

## 2019 DMTA Performance Festival REGISTRATION INFORMATION

- On Line registration will be available  
April 13<sup>th</sup> through Saturday April 27<sup>th</sup>.

For more detailed information concerning the Festival (Not Registration),  
the Performance Festival Handbook is available at [durhammusicteachers.org](http://durhammusicteachers.org)

If you have any questions please contact Jan Perry, [jans.piano@gmail.com](mailto:jans.piano@gmail.com)

**Please read the following information carefully before registering ON LINE**

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

### IF YOU REGISTERED STUDENTS IN 2018 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 2018 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 1<sup>st</sup> 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 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> student.

### **ONLY Enter 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> students IF you are registering a Duo or Ensemble**

- Continue Entering the following information:
- **Birthdate** - (if you enter a duo or ensemble, enter birthdate of OLDEST student)
- **Age on Day of Festival** - (if you enter a duo or ensemble, enter age of OLDEST 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.**

Registration Fees	DMTA member	Non-DMTA member	
Solo event	\$15	One time Teacher Fee - \$30 Plus \$15 per student	
Young Artist	\$20	One time Teacher Fee - \$30 Plus \$20 per student	
Duo & ensembles	\$10 per student	One time Teacher Fee - \$30 Plus \$10 per student	

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.**