

## New England Solo & Ensemble Application Process

For more than thirty years, I have been managing the online aspect of the New England Music Festival by writing my own software on a FileMaker Pro Server that I purchased and maintained. It is time to move those capabilities to a more open and less technical platform so that others can access that information and more importantly, someone will be able to succeed me when that time comes.

So this year's application process will be different and that means, for some, challenging. I promise that it will be better next year once I get a better handle on what I can do with a shared platform.

Some instructions & guidance for anyone completing an application:

### TO BEGIN:

- Click on the link provided at the bottom of these instructions to begin your application

### ORGANIZATION & SPONSOR INFORMATION

- Enter your organization and sponsor information in the fields provided
  - If you are a ***private teacher*** submitting applications, your organization is Private - [Last Name]
  - If you are a ***parent*** submitting applications, your organization is Parent - [Last Name]
- If your organization has more than one sponsor (teacher), click on the appropriate **YES** button(s) to add their information

### SUBMIT THAT INFORMATION

- Click on ***Enter Student Applications*** to submit your sponsor information and begin the student applications
  - Missing information will be highlighted in **RED** and must be corrected before submitting

### STUDENT APPLICATIONS

- Use the pulldown to select the **Performance Type**
  - Use the pulldown that appears to select the **Ensemble Type** if performing an ensemble
    - Additional Student Entry Fields will appear below the first one to match the number in the ensemble type selected
- Enter the **Piece** and **Composer** as they are listed on the New England Repertoire Listing
- Enter an **Accompanist** if the performance is using one
  - Enter the accompanist's name the same way each time if they are accompanying more than one student performance
  - **Only enter Accompanists names:** DO NOT enter any other information (like NA or Recording or CD) in that field
- Enter the student's **First Name & Last Name** (make sure they are the same each time you enter them if they are performing more than once)
  - Enter ensemble members in ensemble voice order
- Use the pulldown to select their **Voice** or **Instrument** (the list will be different depending upon which performance type is selected)
- Use the pulldown to select their **Grade** and **Ensemble Preference**
- Enter a 1, 2 or 3 for the number of years that they have been in the New England **Concert** Festival

- Leave blank if none

### VOCAL ENSEMBLE SUBSTITUTIONS

- If you have a substitute in a vocal ensemble (a student who is performing a part, but doing so only to help the ensemble and will not receive a rating), please encourage the student to perform for a rating. But if not:
  - Enter **Substitute** for their last name (you must complete the rest of their student application fields (First Name - Voice - Grade - Preference)
- This new platform will not allow me to deduct for substitutions in Vocal Ensembles in its invoicing (working on that)
  - Manually adjust your invoice for your substitutes (reducing the total by \$20 for each one)

### ADDITIONAL APPLICATIONS

- Click on **Add Another Application** to do so - Follow the same steps
- Repeat as many time as needed

### DELETE AN APPLICATION

- Click on the X next to **Application #()** at the top of each section to delete that entire application, blank or otherwise (including all ensemble members if any)

### SUBMIT YOUR APPLICATIONS

- Once you have entered all of your student applications; click on **Done? - View Your Invoice** to see your totals
  - Missing information will be highlighted in **RED** and must be corrected before submitting

### RETURN TO FIX AN ERROR

- Click on **Back** to make any changes in your Student Applications
- Click on **Back** again to fix any sponsor entries errors
- Click on the appropriate buttons to then move forward again

### PRINT YOUR INVOICE

- Print the last page as your invoice for payment
  - Checks made out to NEMFA
  - Mail to Bill Sittard, PO Box 755, Oak Bluffs, MA 02557-0755

### SEND YOUR APPLICATIONS

- Click on **Submit** to finalize your application
- You will receive an email with a PDF containing the details of your application including all of the student entry information

### NEED TO SUBMIT MORE APPLICATIONS

- If you need to add applications to your organization after your have submitted some previously;
- Start with the link again to bring you to a fresh application page
  - Enter the same organization name as before so that the applications can be connected
  - You do not need to add the second & third sponsor when you do a second application
  - Enter your student application(s) as before
  - Print this invoice for payment (either with the first or separately)
- Your organization data will combined for the next steps in the process

### NEED TO EDIT A SUBMITTED APPLICATION?

- Send an email to Steffen Parker ([SteffenParker@gmail.com](mailto:SteffenParker@gmail.com)) with the following information:

- Organization Name
- Sponsor Name
- Performance Type
- Student First & Last Name (as entered)
- Change being made

**TIPS FOR SUCCESSFUL APPLICATION ENTRY:**

- Use your Tab key to move from field to field
- Use the starting letters / number of your selection from pulldown menus to help select quickly
- Try to do all of your applications at one time for your organization, if possible
- Enter all of the sponsors at your organization in the first application
- Use the **Back** button on the form to return to the previous page to edit any incorrect information (both applications & sponsor info)
- If you miss printing out the last online page as an invoice, the last part of the detail PDF sent to you has the same information that you can print for an invoice
- Send corrections or changes to Steffen Parker ([SteffenParker@gmail.com](mailto:SteffenParker@gmail.com)) promptly with the information request

**READY TO REGISTER? CLICK THIS LINK BELOW:**

- [www.cognitofrms.com/SteffenParker/NewEnglandMusicFestivalSoloEnsembleApplications](http://www.cognitofrms.com/SteffenParker/NewEnglandMusicFestivalSoloEnsembleApplications)