

Teachers' accounts – registering students

We urge teachers to create two accounts: (a) a teacher's account; and (b) a participant's account.

A teacher's account lets you view your students classes/schedule and provides the Festival with your contact information. A participant's account is necessary if you are going to register one or more of your students -- this is different from previous years when you could register students via your teacher's account!

Notes: (a) each account must have a separate email address; (b) if your students register themselves through their own participant's account, they must enter your teacher ID from your Teacher's account if you want to view their classes/schedules. See the note below on *How to obtain your ID*.

How this works

Go to the event you want to participate in. Click "Signup" on the top menu of the event. Choose an account type as noted below.

The screenshot shows the 'Account Type' selection interface. At the top, it says 'Account Type' and 'ATTENTION: You must choose an account type before continuing'. There are three radio button options: 'Participant' (selected), 'Teacher', and 'Adjudicator'. A blue 'SAVE' button is at the bottom. Two callout boxes are present: one pointing to 'Participant' with the text 'REGISTER STUDENTS Choose this option if you are registering for your students.' and another pointing to 'Teacher' with the text 'VIEW STUDENTS Choose this option if you prefer to provide a Teacher ID to your student which they will enter during registration.'

REGISTER STUDENTS – the purpose of a **Participant** account is to register students under your own account. For live festivals this also means the teacher is responsible for supplying the schedule to the student and making any changes in class information.

To learn how to register students use the tutorial listed in the Information box the Kingston Kiwanis Music Festival's events page (<https://events.solarislive.com/Kingston-Kiwanis-Music-Festival>).

VIEW STUDENTS Only – the purpose of the **Teacher** account is to view your students classes and schedule. Of course, when a student or parent registers under their own account they can see their own classes/schedule.

How to obtain your ID

Once you login with your teacher account, go to 'My Dashboard' on the top menu bar. Teachers need to provide their ID to their students to enter during the registration process.

The screenshot shows the 'My Dashboard - Teacher' page. At the top left is the 'MUSIC Competition' logo. The top navigation bar includes 'Home', 'My Dashboard', 'Syllabus', 'Winners', and 'About'. The main content area has a dark header 'My Dashboard - Teacher' and a message: 'Your teacher ID must be provided to participants if you want to view their classes'. Below this, it shows 'Teacher ID: V5Q60B4T' with a 'Copy text' button. At the bottom, there is a navigation bar with 'Participant', 'Performance', and 'Registration Summary'.