

TEACHER REGISTRATION INSTRUCTIONS

Step 1 - Log on to your teacher profile OR create a teacher profile on the MFS (Music Festival Suite) and take note of your profile ID (will look like this ENT00001):

- 1) click on 'Online Registration' on the festival's website.
- 2) go to right side of page, 'Create Profile' and click 'Entant Teacher'
- 3) agree to terms and conditions and click 'Proceed'
- 3) fill in profile information and BE SURE TO ADHERE TO SPECIFIC FORMATS FOR PHONE AND POSTAL CODES.
- 3) click 'Create'. An email will be sent to you. You must go to this email and verify your profile. Please take note of your profile ID in this email, you will need it later!

Step 2 - Once you are signed in to your profile, you now create profiles for EACH UNIQUE GROUP that you want to register and link them to your teacher profile:

- 1) click on menu icon on upper left side of page.
- 2) click 'Linked Profiles'
- 3) click 'Create student/group profile'
- 4) once you fill out page and click 'Create', you must go to your email and verify the profile (just like when you created your own profile). When you fill out the profile info page, each group requires a unique password, so you should write these passwords down so you won't forget.

Step 3 - Register your students or groups for classes:

- 1) click on menu icon on upper left of page.
- 2) click on 'Registrations'
- 3) click on 'Add new registration'
- 4) click 'Registering for: my student or group'
- 5) do not search for class...it doesn't seem to work properly. Instead, select Category (for choirs, band or orchestras, it will be 'Large Groups'), then appropriate discipline, then finally class)
- 6) now you fill in all of the appropriate class info. Please put all title info in the 'Title' line and put 'NA' in the 'Opus' line. Since all fields must be filled out, put 'NA' for any alpha fields that should be blank.
- 7) make sure you choose your own profile ID when you get to the 'Finish and Pay' section.

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