

Quad Cities FMTA Festival
March 1 & 2, 2024
Augustana College

Registering students on the Vivace Online Festival Management System

- Registration deadline is Saturday, January 20, 2024 at 10:59 p.m.(11:59 Eastern time). All times posted on the NFMC Vivace website are Eastern time. Please don't wait until the last minute to register your students!
- All Festival registration is done online. There are no white cards.
- **Fees - Not refundable after workday**
 - \$21 for each event including duet
 - \$13 for theory.
- **Registering for festival -**
 - Be sure you have all your information ready to register your student. 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.
 - Something new - You will need the arranger(if applicable) and publisher of each of the pieces.
 - 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:**
 - **Siblings with same last names: Smith: Mary, John, Alice**
 - **Siblings with different last names: Smith: Mary and Jones: Oscar**
 - **NO EXTRA WORDS - ONLY NAMES**
 - **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 include the number of registrations you have also.
 - 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 until the registration 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 within a week after registration has closed. If you do not receive an invoice by email by January 30, 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 9. 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, so you will not be sending Federation Cup fees separately.
 - You do not need to submit a preliminary cup form. When the student is registered for festival they are automatically registered.
- **Schedule**
 - Schedules will be emailed to teachers by February 12.
 - **Please contact each of your students now and ask about conflicts. Ask about science fairs, jazz band competition, etc.**
 - **There will be no changes after the schedule is printed.**

Work Schedule

- Everyone will be expected to work BOTH days at Festival.
- Sign up for 3 slots on the work schedule. It is possible you will only be assigned 2 slots.
- 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

- March 17, 2024
- 1:00 p.m. and 3:00 p.m.
- Asbury United Methodist Church

Festival Dates Checklist:

- January 20, 2024, 10:59 p.m. - Registration deadline for registering your students on Vivace.
- January 30 - Invoices should be received by teachers.
- February 5 - Mail payment of fees to Dick Sessler.
- February 12 - Schedules to teachers by email.

Festival Co-Chairs:

Nora Reiter and Debbie Laird - Vivace Area Admins