

HOW TO REGISTER ONLINE


1. Go to www.cpafestival.ca and click on Registration
2. Click on Entry Forms and Syllabus
3. Scroll down, double click on the discipline you want to enter
4. Print document
5. Identify the classes you want to enter – READ the requirements
6. Get ready to click the **Register Now** button

BEFORE YOU CLICK THE "REGISTER NOW" BUTTON...

Make sure you have ready:

1. **Complete** information about your selection:
 - o title of the selection(s) with key signature, opus # etc
 - o numbers or names of movements, if applicable
 - o in the Speech entry, the name of the play or work will be required.
 - o the name of the musical will be required in Musical Theatre
 - o the name(s) of the composer(s) or author(s) of the selection.
 - o the precise amount of time it will take to perform your selection.
2. Your VISA or Mastercard – you will need the actual card as the system will ask you for the 3 digit number from the back of the card.
3. Your teacher's ID # (call your teacher if you don't know his/her number)

THINGS TO REMEMBER:

- To navigate to the next part of the entry form click CONTINUE button at the bottom of the page
- DO NOT USE YOUR BROWSER BUTTONS  to move through the pages and sections of the entry form
- If you have questions call our office right away. We are open 9:30 am to 5:00 pm Monday through Friday. Our phone # is 403-283-6009 or you may email the Registration Coordinator Sharon@cpafestival.ca.

NOW YOU ARE READY TO START YOUR REGISTRATION

Click on the Register Now button at the bottom of the Entry Forms and Syllabus page

You will see this screen



In the bottom portion of the screen you will see a list of disciplines. Click on the name of the one you want to register in.

You will then see a screen similar to that shown below:

2013 BAND

Jubilee Auditorium
SE corner of 14th Street NW and 14th Avenue NW
Phone: (403) 283-6009 [Email Us](#)

[View Your Existing Registration](#)

Start Your Registration

★ Email Address:

1. Key in the email address to which you would like us to send your confirmation email and click Continue button
2. You may begin your registration by answering the questions on the Personal Information page.
3. If you are registering more than one person during this online session you will need to read the section below ***“Registering another person”*** on Page 6.
4. Once you have completed the Personal Information page click Continue button to go to the Classes page.

When you reach the Classes page...

1. Scroll down the page and click on the drop-down arrow of the group of classes in which your class number will be found.
2. When you click on the class that you want to enter, a number of fields will open.
3. Fill out the required information as completely as possible. It is your responsibility to make sure that you type in as much information as possible such as:
 - The name of the piece you will be performing
 - Key signature, opus number, BWV, K or Z numbers, author, name of musical, name of play etc., if applicable.
 - First and last name of the composer
 - Length of time it takes you to perform the piece. DO NOT put 20 minutes when you have not timed your piece. Take the time to perform your piece and have someone time you.
 - If you are entering a Piano Plan II class you will need to let us know what Grade your piece is.
4. Depending on the discipline you may enter up to 6 solo classes plus the Provincial National, Mozart, Schumann, Grieg and Carr classes as well as any duet or ensemble classes.
5. If you are entering a group such as a choir or a band you will need to fill out a separate entry for each choir or band. If you need help with this follow the instructions on Page 6 under section on ***Registering in another (or the same) discipline.***
6. If you realize that you have picked the **wrong class** click on the the drop-down arrow for the group and then click on the blank space at the top of the list of classes. That will remove the incorrect class.

When you reach the Donations page...

On this page you may:

1. Make a donation to the festival. If you make a donation for more than \$10 you will receive a charitable tax receipt.
2. Choose if you want your donation to be anonymous or if you would like your name published
3. Purchase a Calgary Kiwanis Festival membership. Details of membership benefits will be outlined on the Donations page

If you are choosing not to make a donation to the festival or purchase a membership DO NOT enter any number anywhere on this page.

When you reach the Checkout page...

DO YOU NEED TO CHANGE ANYTHING IN YOUR REGISTRATION ?

If you need to change anything on your registration this is the time to do it.

1. Under **Details** you will see the email address you used on the left and if you look to the right of the email address you will see a line of text that says Make Changes.
2. Click on the linked text and you will be taken to the first page of your registration form. You will not need to re-enter any information except the part you want to change. Use the **Continue** button at the bottom of each screen to page through and back to the Checkout page.



3. If you have changed or added classes it will automatically update the **Fees** section.
4. Key in your credit card information and any other required info and then click **Finish**

You should receive a confirmation email from us later on the same day that you registered provided that you have given us a valid email address. Call 403-283-6009 if you did not receive a confirmation.

When you reach the Confirmation page...

You may:

- Register another person or register the same person in another discipline
- Use social media links

You should:

- Print your Registration
- Print a Receipt

The screenshot shows a confirmation page with a green header. The header contains a checkmark icon, the text "Your registration is complete.", and a note: "A confirmation email has been sent to info@calgarykiwanisfestival.ca." Below this is the instruction "Now, invite your friends and co-workers!" followed by four social media buttons: "facebook Invite Your Friends", "Send an Email" (with an envelope icon), "twitter Tweet About It", and "Linked in Tell Your Network". A blue button with the text "CLICK HERE to register in another discipline" is circled in black. Below the header is a "Personal Information" section with a barcode and the following details: Registration ID: 49300826; Registrant: df, df, df, df, DE df; Registration Date: 10/30/2012 3:43 PM; Status: Confirmed; Work Phone: df; Email: info@calgarykiwanisfestival.ca; Name as it would appear on a certificate: df; Teacher's First Name: df; Teacher's Last Name: df. To the right is an "Actions" section with links for "Mobile Event Guide", "Print Your Registration", and "Provide Feedback". Below that is a "Documents" section with a link for "Receipt". Two arrows point from the text below to the "Print Your Registration" and "Receipt" links.

Your registration is complete.
A confirmation email has been sent to info@calgarykiwanisfestival.ca.

Now, invite your friends and co-workers!

facebook Invite Your Friends Send an Email twitter Tweet About It Linked in Tell Your Network

[CLICK HERE to register in another discipline](#)

Personal Information

Registration ID: 49300826
Registrant: df
df
df
df, DE df
Registration Date: 10/30/2012 3:43 PM
Status: Confirmed
Work Phone: df
Email: info@calgarykiwanisfestival.ca
Name as it would appear on a certificate: df
Teacher's First Name: df
Teacher's Last Name: df

Actions

[Mobile Event Guide](#)
[Print Your Registration](#)
[Provide Feedback](#)

Documents

[Receipt](#)

Want to print your Registration or receipt?

Registering in another (or the same) discipline...

The following instructions apply to:

- Registering a different family member
- Registering the same family member in a different discipline
- Registering groups who are from the same school but have different names

If you have just finished a registration for one of your children, students or groups and want to register another – click on the blue button shown just above the bar code in the screen shot above. (see circled item above)

Note: the wording may be different than shown above but it still does the same thing...it takes you back to the page which shows all the disciplines.

EXAMPLE: If you have just finished registering your daughter Jane in Piano and want to register your son Paul in Piano just click on **Piano**. That click will take you to the Piano start page where you will:

1. Type in the email address where you would like to receive your confirmation and click on Continue.
2. The following screen will come up asking for your email address and a place for your password. Do a different password for each person that you are registering.

2013 BAND [\(View Details\)](#)

Our records show that this email address was used to register for this event.

Sign In

Email Address:

* Password: [Forgot Your Password?](#)

[Start a New Registration](#)

3. To do Paul's registration click on the line of text to the far right – **Start a New Registration**
4. The next page that will open will be the Personal Information page – just enter the information on the following pages the same way you did when you registered Jane.
5. Continue with the registration process as you did with Jane's registration. If Jane and Paul are the only competitors that you will be doing entries for, proceed to the Checkout page where you will see the classes in which Jane and Paul have been entered.