

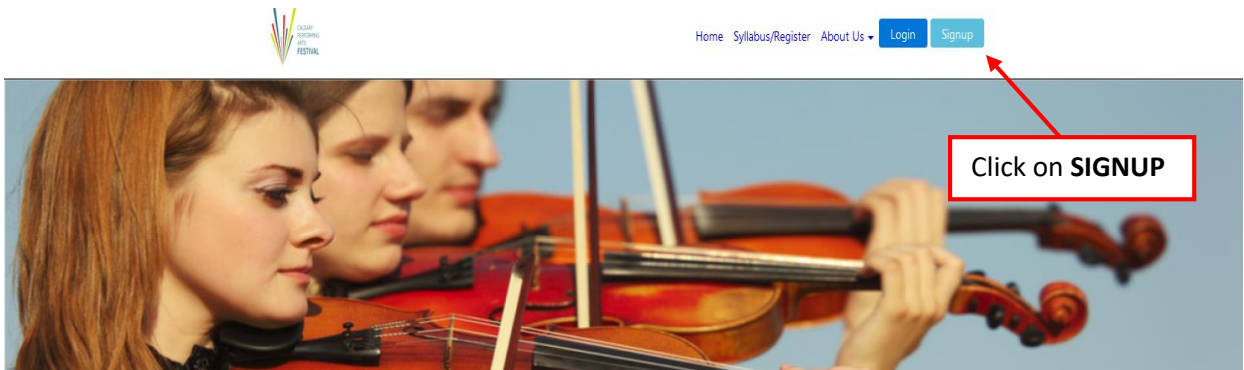
HOW TO CREATE A FESTIVAL ACCOUNT

IMPORTANT: You MUST use Firefox or Chrome (NOT Safari) when creating an account or registering.

1)



2) **NOTE:** If you already have an account, please refer to the **HOW TO REGISTER** instructions instead.



3) Fill out all required fields to ensure we have your contact information



Enter your information and
click **CREATE ACCOUNT**

Address #1* 201, 7003 5th Street SE

City* Calgary

Province* Alberta

Zip/Postal Code* T2H 2G2
Alphanumeric characters only no spaces

Country* Canada

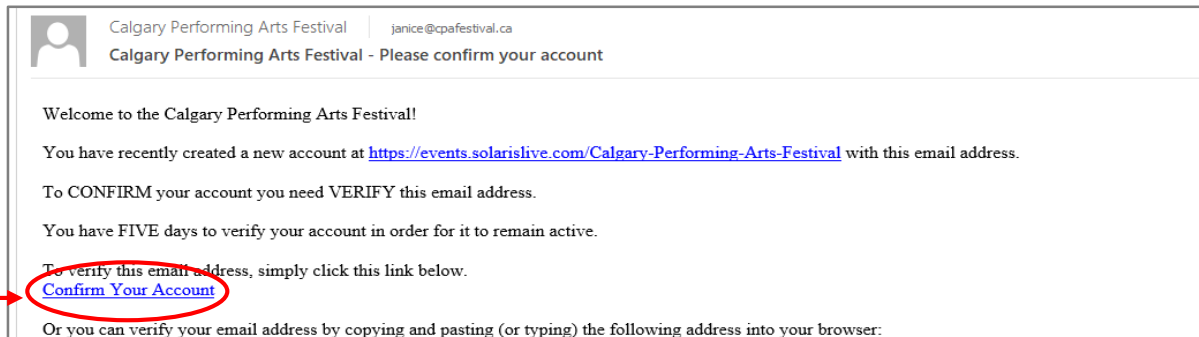
Home Phone

Cell Phone* 403-283-6009
Preferred

Create Account

- 4) You will be sent an email to verify your account. Open and click **CONFIRM YOUR ACCOUNT**.

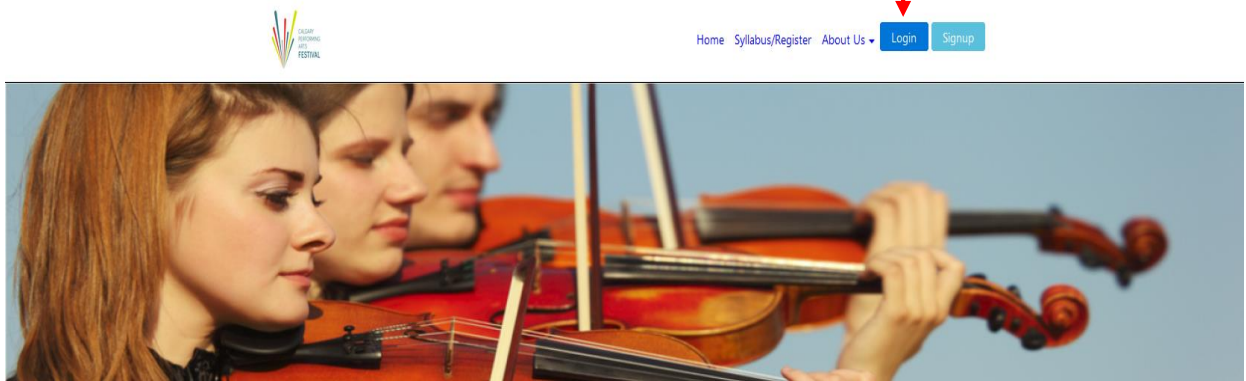
NOTE: This may take a few minutes: Please check your JUNK mail as it can appear there.



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) Return to our website and click **LOGIN**

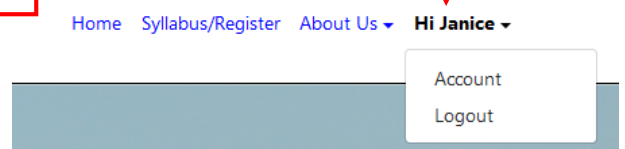


TEACHERS ONLY: continue through steps 6 to 11 to complete creating your account.

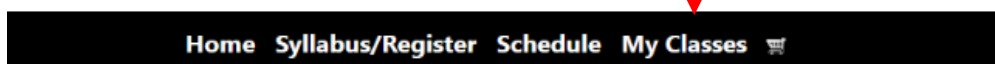
You **MUST** create a Teacher Account to see and review what your students have registered for (see Rule 10 in *Local Rules and Regulations* section of the Syllabus).

This also allows you to receive important email updates up to and during the Festival.

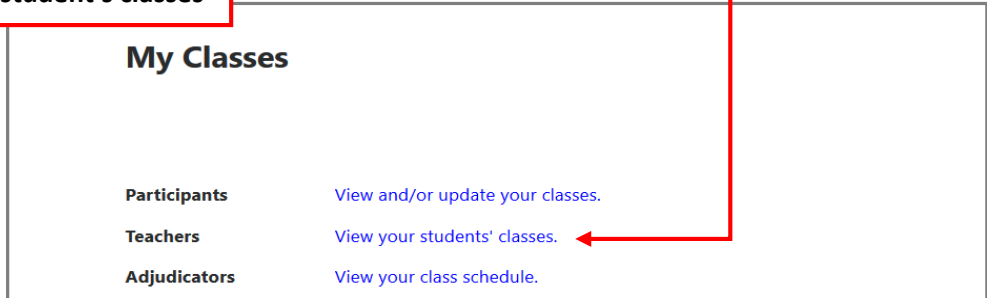
- 6) Click your name (drop down) and click on **ACCOUNT**.



Click on **MY CLASSES**



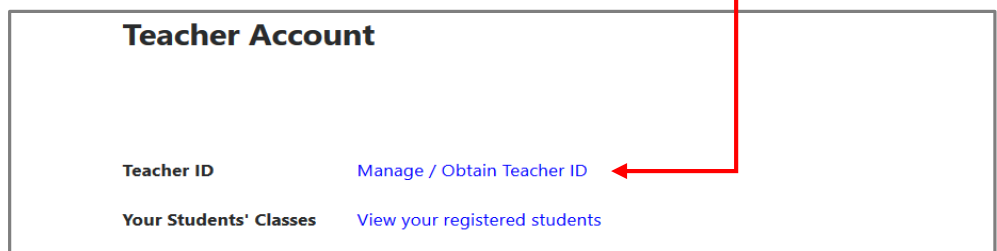
7) Click **View your student's classes**



My Classes

Participants	View and/or update your classes.
Teachers	View your students' classes.
Adjudicators	View your class schedule.

8) Click **Manage/Obtain Teacher ID**

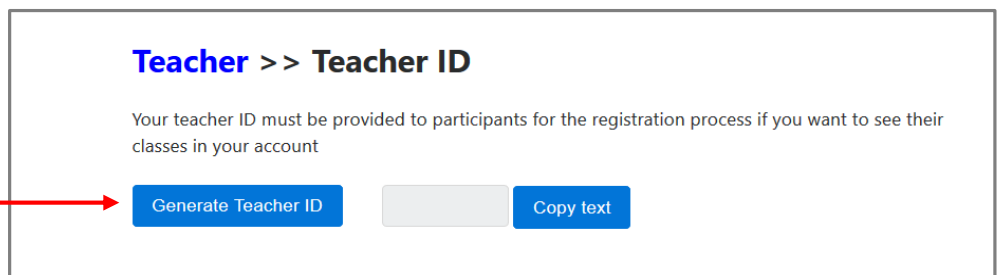


Teacher Account

Teacher ID	Manage / Obtain Teacher ID
Your Students' Classes	View your registered students

Click **Generate Teacher ID**

NOTE: The number that appears is your Teacher ID #.
Please give this to your students before they register.



Teacher >> Teacher ID

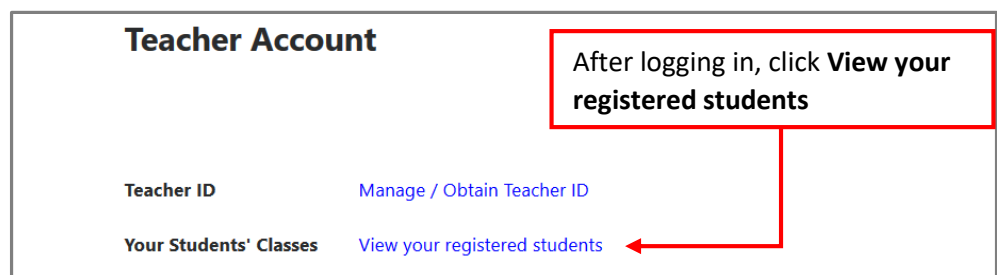
Your teacher ID must be provided to participants for the registration process if you want to see their classes in your account

[Generate Teacher ID](#) [Copy text](#)

9) To see your student and the class(es) they have registered for repeat Step 5 to 7 to manage your account.

NOTE: If you do not see your student listed, that means they have not registered yet or they have not entered your Teacher ID# correctly. Please contact your student to confirm.

Common mistake: entering a zero '0' instead of the letter 'O' or vice versa.



Teacher Account

Teacher ID	Manage / Obtain Teacher ID
Your Students' Classes	View your registered students