



[www.solochair.com](http://www.solochair.com)

Dear Instrumental Music Teachers,

Each teacher must register his/her name at [www.solochair.com](http://www.solochair.com) **ASAP** if you have not done so already. Follow these directions carefully. Do NOT make any spelling errors because they cannot be corrected once the information is submitted.

Registration for Instrumental Auditions will close on **Monday, October 20 at midnight**. NO EXCEPTIONS. The ability to register students via the website will be locked at midnight. Please do **not** wait until the last minute or you may risk the chance of the website running very slowly. Payment is due in my hands by **Friday, October 24 by 3:30 PM**. Please let me know ahead of time if you are hand delivering your payment. Late payments will not be accepted.

It is each teacher's responsibility to enter student information into the [www.solochair.com](http://www.solochair.com) website. This includes all the information you previously filled out by hand (solo title, manual page, composer/arranger, level, etc.). You will not be able to complete this information until the schedule is complete. I will inform you via email when you may begin. This information must be entered into [www.solochair.com](http://www.solochair.com) by **December 1, 2008** at midnight. This will enable us to print labels and information for each audition room.

I will be administrating the website and scheduling the audition times and rooms. **Please do not distribute my email address or contact information to students or parents.** If a parent has a request, concern or problem the teacher should contact me and relay the appropriate information to the student. Any questions may be answered by email or phone as listed below:

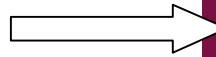
Naomi Kyle  
nkyle@lockport.wnyric.org  
School Phone: 478-4552 ext. 5406  
Personal Phone: (716) 531-5621

# Registration Directions:

(Summarized from website directions. **Please do not use all capitals.** )

1. Go to [www.solochair.com](http://www.solochair.com).

Click the “Go” button in the burgundy box labeled “Create a New Teacher Account.”



Member Login

Email Address

Password **GO**

(Must have cookies enabled)

Create a New Teacher Account **GO**

Forgot my Password

Enter Email Address **GO**

2. Enter your email address in the text box and click submit. Use the address that you check most often. This step may take some time. Now you may Enter the State . Click the “continue” button.

Validate Your Email Address

To set up a new account, enter your email address

Please be patient. It may take several minutes after clicking 'Submit'

3. On the ‘Region’ page, select the appropriate information.

Step 1: Enter Zone 1 (ONE).  
Step 2: Enter County (NIAGARA).  
Step 3: Enter District (YOUR DISTRICT)

4. Complete the form on the ‘Create an Account’ page. Fields marked with a red asterisk (\*) are required. Click the “Submit” button. (Please, only click once.)

5. You should receive an email shortly that includes a generated password. You may now login with your email address and the given password.

6. Once you are logged in, change your password to something more familiar to you.

MyAccount Page

Edit Account Info **GO**

Change Password **GO**



Log Off **GO**

Directions

# Register for Solo/Ensemble Festival:

You can register your students all at once, or in small batches. Make sure that you save each batch using the **FINALIZE** button. **Please do not use all capitals.**

1. After logging on, scroll down the **MyAccount** page until you see the **“Festivals”** table. Click the **“Register”** button next to the appropriate festival.

NCMEA Instrumental Auditions. (0)	 Registration Deadline: Oct. 20; Payment Due Oct. 24. Fee is \$10 per solo.	0 Entries	North Park Middle School <a href="#">MapQuest</a>	December 13, 2008	October 20	Naomi Kyle <a href="mailto:nkyle@lockport.wnvrjc.org">nkyle@lockport.wnvrjc.org</a>
NCMEA Junior High Mixed Chorus - Festival III (13)	 Dave Curtis, NW, Chair, Auditions at NT	0 Entries	North Tonawanda High School <a href="#">MapQuest</a>	October 25, 2008	September 30, 2008	David Curtis <a href="mailto:dcurtis@nwcsd.org">dcurtis@nwcsd.org</a>
NCMEA Senior High Mixed Chorus - Festival I (17)	 Dean Vallas, NT, Chair, Auditions at NT	0 Entries	Niagara Falls High School <a href="#">MapQuest</a>	October 25, 2008	September 30, 2008	Dean Vallas <a href="mailto:dvallas@nrschools.org">dvallas@nrschools.org</a>
NCMEA Vocal Jazz Festival II (17)	 Phil Quinn, Newfane, Chair	0 Entries	Starpoint High School <a href="#">MapQuest</a>	October 25, 2008	September 30, 2008	Phillip Quinn <a href="mailto:pquinn@newfane.wnvrjc.org">pquinn@newfane.wnvrjc.org</a>

2. In the Blue Section, enter the number of Soloists, Ensembles, or Audition Quartets in the appropriate field.

<p>Enter the number of Auditions below.</p> <p>\$ 10 per entry</p> <p>Number of Entries <input type="text" value="1"/></p> <p>Note: If you have already registered some entries, do not include them here. List only new entries.</p>	<p>If you teach in more than one school, enter them below</p> <p>Main School: Emmet Belknap Middle School</p> <p>other school <input type="text"/></p> <p>other school <input type="text"/></p> <p>other school <input type="text"/></p> <p>other school <input type="text"/></p> <p>other school <input type="text"/></p> <p>(invoices will be addressed to your main school)</p>
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Click **“Continue”**.

If entering in small batches, you may do so by repeating steps 1-5 on this page.

3. Complete student information for soloist in the light blue box, and ensembles in the purple box. Please do NOT use the comment area. Please read all directions carefully. Do NOT use the back button or press the enter/return key.

Percussion Auditions at NCMEA solo festivals are on Snare Drum, Mallet Percussion, and Timpani only.

* Instrument/Voice	Check if Jazz	Check if Audition for All-County	*Level	Student Name		*Grade	Check if in Multiple Time Slots	Preferred Time	Comments
				*Last	*First				
Select	<input type="checkbox"/>	<input type="checkbox"/>	Select				<input type="checkbox"/>	No Pref <input type="checkbox"/> Use this preference for all entries	

4. You will see an unofficial copy of what you typed. If it is correct, click the “Finalize” button. If not, click “Make Changes.” YOUR STUDENTS ARE NOT SAVED UNTIL YOU FINALIZE THE ENTRIES!!!

\*\*\*\*\*Note: Please do not write in the comments box. Information written in the comments box may not be seen by the scheduler. Comments/Questions/Requests should be made through email or phone.

Below is the data that you typed for Event: Flex Test (S)  
It has not been submitted yet. Please check your information before proceeding.

If there are any errors, select the 'Make Changes' button.  
If the information is correct, select the 'Finalize' button. (Your students are not entered until you finalize!)

Instrument/Voice	Level	Name	Performers/Stand	Grade	Options	Text1	Text2	Smell?	Chew?	Bite?	Multiple	Accompanist	Comments	School Building
Clarinet	1	Player, 1	1	5							y	None	DO NOT WRITE HERE	Area Middle School

Make Changes

Once you finalize, you may still add entries to your account  
For questions about your registration, contact your [Festival Chair](#)

Finalize

Warning! Do not Click "Finalize" more than Once for this group of entries.  
(Finalize' will save the students listed on this page. After you finalize these students, you may add more students by going to the MyAccount page.)

5. You will see a screen confirming how many students were successfully entered. Click the link to the “Invoice” or “Confirmation” page.

Player, 1 was successfully entered.

If you wish to add any more students, go to the [MY Account](#) page.

If you are finished with all entries for this festival, go to the Confirmation page and print two copies of your registration. You should mail one copy of your Confirmation Click the Confirmation button below and print a copy for your records.

Confirmation Page

**6. If you need to make changes to a solo level please contact Naomi. If it is a change between a Level IV and V only the administrator can change it.**

**7. ALWAYS CLICK "SUBMIT".**

**8. Print two copies of your Invoice/Confirmation (see example here: [http://www.solochair.com/sample\\_invoice.html](http://www.solochair.com/sample_invoice.html)) and send one to the address listed below with your payment:**

**Naomi Kyle  
Emmet Belknap Middle School  
491 High Street  
Lockport, NY 14094**

**Invoice Example:**

Member# 179  
MENC# 0

**Invoice - Solo Festival Registration**

Event: Flex Test (S)  
*This event is testing. All test entries will be deleted once testing is over.*

For Official Use Only: Date Received \_\_\_\_\_

Festival Type 8  
Once you have completed all registrations for this festival:  
Print two copies of this form. Mail one with your payment to:

John Beel, Calkins Road Middle School  
1899 Calkins Road  
Pittsford, NY 14534

Make payable to:

Teacher	Member, Demo	School	Area Middle School
Home Ph.	555-5678	Address	Main Street
Email	demo@solochair.com	City	Area, ZZ
District	Area CSD	Zip	12345
		School Ph.	555-1234

If you can't see your most recent entries, click your browser's "refresh" button

Reg #	Instrument or Voice Part (for eas: performers/staak's)	Level	Name	Gr	-Demeanor -Hair Color	-Complexion -Intelligence -Parents	Text 1	Text2	test11	test 12	test 13	Smell?	Chew?	Bite?	Desired Ensembles	Honors	Multiple Times	Accompanist / School	Comments	Fee
63	Clarinet	1	Player, 1	5														y	None / AMS	-DO NOT WRITE HERE (test entry) \$ 14 (demo)

Total Fees = \$ 14.00

## Playing Permits/Contracts—

To view playing permits:

- 1) Find your festival in the "Festival Table" from the main MyAccount page.
- 2) Click the "Print Playing Permit" button in the far-right column. (If there is no playing permit button, then they are not available for this festival)
- 3) This will create a PDF file. It may open in your browser and/or download to your computer (depending on your system.)
  - If it opens automatically, then choose "print" from your application.
  - If it does not open automatically, find the Download folder on your computer and look for a file named "file.pdf" and try to open this file.
  - If it does not open- Adobe Acrobat reader is required to view this pdf file. If you don't have Adobe Acrobat, you may download it from:  
<http://www.adobe.com/products/acrobat/readstep2.html>