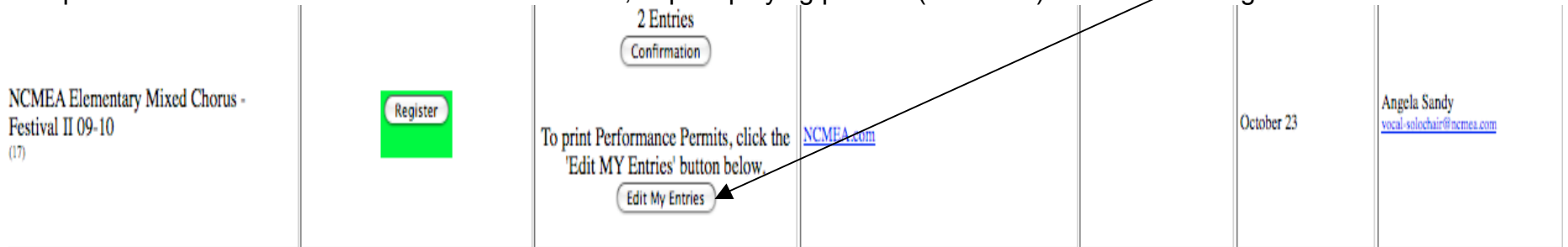


## Solochair Help for Elementary Chorus!!

Below you will find some screen shots and directions to help you through the registration process for Elementary All-County Chorus. Please email [vocal-solochair@ncmea.com](mailto:vocal-solochair@ncmea.com) if you need help or have any other questions.

### Registration Assistance:

The picture below is from the main solochair screen, to print playing permits (contracts) and to edit or register entries start here first!



### Step Two! This is what you see, when you click on the Edit My Entries button.

Edit Your Student Data for Event: 10-ncmea-elem-ch NCMEA Elementary Mixed Chorus - Festival II 09-10 (K)

Return to [MyAccount](#) Page

Sort By:

Note: There are some restrictions on teacher editing. If you want to make a change which is not available from this page, please email the chairperson.

Make sure to click the SUBMIT button at the bottom before leaving this page!!

#	Inst Room/Time	Au	Lvl	Name (Last, First)	Gr	Comments	Height in Inches	School (building)	Teacher District/School
1	Alto payment not rcvd	<input type="checkbox"/>	NA	Reeb, Julia Reeb, Julia	5 5		65	Anna Merritt Element; Anna Merritt Elementary	Sandy A Lockport City Schools AME
2	Alto payment not rcvd	<input type="checkbox"/>	NA	Gaille, Jade Gaille, Jade	5 5		56	Anna Merritt Element; Anna Merritt Elementary	Sandy A Lockport City Schools AME

Note: There are some restrictions on teacher editing. If you want to make a change which is not available from this page, please email the chairperson.

To print Playing Permits

1. Make sure all information above is complete and accurate.
2. If you added or corrected any of the information above, click the 'Submit' button to save it.
3. Click the 'Print Playing Permits' button below.

Click on "Print Performance Permits" to have a pdf file of your permits downloaded to your computer. Print, have students' sign and mail permits to:  
 Janice McKinney  
 557 Lincoln Avenue  
 Lockport, NY 14094

### Step Three!

Now, we are almost there. Make sure you send performance permits/contracts to Janice McKinney at her home address.

Below is a screen shot of the invoice that you should send with your payment to ME!! The address prints out on the invoice.

On a weekly basis, I will be giving the names of the teachers who have paid their invoices to Janice so she can send out the music. Please note that although the deadline is December 1st, you and your students will receive the music faster if you register and pay early!!

Solochair website note: Please note that on the solochair website the elementary chorus festival number is wrong. That number is to identify it from other vocal festivals. Please follow all festival information and dates from [www.ncmea.com](http://www.ncmea.com) and from your chair, Janice. If you have any other questions, please email my [vocal-solochair@ncmea.com](mailto:vocal-solochair@ncmea.com).

Member# 3368

Invoice - Honors Ensemble Selection  
Event: 10-ncmea-elem-ch NCMEA Elementary Mixed Chorus - Festival II 09-10 (K)

Teacher	Sandy, Angela	School	Anna Merritt Elementary
Home Ph.	716-310-5505	Address	389 Green Street
Email	vocal-solochair@ncmea.com	City	Lockport, NY
District	Lockport City Schools	Zip	14094
		School Ph.	716-478-4725

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

Festival Type K

Once you have completed all registrations for this event:

Print two copies of this form. Mail one with your payment to:

Angela Sandy  
Anna Merritt Elementary  
389 Green Street  
Lockport, NY 14094

Make payable to:  
NCMEA

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

Reg #	Instrument or Voice Part (for ens: performers / stands)	Aud ?	Name	Gr	Comments	Fee
1	Alto		Reeb, Julia	5		\$ 10
2	Alto		Gailie, Jade	5		\$ 10

Total Fees = \$ 20 .00

2 students

vocal-solochair@ncmea.com

Member # 3368

Performance Permits available on the MyAccount page  
Click here to return to the [My Account](#) page