

2024 DMTA Performance Festival REGISTRATION INFO
May 18, 2024
Biddle Music Building, Duke University East Campus

On-line registration will be available **Friday April 26 until 9:00PM Friday May 3**

If your student is not able to attend the festival in person due to a verifiable scheduling conflict, please contact the festival chair for approval to submit a YouTube video. If approved, you will receive instructions on video submission.

Video submission is due by 5:00 PM May 13. You must still register your student and pay the registration fee by May 3.

SYNOPSIS

1. Read registration information first
2. If this is your first time registering students, notify Jan Perry, jans.piano@gmail.com
3. Click on registration link
4. Login
5. Create a new password and change user name if first time registering students 5.
6. Register your students
7. Payment
8. Confirmation email and instructions by May 5..

Login Information

- If you registered students last year, you will use the **SAME** user id and password. If you do not remember what you used, please let (Jan Perry) know and she can reset for you.
- If this is the **first time you have registered students**, please read the following information:

Notify Jan Perry at jans.piano@gmail.com or 919-475-3654 that you are registering students for the first time. Jan will add your name and assign you a user id and password to the registration site.

Once you click on the link you will be instructed to enter your **user id** and **password**.

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

Current Password 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"**

If you are unable to sign in, please notify me (Jan Perry) immediately!

Please read the following information carefully before registering

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 students. **ONLY Enter 2nd, 3rd, 4th students IF you are registering a duo or an ensemble.**
- **If you enter a duo or an ensemble then only list birthday of OLDEST student**
- **Birthdate**
- **Age on May 18**
- **Category** - a dropdown box with all categories will appear. These are arranged by age. Adult and Older Beginner appear near the bottom. (Older Beginner, 12 and older, thru HS, and 3 or less years of study)
- **Years of Participation** - please list the number of years a student has participated including this year - if you are not able to list the years, your student will not receive their 3, 6, 9, 12 year trophy. It is the teacher's responsibility to submit this info. (you will not enter 0 - if this is students first year, enter 1)
- **Time Request** - AM (Morning) PM (afternoon) We may not be able to accommodate your time request
- **Additional Comments** - Siblings Participating, accompanist name, etc.

When you are finished registering, 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 the above steps.**

There is no limit as to how many students you may register. It is not necessary to enter all your students at the same time. You may add students until the deadline. You also do not need to pay for your students until you are finished registering all your students.

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 **"PayPal" button.**

Follow "PayPal" instructions.

Please put on memo line "2024 Performance Festival Registration"

Once you have Paid, NO CHANGES MAY BE MADE.

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

ONLINE REGISTRATION LINK <https://dmta.ringley.us>