



## MSVMA Scheduling Website State Choral Festival Registration

Login to the scheduling website.

1. To register for State Choral, look to Member Tools in the left menu, and select the “Register for Festival” option.
2. From the dropdown list, select which school you will register for the festival, then choose “State Choral.”
3. On the next screen, select a festival from the available options in the “select a festival” dropdown. Be sure to pick the correct State festival for your district. If you are unsure, please check the State Choral Festival page on MSVMA.org to find the site to which you belong.
4. You will see a list of your events that qualify for State S&E. Click the register button to register the events that intend to perform at the state level. **KEEP TRACK OF WHICH EVENTS YOU HAVE REGISTERED** – nothing will change on this screen, so if you lose track of which events have been registered or not, check your S&E registration history under your member tools menu.
5. Complete the registration pages:
  - a Ensemble tab – make sure grades and accompanist are filled in.
  - b Dates/Sections tab – choose your primary and secondary dates.
  - c Program tab – Add your third piece (optional for MS/JH). You may make changes to the other pieces if you are not singing the same songs at State. If you do not know your third selection, click the box “unsure at this time” and fill it in later.
  - d Options tab – specify any special requests or needs for your group. There is also a spot to indicate any student accommodations that may be necessary.
6. On the final “Review” tab of the registration it will show all the information you have added. If everything looks good, click on the “Register” button to complete the registration for that event. If you would like to come back to change something, click “Save & Exit” and you will find the event in your choral registration history in the main menu as not submitted. You can then edit from there and register the event.

7. To generate an invoice, select “My Invoices” from the Member Tools menu. Filter results by selecting the year, whether to show paid invoices, and select the “Search” button to view relevant invoices. The results will include a description, appropriate school, cost, and a “Generate Invoice” button. If you have multiple choirs that are all on separate invoices, you can click the checkbox to the left of each entry and then click the “Combine Selected Invoice Items” box at the top of the list. This will put all entries onto one invoice.
8. Once the invoice is generated, there is a “Print Invoice” button at the top of the page. To complete your registration, print the invoice, have it signed, and send to the address at the top with payment or proof of payment (for example, PO or official school check request).
9. At any time, you can choose the “View Invoice” button on your “My Invoices page” to see the full invoice or reprint.
10. You may edit repertoire until one week before the first day of the festival. Simply go to Choral Registration History and click the edit button next to the appropriate event.