already submitted and how to make additions and changes to your registration.
REGISTRATION POLICIES

You must be an ACDFA institutional member to participate in the adjudication process and to receive the discounted member registration fee. If you are not currently an ACDFA member but plan to become a new member or renew your membership, register as a member and send your membership dues to the ACDFA national office as soon as possible (acdfa@verizon.net).

Your registration is not complete until payment is received. To reserve registration slots payment or proof of intention to pay must be received within two weeks of registering. Full payment must be received by the conference deadline.

The conference will be filled on a First-paid/first-registered basis.

There are no refunds on paid registrations.

If you experience problems with online registration, contact the ACDFA national office (acdfa@verizon.net or 301.670.2820) or your conference coordinator.