

Teacher Instructions



<https://www.dacapomusicfestivals.com>

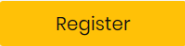



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Register for a new account

1. Using any modern browser that has JavaScript enabled, visit <https://www.dacapomusicfestivals.com> and click the yellow  button.
2. The access code to register for a teacher account is **nysmateacher**. Type this access code into the white box and click .
3. Enter your demographic information.
4. When you choose a county, a list of districts will populate.
5. When you choose a district, a list of school buildings will populate.
 - a. If your school is not listed, you can complete your registration. Please submit a support ticket at <https://support.dacapomusicfestivals.com> and ask for a building to be added.
6. Choose a unique username and strong password.
7. Click the green button to submit your registration.
8. You may print the confirmation page if you choose. Please remember your password¹.




¹ It is best practice to use a strong, unique password for each site on the internet. We recommend that you use a password manager to maintain your list of password lists. Most password managers can sync between all of your devices. Simply search for 'password manager' online and you can read reviews about many different password managers including LastPass, Dashlane, Bitwarden, and others. Many of these password managers have free tiers with many features.





Register a student for an audition

1. After you log in with your username and password that was just created, click  from the menu on the left.
2. Choose the festival that your school district is participating in.
 - a. While other festivals may be available on this list, you are supposed to register your students in *your district or area* festival. If you need to register a student for another festival, please be sure to speak with your supervisor and the director of the other festival.
3. Choose the school building from which you will register the student. If your school building is not listed, you may modify your user profile (see page 8).
4. Fill in the following fields:
 - a. Evaluation Type*
 - b. Level*
 - c. Instrument* (The instrument field will populate after level is selected)
 - d. Student Name*
 - e. Grade*
 - f. Multiple Auditions: If you know that a student is performing another audition (or, if you want to check to see), click the multiple audition box. If the system notices that a student has been registered for another audition, you will notice the student's name pop up. If you are reasonably confident that this is the correct student, select the check mark next to that student's name. If you are confident that this is not the same student, uncheck the 'Multiple Auditions' checkbox.
 - g. Composition, Composer, Arranger, Movements, Page, Time Preference, Accompanist, Special Requests: These fields do not have to be filled out now. They can be filled out any time before the festival date.
 - h. Accompanist: When you click in the accompanist field, a dropdown will populate that lists all of the accompanists currently working at this festival. To ensure correct spelling and linking, you may simply click the name of the accompanist. You may also simply type in the name of a new accompanist if yours is not on the list. ***DO NOT type 'tape' or 'recording' in this field. Only type in the name of the person who will be playing piano.**
5. Click the  button.



Modify a registration

1. After you log in with your username and password that you created, click  OR  from the menu on the left.
2. If you clicked 'Register Students', select the correct festival and school building.
3. If you clicked 'Registrations', select the correct festival.
4. Then, click the blue 'modify' button  to modify your student.
5. You may then update the various data fields accordingly.

Switch times between students

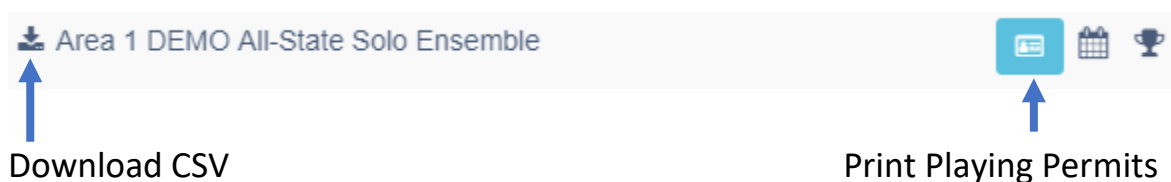
1. If the functionality has been enabled by the festival host, you will be able to switch audition times between your own students. This option will only be available after the schedule has been published for teachers.
2. After you log in with your username and password that you created, click  from the menu on the left.
3. Beside the time, you will see an icon  showing you that this student's time is able to be switched. Students who are performing multiple auditions and students who are accompanied may not have their audition time changed with this function.
4. After you click that icon, you will be shown a list of possible students that can switch with that student. Simply click the link: [Switch Time with Adam](#) and the time will be switched immediately.

Print Playing Permits



1. Once scheduling information has been posted by the festival host, playing permits will become available.
2. After you log in with your username and password, you may see various icons beside the name of the festival.  
 - a. The calendar icon means that the schedule has been posted.
 - b. The trophy icon means that ratings have been posted.
3. If the schedule has been posted, click 'Registrations' on the left menu



4. From here, you can select the festival that you'd like to view and print out playing permits. You can also download a CSV Spreadsheet file for your records.



View Schedule Information

1. Once scheduling information has been posted by the festival host, playing permits will become available.
2. After you log in with your username and password, you may see various icons beside the name of the festival.  
 - a. The calendar icon means that the schedule has been posted.
 - b. The trophy icon means that ratings have been posted.
3. If the schedule has been posted, click 'Registrations' on the left menu

A dark blue rectangular button with white text. It contains a person icon, the text "Registrations [Also Schedules & Ratings, when enabled by Festival Administrator]", and a right-pointing arrow.

 Registrations [Also Schedules & Ratings, when enabled by Festival Administrator]


4. Click on the name of the festival for which you'd like to see the schedule. The list of students that you have registered will appear near the bottom half of the screen. You can sort this list by clicking on any heading. You can also search this list using the search field.

View ratings

5. If the trophy icon appears, rating information is available and will appear in the rightmost column next to your students. The letter and numerical grade will appear. '0' means that the student did not audition.



View billing information

1. After you log in with your username and password that you created, click  from the menu on the left.
2. Select the festival for which you'd like to see billing information.
3. Here you will see the costs associated with the students that you have registered. Different school districts and festival sites handle this differently. You may be asked to submit all monies from your students to your district's music supervisor at one time. This bill printout may help you to stay organized.



NYSSMA Festival Entry Summary - Area 1 DEMO All-State Solo Ensemble - Patrick Hait
 Marguerite L Mulvey School Central Islip
 44 E Cherry St Central Islip, NY, 11722 631-348-5059

All-State Entries			Level 5 and 6 Entries			Level 1 - 4 Entries		
Part	Entries	Cost	Part	Entries	Cost	Part	Entries	Cost
						Brass-Woodwind Solo	1	16.00
Total All-State Fees:			\$ Total 5 - 6 Fees:			\$ Total 1 - 4 Fees: \$16		



Note for teachers - Your school district may ask that you have checks made payable to your school district, so they can combine all payments and send one large check to the below address.

Please attach one check payable to NYSSMA for the grand total of **\$16** and Mail to:
TestFestival TestAdministrator
 1 Broadway Ave
 Central Islip, NY, 11722

Modify your user profile

1. After you log in with your username and password that you created, click  from the menu on the left.
2. Here, you may modify any information associated with your user account.
3. NOTE: Do not unselect a building if you have registered students from that building. It is okay to have extra buildings selected.
4. You may not change your username or school district. If you have moved to another school district, you may simply register for a new teacher account (instructions on page 3).
5. Click  to update your profile.

Forgotten Password

1. Using any modern browser that has JavaScript enabled, visit <https://www.dacapomusicfestivals.com> and click the red  button.
2. You will need to know your username in order to reset your password.
 - a. If you do not know your username, enter the email address that you used when you created your account. All usernames associated with your email address will be sent to that email address.
3. If you know your username, enter your username in the bottom half of the screen and click the yellow  button.
4. You will receive an email with a link that you can click to reset your password. The link will have a long, coded string to ensure the security of this feature. Click on that link (or copy and paste it into your browser) to create a new password².

 <https://www.dacapomusicfestivals.com/resetpassword.php?u=4272&t=19fn0a32f6a57bc8c9>

² It is best practice to use a strong, unique password for each site on the internet. We recommend that you use a password manager to maintain your list of password lists. Most password managers can sync between all of your devices. Simply search for 'password manager' online and you can read reviews about many different password managers including LastPass, Dashlane, Bitwarden, and others. Many of these password managers have free tiers with many features.



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Support

1. Navigate to <https://support.dacapomusicfestivals.com>

2. Click 'Add ticket'



Add ticket

3. Enter your name, email address, subject, etc.

a. Product name = DaCapoMusicFestivals.com

4. Or, you may send an email to

support@dacapomusicfestivals.zohodesk.com