

TFMC All State Festival Registration Guide:

Please process your entries as soon as possible. This enables Acceptd and TFMC All State Festival staff to help troubleshoot challenges that inevitably occur when making major changes to the way we've always done things!

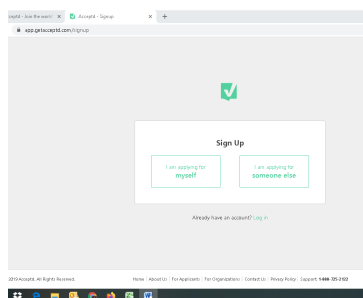
Please do not wait until the last minute! Make every attempt to complete your submissions by April 1st.

This Guide presents step-by-step instructions for registering student entries in the TFMC All State Festival. Although its ease-of-use and intuitive process make Acceptd our best choice for an online festival, there are some terms and processes that are different. Terminology differences are explained in context throughout this Guide. The payment process is not handled through Acceptd. Differences will be noted and explained as they occur during our registration process.

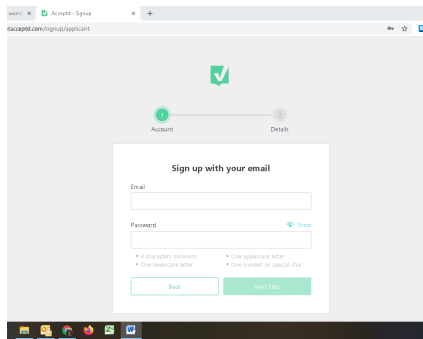
Each teacher must register for an account at Acceptd. <https://app.getacceptd.com>

- If your browser security pops up to question if you wish to continue, choose to continue. Trust Acceptd's high level of security and click to continue to the site.
- Allow LOCATION services. Acceptd will use location services to suggest addresses so you won't have to type your full address. If you BLOCK this service, you'll be inconvenienced.
- Acceptd offers online HELP that will provide answers to the most frequently encountered technical questions. Please check their FAQ support.
- After reading this Guide to understand terminology differences, check out Acceptd's tutorial "How to start and application". <https://support.getacceptd.com/hc/en-us/articles/205389974-How-to-start-an-application>. Just be aware that things have been customized to support TFMC All State Festival.

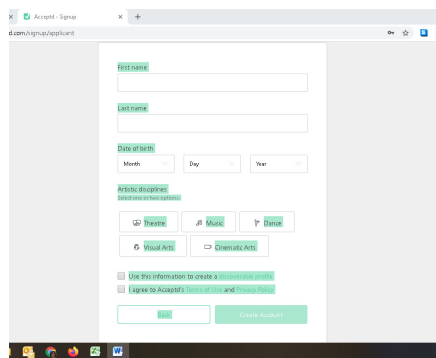
SIGN UP box. Select **"I am applying for myself"**.



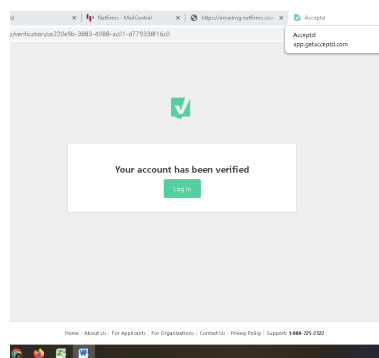
Sign up using your email address. Use a strong password. Then click NEXT.



The next screen is where you enter your Acceptd account profile information. Enter your information, check both boxes at the bottom, then click on CREATE ACCOUNT:



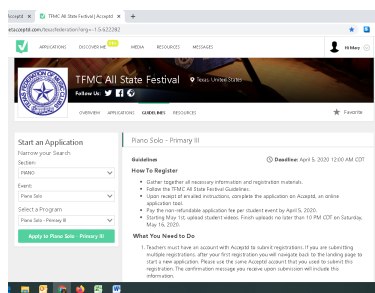
A verification email will be sent to the email address you registered. Follow the directions and proceed to Log In.



Click <https://app.getacceptd.com/texasfederation?org=-1.5.622282> to get to your Landing Page (Home page for submitting entries). *HINT: Bookmark your Landing Page to make it a "Favorite" STAR in the browser tool bar. You will return to this link for each successive registration.* A software glitch will be repaired on Monday that should link back to your Landing Page from the entry submission/confirmation page at the end of each registration. We apologize for this temporary inconvenience.

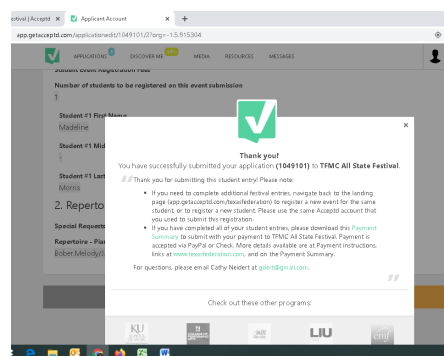
Start An Application (Register a Student Entry):

- 1) Select a SECTION from the first dropdown list,
- 2) Select an EVENT from the next list,
- 3) Select a PROGRAM (“Program” = “Level”)



- 4) APPLY: Click to reach the Teacher Information & Registration Fees page. Enter required data. Do not use ALL CAPS or all lower case characters. Use standard capitalization practices. What you enter is what you will see printed on Certificates/Ratings Sheets.
- 5) Click CONTINUE to enter Repertoire & Special Requests. Repertoire items in the drop down list are in alphabetical order by Composer Name. Please select carefully and accurately. Use the Special Request area to communicate special needs (SCJM), irregular circumstances, or exceptions (repertoire missing from the drop down list). *NOTE: This field is limited so please be concise if you use it.* Email is the preferred method for communicating with the TFMFC All State Festival Chair, not the Special Requests field.
- 6) Click CONTINUE to PREVIEW the Application or Click SAVE DRAFT to save it (resume later to complete) Review and verify all Selection/Data Entry information before clicking on SUBMIT. This is your last chance to edit your submission for spellings, accuracy of entry (Class/Level), and contact information. Remember: What you enter is what will print on Certificates/Ratings Sheets.
- 7) Click SUBMIT if all information presented on the Preview page is accurate, or SAVE DRAFT (resume later).

This screenshot illustrates the Confirmation/Thank You message you will receive. It confirms that the entry has been submitted (a copy is also sent to your email address/inbox):



SAVE THE APPLICATION NUMBER. This number is the key to each student entry/registration. This number will also be connected to the student’s video upload. Further instructions will address naming

the video files for upload. *Hint: Maintain an independent list of all student entries and include this number for each of them.*

To enter another Application (Student Entry/Registration), click <https://app.getacceptd.com/texasfederation?org=-1.5.622282> and repeat the process. The link in your Confirmation/Thank You message is not active. This glitch will be corrected on Monday, March 23. We apologize for this inconvenience. **Alternative:** Return to <https://texasfederation.com> to click on the registration link each time you register (Start An Application) for a new student entry.

TO PAY FEES: Fees are not calculated or paid through Acceptd. Each confirmation email that you receive will show \$0 as the registration cost. Click on the Resources tab on your Landing Page (on Acceptd's toolbar just below the photo banner). In the Resources area you will find documents to help calculate and pay registration fees:

- **Help – Gather Student Data**
- **FAQ – Fee Worksheet**
- **TFMC Teacher Payment Summary. Use this pdf for planning purposes. Go to <https://texasfederation.com> to download the Excel spreadsheet that will perform the calculations for you. Upon completion, email the spreadsheet to gdert9@gmail.com and print a copy to send with payment. Retain a copy for your files.**

Checks and money orders are the preferred methods of payment. Zelle, Venmo, and other electronic/phone apps are not available to us. Your efforts to minimize fee charges through PayPal are appreciated. Please handle your festival entries early enough to allow the mail to reach Wylie, Texas by April 5th. A link to PayPal is posted at <https://texasfederation.com>. Please use this link sparingly.

PAYABLE TO: TFMC FESTIVALS

MAIL TO: Cathy Neidert, P.O. Box 2313, Wylie, TX 75098

PLEASE MAIL CHECKS BY APRIL 1. Please do your best to get all entries submitted by April 1st. Use the Excel spreadsheet to calculate total fees, email to gdert9@gmail.com, print a copy to accompany payment, and retain a copy for your files. We sure don't want mail service to impede a successful, financially self-supporting festival

Direct questions to the TFMC All State Festival Chair: Cathy Neidert. cell: 214-514-1799, gdert9@gmail.com