HOW TO REGISTER FOR TEACHERS

Go to our website (www.cpafestival.ca) and click on the "Registration" button.

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

NEXT PAGE → fill in your personal information.
When you are finished, click on create account.
NOTE: no spaces allowed in postal code.

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

| Field	
First Name*	
Last Name*	
Email*	
Password*	Must be 6 to 12 alphanumeric characters
Repeat Password*	Repeat password
Address #1*	201, 7003 5th Street SE
City*	Calgary
Province*	Select / Alberta
Zip/Postal Code*	Alphanumeric characters only - no spaces
Country*	Select
Cell Phone*	Perferred

Create Account ← CREATE Account

Once you have clicked on create account, the following page will appear. Open you email to confirm your account then come back to this page.
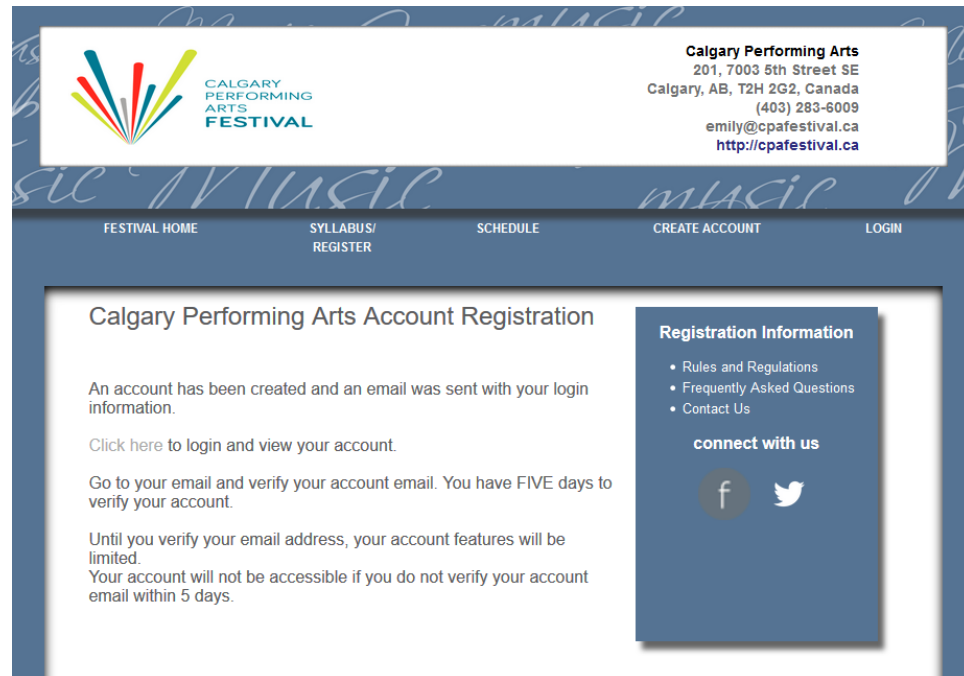
Within a short period of time you will receive an email from SolarisLive asking you to 'Confirm Your Account'.

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)

Once you have confirmed your account go back to www.cpafestival.ca and click on REGISTRATION again

CLICK HERE

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

Once you have logged in you will see this page. Click on TEACHERS
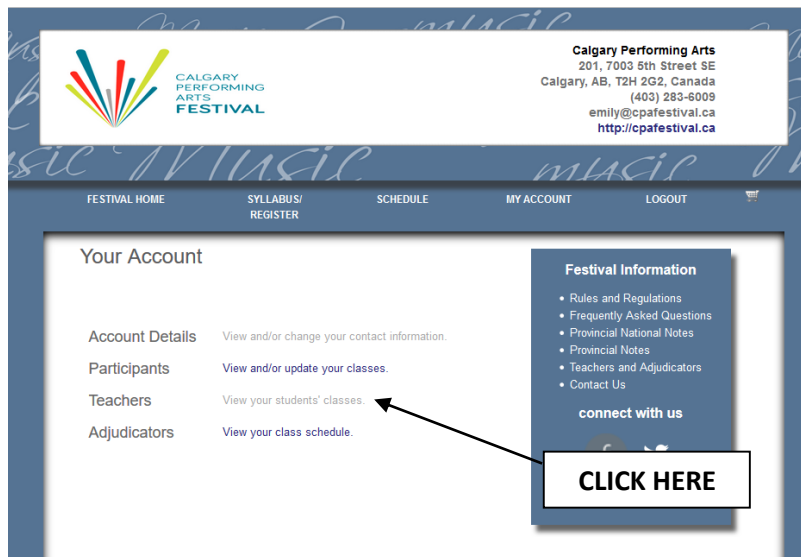
You will then be directed to the following page, where you will click on 'Manage/Obtain Teacher ID'.
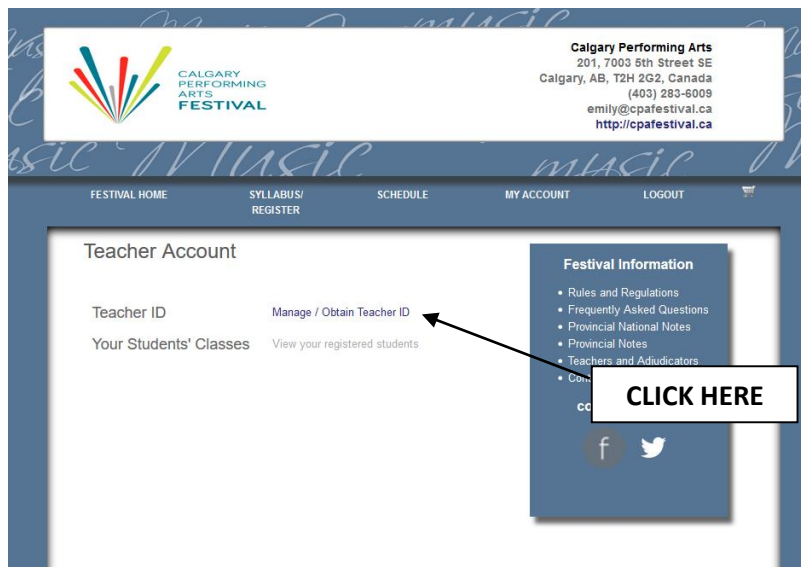
Now you generate your Teacher ID number.

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

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   Manage / Obtain Teacher ID

Your Students' Classes   View your registered students

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   View and/or change your contact information.

Participants   View and/or update your classes.

Teachers   View your students' classes.

Adjudicators   View your class schedule.