

2018 REGISTRATION INFO

- On Line registration will be available starting April 6
- Registration deadline is midnight Saturday April 21st.

For more detailed information concerning the Festival (Not Registration)

the Performance Festival Handbook is available at durhammusicteachers.org

If you have any questions please contact Jan Perry, janspiano@frontier.com

Please read the following information carefully before registering

ON LINE REGISTRATION LINK <http://dmta.rf.gd>

IF YOU REGISTERED STUDENTS IN 2017 please read the following:

- Once you click on the link you will be instructed to enter your user id and password.
- If you registered for the 2017 festival you can use same user id and password you created.
- Skip down to "REGISTERING STUDENTS" to begin.

If you are unable to sign in, please notify me immediately!

IF THIS IS YOUR FIRST YEAR REGISTERING STUDENTS FOR FESTIVAL please read the following:

Your current user id is: your first initial followed by last name...ex: jperry

Current Password for 1st time users is: password

Once you log in, you will be redirected to a **welcome page** where you are required to create a new password. Please enter all your info on this page. You may change your username if you desire.

After you click on "**update**" you will receive, "**Click here to continue to site**"

Continue to "REGISTERING STUDENTS"

If you are unable to sign in, please notify me immediately!

REGISTERING STUDENTS (you may want to print this page out to follow)

- **To begin registering** students, CLICK ON **“Register A Student”**

BELOW IS A LIST OF ALL FIELDS with explanations

- **Student’s First Name**
- **Student’s Last Name**
- After you enter a student’s name, you will see 2nd, 3rd, and 4th student.

ONLY Enter 2nd, 3rd, 4th students IF you are registering a Duet, Trio, Ensemble

Continue Entering the following information:

- **Birthdate** - (if you enter a duet/trio/ensemble, enter birthdate of YOUNGEST student)
- **Age on Day of Festival** - (if you enter a duet/trio/ensemble, enter age of YOUNGEST student on festival day)
- **Category** - a dropdown box with all categories will appear. These are arranged by age. However, Adult, Jazz and Older Beginner appear near the bottom.
- **Time Request** - choose None, AM or PM. Requests are not guaranteed to be honored.
- **Years of Participation** – including this year, please list the years of participation in the festival by this student
- **Additional Information** –please list student’s additional categories, siblings, accompanist

When you are finished registering that student click on **Submit**

You will be able to see what you have entered and will be able to edit or delete any information.

If you have additional students to register, **click on “Register a Student” and repeat above steps.**

There is no limit as to how many students you may register.

Payment

Once you are ready to **pay**, **click on “List, Edit & Pay for Students”**. You will see a list of all students you have registered. Once again you may edit or delete on this page.

Registration fees will be calculated for you. When you are ready to pay, click **on “Pay Pal” button.**

Follow instructions. You may use a credit card, debit card, or pay pal account.

Once you have Paid, NO CHANGES MAY BE MADE.

When you are done, **Log Out.**