

# HOW TO REGISTER FOR TEACHERS

Go to our website ([www.cpafestival.ca](http://www.cpafestival.ca)) and click on the “Registration” button.

Calgary Performing Arts Festival 2018  
Mount Royal University, April 23 - May 13

Please follow the instructions STEPS 1-3 as outlined below to formally register.  
Each syllabus document has everything you need to know about the festival: class information, scores, concerts, rules, FAQ's, glossary of terms, important DATES & DEADLINES. If you have any questions or concerns, do not hesitate to CONTACT our office. We are here to help you and look forward to your submissions.

REGISTRATION DEADLINES: PIANO: Friday, December 20, 2017 | ALL OTHER DISCIPLINES: Monday, January 15, 2018

STEP 1 SELECT A SYLLABUS

STEP 2 REVIEW FORMS & PROCESS

If you are a TEACHER, please [CLICK HERE](#) to review your online registration process.  
If you are a STUDENT, please [CLICK HERE](#) to review your online registration process.

STEP 3 ONLINE REGISTRATION

Final step in the registration process. ONCE YOU HAVE selected, reviewed, and filled with your appropriate teacher or student syllabus entry forms:

PROCEED NOW BY CLICKING [REGISTRATION](#)

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You will then be directed to the following page, where you will click on 'Create Account'.

Calgary Performing Arts Festival  
201, 7003 5th Street SE  
Calgary, AB, T2H 2G2, Canada  
(403) 283-6009  
[emily@cpafestival.ca](mailto:emily@cpafestival.ca)  
<http://cpafestival.ca>

FESTIVAL HOME SYLLABUS/REGISTER SCHEDULE **CREATE ACCOUNT** LOGIN

**2018 Calgary Performing Arts Festival**  
**April 23 - May 13, 2018**

Entry Deadlines:  
**PIANO**  
Monday, December 11, 2017  
In person/by mail: 5:00 pm  
Online: Midnight

**ALL OTHER DISCIPLINES**  
Monday, January 22, 2018  
In person/by mail: 5:00 pm  
Online: Midnight

Syllabus, entry forms and online registration are located at  
[www.cpafestival.ca](http://www.cpafestival.ca)

Calgary Performing Arts Festival  
201, 7003 - 5th Street SE  
Calgary, AB T2H 2G2  
Phone: 403-283-6009  
[info@cpafestival.ca](mailto:info@cpafestival.ca)  
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**Festival Information**

- Rules and Regulations
- Frequently Asked Questions
- Provincial National Notes
- Provincial Notes
- Teachers and Adjudicators
- Contact Us

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NEXT PAGE → fill in your personal information.

When you are finished, click on create account.

**NOTE:** no spaces allowed in postal code.

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FESTIVAL HOME SYLLABUS/ REGISTER SCHEDULE CREATE ACCOUNT LOGIN

## 2018 Calgary Performing Arts Festival

**IMPORTANT:**  
You must have an account to register for a class. A parent or a teacher can create an account and register participants under their account.

**HOWEVER:**  
If you register the participant under your account YOU will be the only one who can see their schedule inside the account. If a participant wants to see their own schedule they will have to create their own account.

\* is a required field

First Name\*

Last Name\*

Email\*

Password\*   
Must be 8 to 12 alphanumeric characters

Repeat Password\*   
Repeat password

Address #1\*   
201, 7003 5th Street SE

City\*   
Calgary

Province\*   
Alberta

Zip/Postal Code\*   
Alphanumeric characters only - no spaces

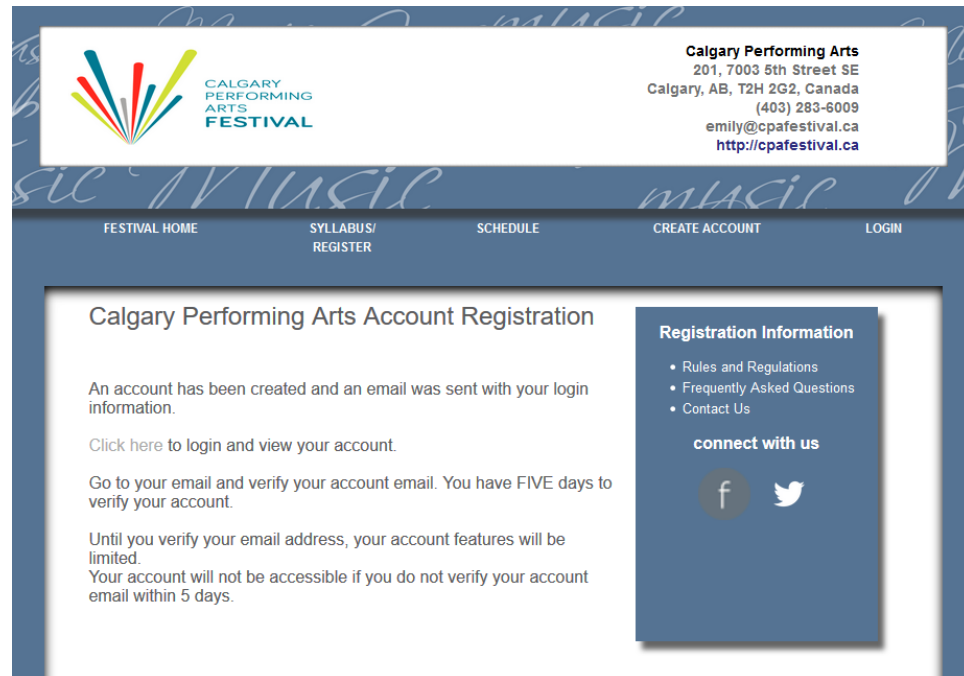
Country\*

Cell Phone\*   
Perferred

**Create Account**

**CREATE Account**

Once you have clicked on create account, the following page will appear. Open your email to confirm your account then come back to this page.



Within a short period of time you will receive an email from SolarisLive asking you to 'Confirm Your Account'.

If you do not receive an email with the following information below

1. Check your Junk or Spam folder first OR
2. It could be your email address (gmail.com address works the best – hotmail.com address has had some issues)

Welcome to the Calgary Performing Arts!  
You have recently created a new account at <https://events.solarislive.com/Calgary-Performing-Arts> with this email address.  
To CONFIRM your account you need VERIFY this email address.  
You have FIVE days to verify your account in order for it to remain active.  
To verify this email address, simply click this link below.  
[Confirm Your Account](#)  
Or you can verify your email address by copying and pasting (or typing) the following address into your browser:  
<https://events.solarislive.com/events/account/verify/?v=9IM95PAZ>  
You have FIVE days to verify your account. Until you verify your email address, your account features will be limited. Your account will not be accessible if you do not verify your email within 5 days.  
If your email changes, you can always update it by signing in to your account.  
For your security, please keep your email address information up-to-date  
If you did not recently create an account at [events.solarislive.com](https://events.solarislive.com), please ignore this email.  
Copyright 2014 Solarislive, Inc. All rights reserved. NOTICE: We collect personal information on this site. To learn more about how we use your information, see our [Privacy Policy](#).  
\*\*DO NOT REPLY TO THIS EMAIL ADDRESS AS IT IS NOT MONITORED \*\*

Once you have confirmed your account go back to [www.cpafestival.ca](http://www.cpafestival.ca) and click on REGISTRATION again

The screenshot shows the homepage of the 2018 Calgary Performing Arts Festival. The header includes the festival logo and contact information for Calgary Performing Arts. A navigation bar contains links: FESTIVAL HOME, SYLLABUS/REGISTER, SCHEDULE, CREATE ACCOUNT, and LOGIN. The main content area features the festival title, dates (April 23 - May 13, 2018), entry deadlines for Piano and other disciplines, and contact details. A sidebar on the right lists festival information and social media links. A black arrow points from a white box labeled 'CLICK HERE' to the 'LOGIN' button in the navigation bar.

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FESTIVAL HOME SYLLABUS/REGISTER SCHEDULE CREATE ACCOUNT **LOGIN**

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**CLICK HERE**

LOGIN to your account using the email and password you created.

**Account Login**  
Participants, Teachers and Adjudicators login here:

Participants	Teachers	Adjudicators
View the classes you registered for. View the schedule when it's ready Update your profile.	Access your Teacher ID View your students' classes when ready Update your profile.	Access your Adjudicator ID View your classes when ready Update your profile.

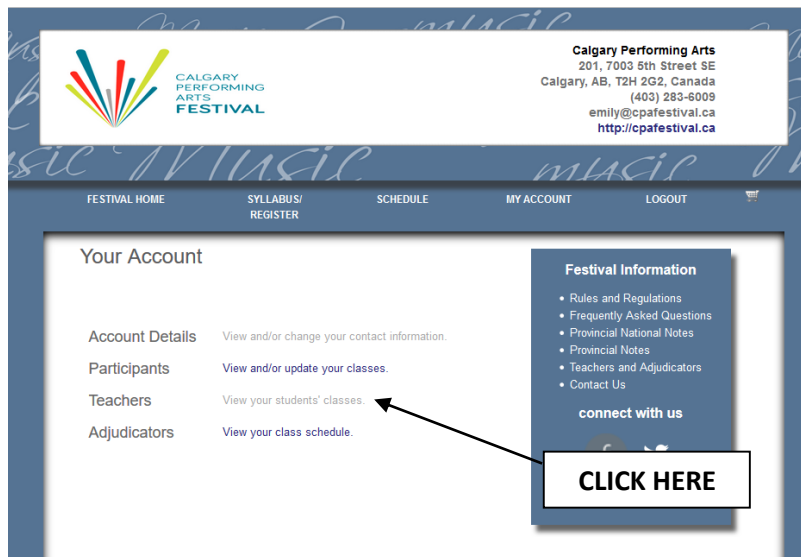
Email

Password

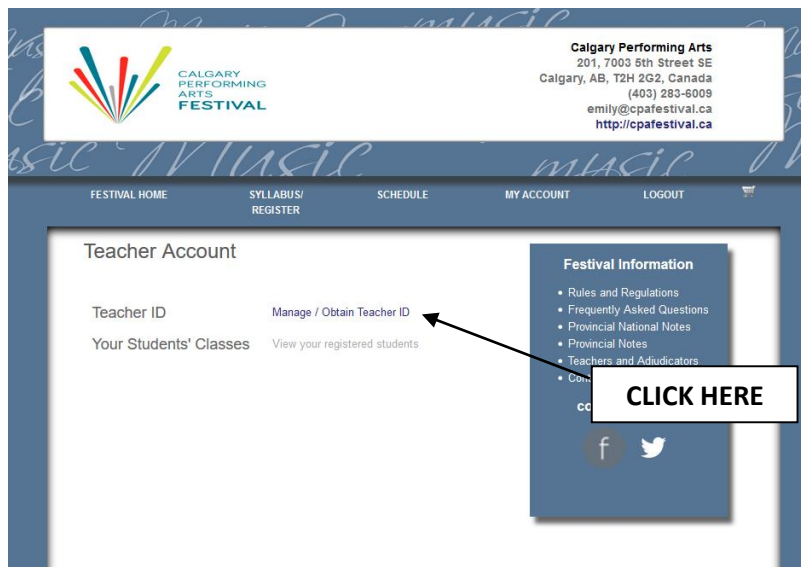
**Login**

[Forgot Password?](#) | [Sign-up for an Account?](#)

Once you have logged in you will see this page. Click on TEACHERS



You will then be directed to the following page, where you will click on 'Manage/Obtain Teacher ID'.



Now you generate your Teacher ID number.



Your ID number is generated randomly. All your students registering for the festival **WILL REQUIRE** this ID number so they can enter it into their registration forms.

### 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

Teacher ID	YS8SG764
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**CONGRATS!** You have now created your account.

You can now edit your profile and view your registered students.

When your students attach your Teacher ID number to their registration this allows you to view what your students have registered for and the class schedule when it's available (see below).

When you select 'Your Students' Classes' you will be able to see a list of all your students and what they have registered for.

### Teacher Account

Teacher ID	<a href="#">Manage / Obtain Teacher ID</a>
Your Students' Classes	<a href="#">View your registered students</a>

You will not be able to edit their registration (ie. Repertoire) but check to see they have put in the correct repertoire and class. If it is put in incorrectly then you must inform your student and they will be able to go in and edit. This feature will be turned off after the Disciplines deadline date allowing scheduling to begin.

Once scheduling has been finalized you will have the ability to view your students' class schedules.

### Your Account

Account Details	<a href="#">View and/or change your contact information.</a>
Participants	<a href="#">View and/or update your classes.</a>
Teachers	<a href="#">View your students' classes.</a>
Adjudicators	<a href="#">View your class schedule.</a>