



SOLARISLIVE HOW-TO INSTRUCTIONS

KEY DATES

Class Registration Deadline: January 31st, 2022

Register at:

<https://events.solarislive.com/VKMFSoloandSmallEnsemble>

VKMF Contact Information: admin@vkmfestivals.org

Solarislive is the Festival Registration Platform. In order to register for classes, Festival Accounts need to be created by:

1. **Parents / Legal Guardians** who wish to register children in the festival.
2. **Participants** who wish to register themselves in the festival.
3. **Teachers** who wish to verify their students' classes and schedules and receive important notifications.
4. **Teachers / Music Directors** who wish to enter their group in the Large Ensemble Festival.

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CREATE YOUR FESTIVAL ACCOUNT

For Parents / Legal Guardians / Participants.

1. Go to <https://events.solarislive.com/VKMFSoloandSmallEnsemble>
2. Click **Signup** at the top right corner of the page.
3. Type in your contact information.
4. Click **Create Account/Start Free**.
5. You will be sent an email to the address you provided (*check your junk folder if you do not receive one*). Sometimes it takes a few hours before the verification email is sent to your email address.
6. Open the email and click **Confirm Your Account**. You must verify your account in order to register for classes.
7. You have now created your **Festival Account** (Keep your account login information. It will remain the same every year).

REGISTER FOR CLASSES

For Parents / Legal Guardians / Participants. Read carefully.

1. Go to <https://events.solarislive.com/VKMFSoloandSmallEnsemble>
2. Click **Login** at the top right corner of the page.
3. Click on **Syllabus/Register** (this will bring you to Syllabus page).
4. Click on the **Solo Instrument / Small Ensemble** you wish to register for.
5. Select **Class Category** from the drop-down box menu (*Baroque, Classical, etc.*).
6. Click **Register** in the **Class** you wish to register for.
7. You will now be asked to Choose Participant. If you are registering for your child, click **Add a new** participant. If you are registering for yourself as the performer, click **Account Holder**.
8. Ensure the **Participant Information** is correctly entered, then click **Continue**.
9. **Enter the Class Details.** Read carefully.
 - a. Enter the required information.
 - b. **Total Performance Time** – This is the total performance time of the selection or selections as you have performed them. Round up the total performance time to the whole minute and do not include seconds. Enter the time as a whole number. For example, a total performance time of 4 minutes 25 seconds would be input as 5. Do not enter in the time limit for the class as noted in the Syllabus.
 - c. **Teacher ID** – Enter in your teacher’s ID#. It is best to copy and paste this information to avoid any errors. You can add this information later if you do not have it when you are registering.
 - d. **Selection Title** – Include all title details for your selection eg. *Invention No. 13 in A minor, BWV784*. Make sure that you enter numbers or letters only in these fields. For example, if you use “#” instead of the word “No.” or “Sharp” you will receive an error message. Avoid using / : + - and other special character symbols. Enter “No Selection” if there are selection title fields you are not using. Combine multiple titles in the third selection title field if you are performing more than three selections. Separate the titles with a comma.

- e. **Composer** – Include the composer’s full name eg. *J.S. Bach*. Enter “No Composer” if there are composer fields you are not using. Combine multiple composer names in the third composer field if you are performing more than three selections. Separate the composer names with a comma.
 - f. **Group Name** and **Group Participants** – For ensemble classes, you can create a group name and list the names of the performers. There are five fields for performer names. If the ensemble has more than five performers, you can note multiple names on the last field. Separate the names with a comma.
 - g. Click **Save and Continue**.
 - h. Click **Continue** to checkout and pay or **Add Another Class**.
10. Add any **Event Items** and click **Continue**.
 11. Confirm your **Current Registration Cart Items** and click **Continue**.
 12. To **Place Your Registration Order**, select **Credit Card** payment (do not select **Check/Cheque**), agree to the **terms and conditions**, and click **Process Payment**. Be sure to only click once for Process Payment, to avoid being charged a second time.
 13. **To access your account** in the future, go to <https://events.solarislive.com/VKMFSoloandSmallEnsemble> then click **Login** at the top right corner of the page.

ADD A TEACHER ID

For Parents / Legal Guardians / Participants.

Adding a Teacher ID after you have already registered for a class can only be done before the registration close date.

1. Go to <https://events.solarislive.com/VKMFSoloandSmallEnsemble> and **Login**.
2. Click **My Dashboard** at the top of the page.
3. Click on any pencil icon beside a class/entry name.
4. Options to edit will show up on the right-hand side.
5. Add a Teacher ID (it is best to copy and paste this information to ensure accuracy).
6. Click **Update**.

EDIT SELECTION TITLE OR COMPOSER

For Parents / Legal Guardians / Participants.

Editing Selection Title or Composer after you have already registered for a class can only be done before the registration close date.

1. Go to <https://events.solarislive.com/VKMFSoloandSmallEnsemble> and **Login**.
2. Click **My Dashboard** at the top of the page.
3. Click on any pencil icon beside a class/entry name.
4. Options to edit will show up on the right-hand side.
5. Edit the **Selection** or **Composer**. Make sure that you enter numbers or letters only in these fields. For example, if you use “#” instead of the word “No.” or “Sharp” you will receive an error message. Avoid using / : + and other special character symbols.
6. Click **Update**.

CREATE A TEACHER ACCOUNT

Only for Teachers and Music Directors.

1. Go to <https://events.solarislive.com/VKMFSoloandSmallEnsemble>
2. Click **Signup** at the top right corner of the page.
3. Type in your contact information.
4. Click **Create Account**.
5. You will be sent an email to the address you provided (*check your junk folder if you do not receive one*). Sometimes it takes a few hours before the verification email is sent to your email address.
8. Open the email and click **Confirm Your Account**. You must verify your account in order to register for classes.
6. You have now created your **Festival Account** (Keep your account login information. It will remain the same every year).
7. **Return** to <https://events.solarislive.com/VKMFSoloandSmallEnsemble> then click **Login** at the top right corner of the page.
8. Click on the drop-down arrow beside your name and select **Account**. This brings you to the **Account Details** page. You can edit your contact info here.
9. Click **My Classes**.
10. Click **View your students' classes**. Click **View your registered students** for this information.
11. Click **Manage/Obtain Teacher ID**.
12. Click **Generate Teacher ID**. Give this number to your students for when they register. It will allow you to view your students and classes they have registered for.*
13. **To access your account** in the future, go to <https://events.solarislive.com/VKMFSoloandSmallEnsemble> then click **Login** at the top right corner of the page.

***Note:** *If your student is not showing up as being registered, but you are certain they have, verify with them that they have entered your correct Teacher ID number. Common errors are exchanging "0" (zero) for "O" (capital letter O). Ideally, use copy/paste for sharing your ID.*

OBTAIN A TEACHER ID

Only for Teachers and Music Directors.

1. After you have created your **Festival Account**, click on your name in the top right-hand corner (drop down menu) and then click **Account**.
2. Click **My Classes**.
3. Click **View your students' classes**. Click **View your registered students** for this information.
4. Click **Manage/Obtain Teacher ID**.
5. Click **Generate Teacher ID**. Give this number to your students for when they register. It will allow you to view your students and classes they have registered for.*

****Note:** If your student is not showing up as being registered, but you are certain they have, verify with them that they have entered your correct Teacher ID number. Common errors are exchanging "0" (zero) for "O" (capital letter O). Ideally, use copy/paste for sharing your ID.*