UPDATING & ADDING INFORMATION TO YOUR REGISTRATION

Use FIREFOX as your browser.

The following are directions on how to re-enter your existing registration in order to:

- Enter program or change program, teacher, musician, lodging, etc. information
- add new participants
- view/print invoice
- view, check or change information submitted online
- substitute a name of an already registered participant

Thank you in advance for honoring all posted deadlines for information submission. If the Conference Coordinator is missing information, printed programs and other conference materials will read: “information not submitted.”

GETTING IN AGAIN

1. Go to your conference URL or find a link at [www.acdfa.org](http://www.acdfa.org), Regional Conferences.
2. Click the "Register Now" button at the right top of the page.
3. You do not need to enter your information on this page. Scroll down to the registration section and click on “View or Change your Existing Registration,” located just above and to the right of where you would enter your email address.
4. Wait for the Sign-In page to come up.
5. Enter your email address (this email must be the address of the Faculty Representative [or ACDFA Board Member serving as Faculty Rep.]) and password and click “continue.”

FOR ALL FUNCTIONS BELOW, FOLLOW STEPS 1-5 AND PROCEED WITH DIRECTIONS AS LISTED.

I'M IN. NOW WHAT?
• **TO ADD OR CHANGE PROGRAM, TEACHER AND/OR MUSICIAN INFORMATION**
  For a full list of information requested, see *Preparing for Step Two of Conference Registration*

  1. Re-Enter the system by following #1-5 above.
  2. Click on **“Details”** after the name of the appropriate registrant.
     - **NOTE:** Most information will be collected under the Faculty Representative’s name, including:
       - Adjudication Program Information
       - Informal Program Information
       - Lodging and Arrival
     - Teaching information should be entered under each teacher’s name.
  3. Add/change where appropriate.
  4. **IMPORTANT:** Click **“Continue”** to next step at the bottom of the page.
  5. Continue with additions/changes as needed.
  6. Click on **“Continue”** at the bottom of each page, regardless of whether or not changes have been made on that page.
  7. **IMPORTANT:** The prompt at the bottom of the last page reads, *When all changes have been made, scroll to bottom of the page and click on “Finish.”*
  8. Clicking **Finish** will bring you to the Confirmation Page. You should see the following message: “Your registration is complete.”
  9. You will receive an “Update Confirmation” email.

• **TO ADD REGISTRANTS**
  1. Re-Enter the system by following #1-5 above.
  2. Click on **“Add Another Person”** (lower left corner). **NOTE:** If you have a long list of registrants, be sure to scroll to the bottom to see the **Add Another Person** option.
  3. Proceed through two registration pages.
  4. You have the option to **“Add Another Person”** or **“Continue.”**
  5. When you have finished adding all new participants, click **“Continue.”**
  6. Be sure to go through all pages (clicking on **“Continue”**), until you click **“Finish”** to get to the Confirmation Page.
  7. You will receive an “Update Confirmation” email.

• **TO ACCESS YOUR INVOICE, TO CHECK AND/OR VIEW INFO ALREADY SUBMITTED ONLINE**
  1. Re-Enter the system by following #1-5 above.
  2. Click on **“View Print or Email Registration Record and Invoice.”**
  3. Under **“Actions”** you can view and print your invoice.
  4. To check submitted information, scroll to the bottom of the page and click on the appropriate registrant.

• **TO SUBSTITUTE ONE REGISTANT NAME FOR ANOTHER**
  (Warning: this one is not fun and must be done separately from other changes.)

  1. Re-Enter the system by following instructions above.
  2. Click on **“Substitute”** in the last column of the appropriate registrant’s name.
  3. Enter updated information.
4. Click on “Finish,” which is your only option
5. Clicking “Finish” will bring you to the Confirmation Page. You should see the following message: “Your registration is complete.”
6. You may substitute another registrant by clicking on “Change Your Registration” on the Confirmation Page under “Actions.”
7. Repeat steps 2-5 for each name.
8. You will receive an “Update Confirmation” email for each substitution.

NOTE: You will only be allowed to update one name at a time. There is no way around this. Apologies in advance.

ALERT: Do not do any name substitutions at the same time as updating other information in your registration. YOUR OTHER CHANGES WILL NOT BE SAVED.

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• TO UPDATE/CHANGE PARTICIPANT INFO
  (rarely needed; DO NOT use for substituting a name)

1. Re-Enter the system by following #1-5 above.
2. Click on “Contact Info” after the name of the appropriate registrant.
3. Add new info or make changes.
4. Click on “Continue” at the bottom of each page, regardless of whether or not changes have been made on that page.
5. IMPORTANT: The prompt at the bottom of the last page reads, When all changes have been made, scroll to bottom of the page and click on “Finish.”
6. Clicking Finish will bring you to the Confirmation Page. You should see the following message: “Your registration is complete.”
7. You will receive an “Update Confirmation” email.

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NOTE ON SAVING CHANGES:

To save any changes you must keep going through the registration pages until you click on “FINISH.”

When substituting names, you will have to re-enter your registration for each name. Only make name substitutions. No other changes will be saved.

NOTE ON CHECKING TO SEE WHAT YOU HAVE SAVED:

You can check at any point to see what has been entered in your registration by re-entering the system and viewing the Registration Record or by going into the forms themselves.

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NOTE FOR TECH INFO: Download appropriate documents from the conference website (Tech Info tab) and submit by or before the posted deadlines. Failure to submit tech info by the deadline may result in having only the option of a warm or cool wash. If you are having problems with your tech info, discuss with the TD as early as possible.

If you are having problems with any of the above, contact Diane DeFries in the national office (acdfa@verizon.net) or (301) 670-2820, or your conference coordinator.