

**Quad Cities FMTA Festival**  
**March 6 & 7, 2026**  
**Augustana College**

**Registering students on the Vivace Online Festival Management System**

- Registration deadline is Saturday, January 31, 2026 at 10:59 p.m.(11:59 Eastern time). All times posted on the NFMF Vivace website are Eastern time. Please don't wait until the last minute to register your students!
- All Festival registration is done online.
- **Fees - A fee must be paid for each student registered. There are no refunds if a student withdraws after the registration deadline.**
  - \$25 for each event including duet
  - \$16 for theory.
- **Registering for festival -**
  - Be sure you have all your information ready to register your student. **Refer to the online bulletin, which may be accessed from the Home page after you sign into Vivace, in addition to the printed bulletin.** You will need required piece, choice piece, sibling information, and scheduling information just like when you filled out white cards. You will not be using your teacher number.
  - Sign into your Vivace account and click on "My Students."
  - Click on the "Register for Festival" icon in the "Action" column to the right of the student you wish to register.
  - Select the festival and then the event and class, and the registration screen will appear.
  - Click on "Find" button and search for the required piece. You will not be able to type into the blanks for the required piece, it will automatically fill-in.
  - You will be able to type in the choice piece title, but then click find to enter composer, arranger(if applicable), and publisher. If your composer is not listed, contact Debbie Laird.
  - **When searching, less is better. Usually 3 - 5 letters will be sufficient. Look for unique letter combinations.**
  - When searching for a piece or composer that has accent or diacritical mark, the accent or diacritical must be typed exactly for it to turn up in the search, so it is best to search for the unaccented part of the name.
  - There are no changes to required or choice pieces after the registration deadline unless we call you with a mistake. Anyone performing a selection different than on the judge's sheet will be disqualified. Student may perform, but not receive a rating.
- **Scheduling Notes area - DO NOT PUT "NONE" IN ANY FIELDS**
  - **Accompanist - LEAVE BLANK**
  - **Unavailable times - LEAVE BLANK**
  - **Siblings - LAST NAMES FIRST AS FOLLOWS and after first name include festival class:**
    - **Siblings with same last names: Smith: Mary P1, John E3, Alice MD1**
    - **Siblings with different last names: Smith: Mary p3 and Jones: Oscar E3**
    - **NO EXTRA WORDS - ONLY NAMES AND FESTIVAL CLASS**
  - **Scheduling Notes -**
    - **FIRST list "Friday" or "Saturday" if needed.**
    - **Second list other events and categories such as Hymn, Concerto, Duet**
    - **When listing Duet - Duet with: First Name Last Name**
    - **NO EXTRA WORDS - ONLY AS ABOVE**

- **When you have finished all your registrations:**
  - Email Debbie Laird that you have completed your registrations. Please also include the number of registrations.
  - Your registrations will need to be approved by Debbie or Nora. Once your registrations are approved, you will not be able to make any changes, although an area admin can make changes if necessary up to the deadline.
  - After your registrations are approved you will receive an invoice in PDF form by email. The invoice will be a list of your students, their events and pieces, their registration fees, and your teacher total fees.
  - Invoices will be sent by email within a week after registration has closed. If you do not receive an invoice by email by February 11, please contact Debbie Laird.
  - Mail a check made payable to FMTA for your total teacher fees to Dick Sessler, FMTA Treasurer, 2019 Mulberry Avenue, Muscatine, IA 52761.
  - Dick Sessler should receive all payments by February 19. Please be prompt in sending your fees.
- **Federation Cup**
  - All students are enrolled in Federation Cup.
  - All Federation cup fees are included in your registration fees.
- **Schedule**
  - Schedules will be emailed to teachers two weeks before festival.
  - **Please contact each of your students now and ask about conflicts. Ask about science fairs, jazz band competition, etc.**
  - **Changes will be limited after the schedule is published.**

#### **Work Schedule**

- Work schedule chairman is Joyce Hesse.

#### **Music**

- **No photocopies will be allowed.** Students must use original copyrighted music or show proof of purchase for digital music.

#### **Honors Recital**

- Honors Recital has been discontinued.

#### **Festival Dates Checklist:**

- January 31, 2026, 10:59 p.m. - Registration deadline for registering your students on Vivace.
- February 11 - Invoices should be received by email to teachers.
- February 17 - Mail payment of fees to Dick Sessler.
- Two weeks before festival - Schedules to teachers by email.

#### **Festival Co-Chairs:**

Nora Reiter and Debbie Laird - Vivace Area Admins