

VKFM REGISTRATION SYSTEM

The following information is a brief summary of the steps required to register your group using the VKMF's new registration system. **Note:** if you are using a Mac computer you **MUST** use **Firefox** or **Chrome** (not Safari) when creating your account or registering.

HOW TO CREATE A FESTIVAL ACCOUNT

- 1) Go to www.vkmfestivals.org and click **LOGIN**
- 2) **NOTE:** If you already have an account, please refer to the **HOW TO REGISTER** instructions instead.
- 3) Fill out the required fields to ensure we have your complete contact information.
- 4) You will be sent an email to verify your account. Open and click **CONFIRM YOUR ACCOUNT**.
NOTE: This may take a few minutes. If it doesn't appear after a few minutes, please check your JUNK folder as it may appear there. You have now created your Festival account. **IMPORTANT:** Please remember to write down your email and password, as your account will remain for future years.
- 5) Once you have created your account, return to our website (www.vkmfestivals.org) and click **LOGIN**

TEACHERS ONLY: Continue through steps 6-8 to complete creating your account. You **MUST** create a Teacher Account to see and review

- 6) Click on your name (drop down) and click on **ACCOUNT** then click on **MY CLASSES**.
- 7) **Click VIEW YOUR BAND CLASS.**
- 8) Click **MANAGE/OBTAIN TEACHER ID** then click **GENERATE TEACHER ID**.

Please note that you do not need to fill out details about the repertoire or the time limit.

A) How to - REGISTER YOUR GROUP - JAZZ

1. **GO TO Error! Hyperlink reference not valid.** and click **LOGIN** or **REGISTER NOW**
2. **Click LOGIN. Note:** If you do not have an account, please consult the **HOW TO CREATE A FESTIVAL ACCOUNT** first before continuing with this step.
3. Click on **REGISTER**
4. Click on **BAND** to view syllabus and register for classes.
5. Click **DROP DOWN BOX TO SELECT CATEGORY** (ex. Concert Band/Orchestra, Jazz Band or Choral)
6. Click **REGISTER** in the class you wish to register for (ex. Concert Band or Orchestra Medium Ensemble)
7. **SELECT A PARTICIPANT** – when entering for **BAND/CHORAL** choose the **ACCOUNT HOLDER** (ie. Teacher/Director) and click **CONTINUE**.
8. Entering your repertoire information. Make sure your **Teacher/Director ID** is included here. If you don't know your repertoire you can edit your selections before the registration deadline once you know.
Enter **GROUP NAME** and number of members in the bands beside the name. **Note:** you **DO NOT** need to enter each participant's name. When finished click **SAVE AND CONTINUE**.
9. You will now see a summary of the classe you registered for. Click **ADD ANOTHER CLASS** or **CONTINUE** if finished. Note: you will be asked to click **Continue** twice.
10. If you selected **CONTINUE** it brings you to the shopping cart. Click on the **pencil icon** to edit, or click **Continue** if finished registering.

PAYMENT:

- a) If paying by Credit Card, click **Credit Card** and the box agreeing to the Festival's Terms and Conditions. When finished, click **Process Payment**.
 - b) If paying by Cheque, select **Check** under the payment method. You will see a page showing mailing information. Please **INCLUDE** the Registration Number, located at the bottom left of the page, on your check. **Note:** Please allow 5 business days for processing through our office. Your **cheque must be received by the date listed or your registration will not be processed**.
11. **To access your account** in the future, go to vkmfestivals.org, click **Register/Login** and then **LOGIN to Festival Account**.

We have a new online registration system. Please review the steps below to help you through the process of online registration. You will need to first **Create a Festival Account**, then you will be able to **Register Your Group** for the Festival.

B) HOW TO REGISTER FOR YOUR BAND/CHORAL GROUP

Note: if you are using a Mac computer you **MUST** use **Firefox** or **Chrome** (not Safari) when creating your account or registering.

1. **GO TO Error! Hyperlink reference not valid.** and click **LOGIN** or **REGISTER NOW**
2. **Click LOGIN. Note:** If you do not have an account, please consult the **HOW TO CREATE A FESTIVAL ACCOUNT** first before continuing with this step.
3. Click on **REGISTER**
4. Click on **BAND** to view syllabus and register for classes.
5. Click **DROP DOWN BOX TO SELECT CATEGORY** (ex. Concert Band/Orchestra, Jazz Band or Choral)
6. Click **REGISTER** in the class you wish to register for (ex. Concert Band or Orchestra Medium Ensemble)
7. **SELECT A PARTICIPANT** – when entering for **BAND/CHORAL** choose the **ACCOUNT HOLDER** (ie. Teacher/Director) and click **CONTINUE**.
8. Entering your repertoire information. Make sure your **Teacher/Director ID** is included here. If you don't know your repertoire you can edit your selections before the registration deadline once you know.
Enter **GROUP NAME** and number of members in the bands beside the name. **Note:** you **DO NOT** need to enter each participant's name. When finished click **SAVE AND CONTINUE**.
9. You will now see a summary of the classe you registered for. Click **ADD ANOTHER CLASS** or **CONTINUE** if finished. Note: you will be asked to click **Continue** twice.
10. If you selected **CONTINUE** it brings you to the shopping cart. Click on the **pencil icon** to edit, or click **Continue** if finished registering.

PAYMENT:

- c) If paying by Credit Card, click **Credit Card** and the box agreeing to the Festival's Terms and Conditions. When finished, click **Process Payment**.
 - d) If paying by Cheque, select **Check** under the payment method. You will see a page showing mailing information. Please **INCLUDE** the Registration Number, located at the bottom left of the page, on your check. **Note:** Please allow 5 business days for processing through our office. Your **cheque must be received by the date listed or your registration will not be processed**.
11. **To access your account** in the future, go to vkmfestivals.org, click **Register/Login** and then **LOGIN to Festival Account**.

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