

NCMEA All-County Registration



SoloChair.com

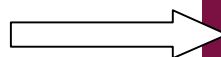
The Better Way to Host a Solo and Ensemble Festival

www.solochair.com

Registration Directions:

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

1. Go to www.solochair.com.
Click the “Go” button in the burgundy box labeled “Create a New Teacher Account.”



Member Login

Email Address

Password

(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. 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'

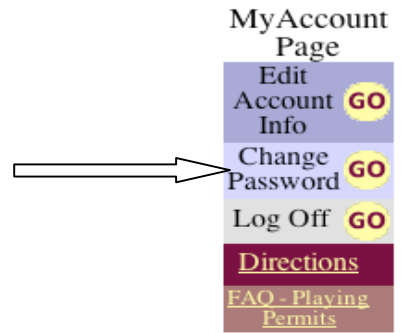
3. On the ‘Region’ page, select the appropriate information.

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.



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.

Festivals (scroll down to your event)

To view NYSSA Events in other Zones use the "Edit Account Info" button near the top of the page.

If you can't find the festival that you are looking for, use the "Edit Account Info" link on the left.

Name or Type (total entries/limit)	Register students	Your Entries	Location	Date	Deadline	Chair
National Wind Band Honors (8)	Register	0 Entries	N/A NWBH Rules(.doc)		May 25, 2007	Rick Yancey nwbh@solochair.com
Zone 1 S/E (841)	Status: closed Welcome to City Honors.	0 Entries	City Honors High School MapQuest city honors school festival info campus map	April 27-28, 2007	3/16/07 Note deadline!	Donna Kerr donnaker@buffalo.com

3. In the Blue Section, enter the number of Soloists, Ensembles, or Audition Quartets in the appropriate field. Click **“Continue”**. If entering in small batches, you may do so by repeating steps 1-5 on this page.

Accompanist

Check the Scrolling List to the left. If your Accompanists are listed here, continue to the blue section below.

If your Accompanists are not listed, enter their names in this (yellow) section.

<p>Tape/CD Smartmusic Fronczek, Douglas None SmartMusic</p>	<table style="width: 100%;"> <tr> <td style="width: 50%;">Last <input type="text"/></td> <td style="width: 50%;">First <input type="text"/></td> <td style="width: 50%;">Last <input type="text"/></td> <td style="width: 50%;">First <input type="text"/></td> </tr> <tr> <td>Last <input type="text"/></td> <td>First <input type="text"/></td> <td>Last <input type="text"/></td> <td>First <input type="text"/></td> </tr> <tr> <td>Last <input type="text"/></td> <td>First <input type="text"/></td> <td>Last <input type="text"/></td> <td>First <input type="text"/></td> </tr> <tr> <td>Last <input type="text"/></td> <td>First <input type="text"/></td> <td>Last <input type="text"/></td> <td>First <input type="text"/></td> </tr> <tr> <td>Last <input type="text"/></td> <td>First <input type="text"/></td> <td>Last <input type="text"/></td> <td>First <input type="text"/></td> </tr> </table>	Last <input type="text"/>	First <input type="text"/>	Last <input type="text"/>	First <input type="text"/>	Last <input type="text"/>	First <input type="text"/>	Last <input type="text"/>	First <input type="text"/>	Last <input type="text"/>	First <input type="text"/>	Last <input type="text"/>	First <input type="text"/>	Last <input type="text"/>	First <input type="text"/>	Last <input type="text"/>	First <input type="text"/>	Last <input type="text"/>	First <input type="text"/>	Last <input type="text"/>	First <input type="text"/>
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If you have a large number of entries, you may enter them in small batches. Make sure to Finalize each batch.

Enter the number of Solos and Ensembles below.

<p style="text-align: center;">levels 1-4 = \$14 levels 5-6 = \$21 All-State = \$26 piano 1-4 = \$19 piano levels 5-6 = \$26</p> <p style="text-align: center; color: red;">Please limit entries to batches of 25 or less. (Make sure to Finalize each batch.)</p> <p style="text-align: center;"> <input type="text"/> Number of Solos <input type="text"/> Number of Ensembles </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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Please make sure that your accompanist(s) are listed in the yellow section above before continuing.

Continue

4. Complete student information for soloist in the light blue box, and ensembles in the purple box. Please do NOT use the comment area.

* Instrument/Voice	Check if Jazz	* Level	Student Name		* Grade	Check here if sibling is performing at same festival. Also list sibling name(s) in comments column.	Check if in Multiple Time Slots	Accompanist	Preferred Time	Comments
			* Last	* First						
Select ▾	<input type="checkbox"/>	Select ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	None ▾ <input type="checkbox"/> Use <small>this accomp for all entries</small>	No Pref ▾ <input type="checkbox"/> <small>Use this preference for all entries</small>	<input type="text"/>

* Indicates Required Fields

Continue

5. You will see an unofficial copy of what you typed. If it is correct, click the “Finalize” button. If not, click “Make Corrections.” YOUR STUDENTS ARE NOT SAVED UNTIL YOU FINALIZE THE ENTRIES!!!
6. Click the link to the “Invoice” or “Confirmation” page.
7. If you need to make changes to a solo level please contact the administrator. If it is a change between a Level IV and V only it can only be done by the administrator. Solo levels must be correct the day of the registration deadline! Changes cannot be made easily the day of the festival or after the festival.
8. ALWAYS CLICK “SUBMIT”.
9. Print two copies of your Invoice/Confirmation and send one to the address listed on the invoice with your payment.