



MSVMA Scheduling Website Choral Festival Registration

On the Choral Festival page of the MSVMA website click on the registration button, or click [here](#). Enter your username, which is the same email that you use to log into MSVMA.org, and your password for the scheduling website.

1. To register for Choral Festival, 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 “District Choral.” If you have more than one school, be sure to come back and do this again for your second school.
3. On the next screen, select a festival from the available options in the “select a festival” dropdown. Only festivals open to registration for the previously specified school will display.
4. At any time during the next several steps, you can “Save & Exit” which will keep that partially completed registration in your Choral Registration History in the main menu. Simply hit edit on that event to pick up where you left off.
5. Enter Ensemble details on the first “Edit Festival Registration” screen.

Register for Festival

School
Select a School

District Choral District Solo & Ensemble

State Choral State Solo & Ensemble

Edit Festival Registration

1. Ensemble 2. Dates/Sections 3. Program 4. Options 5. Review

Ensemble Name (Do Not Include School Name)
Eisenhower High School :

Number Members

Grades
 6 7
 8 9
 10 11
 12

Accompanist First Name

Accompanist Last Name

Associate Directors
Note: only one member may be the primary director

Directors Relationships
Julia Holt Not Associated

Save & Continue to Dates/Sections Save & Exit

6. If your district has multiple dates or sites, you will select your primary and secondary choices on the next page of the registration.

Edit Festival Registration

1. Ensemble 2. Dates/Sections 3. Program 4. Options 5. Review

Select a Primary Section

- ✓ Monday - Chippewa Valley High School (12/23/2019)
- Tuesday - Anchor Bay HS (12/24/2019)
- Wednesday - Anchor Bay HS (12/25/2019)

Help? [View All Sections](#)

Save & Continue to Program Save & Exit

7. The next page of registration is where you will enter your repertoire. Click on the “Select Music” button to pull up the required list and search for your required piece. Enter your selected piece in the next area. If you are unsure at the time of registration, you can click those boxes instead of entering the titles – you will then need to edit your entry one week before the first day of the festival to include the actual repertoire that you are performing.

Edit Festival Registration

1. Ensemble 2. Dates/Sections 3. Program 4. Options 5. Review

Help?

Required Piece

Title **SELECT MUSIC**

Composer

Unsure at this time

Selected Piece

Title

Composer

Unsure at this time

Save & Continue to Options Save & Exit

8. In the options section of the registration you can specify any special requests or needs for your group. Please realize that time preference is just that, a preference, and not all requests can be accommodated.

1. Ensemble 2. Dates/Sections 3. Program 4. Options 5. Review

Help?

Time Preference

AM

PM

This event will perform for Comments Only

Please enter any comments or questions you might have

List any documented student accommodations or modifications (504/IEP) that you plan to provide or is applicable for this event

Review Registration **Save & Exit**

9. On the final “Review” page 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.

10. 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.

11. 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).

12. At any time, you can choose the “View Invoice” button on your “My Invoices” page to see the full invoice or reprint.

13. You may edit repertoire until one week before the first day of the festival or the deadline given by your district manager. Simply go to Choral Registration History and click the edit button next to the appropriate event.