

## ONLINE REGISTRATION INSTRUCTIONS

Dear Zone 10 Colleagues,

Ichabod Crane High School is hosting the 2025 NYSSMA Majors North Site festival on **May 28th, 2025**. Below is the information you need for registration. Please also note that we are the only clinical evaluation site for Zone 10.

1. Major Organization applications must be completed on-line at [www.nyssma.org](http://www.nyssma.org).
2. Once the online application has been completed, the ensemble director should arrange for payment, in the form of a check or purchase order, to be sent to me ([ashellard@ichabodcrane.org](mailto:ashellard@ichabodcrane.org)). A printout of the application should be used as an invoice.
3. Once the application deadline has passed, NYSSMA will verify that each school/district has paid their School Participation Fee. I cannot schedule schools that have not paid their School Participation Fee until the fee has been received by NYSSMA.
4. No later than four weeks before the festival, ensemble directors should return to the online application and ensure that the selections to be performed are listed correctly. This information will be transferred to the adjudication sheets, so it must be correct.
5. Certificates: Please note that the information printed on the certificates is downloaded from the information in your online application. Please double check all the information. Do not abbreviate the name of your school, or use special characters
6. Directors of instrumental ensembles: Once you have finalized your seating chart, you must send it to me. This must be completed no later than two weeks before the festival.

Please contact me with any questions you may have.

Sincerely,

Alessandra Shellard  
Festival Chairperson  
[ashellard@ichabodcrane.org](mailto:ashellard@ichabodcrane.org)