

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!

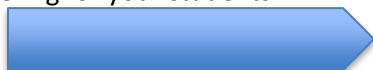
Notes: (a) each account must have a separate email address; (b) if your students register themselves through their own participant's account, they must enter your teacher ID from your Teacher's account if you want to view their classes/schedules. See the note below on *How to obtain your ID*.

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.

REGISTER STUDENTS

Choose this option if you are registering for your students.



VIEW STUDENTS

Choose this option if you prefer to provide a Teacher ID to your student which they will enter during registration.

Account Type

ATTENTION: You must choose an account type before continuing

Participant

Choose this account type if you are registering for yourself as a participant or you are a parent/guardian/group/teacher and need to register one or more participants for a competition/festival event.

Teacher

Choosing this account type gives you the ability to only view your students' registrations and schedule, based on using a Teacher ID generated for your use.

Adjudicator

Choosing this account type allows you to view your schedule and adjudicate the participants online based on an Adjudicator ID generated for your use.

SAVE

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 Kelowna Kiwanis Music Festival's events page (<https://events.solarislive.com/Kelowna-Kiwanis-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.

My Dashboard - Teacher

Your teacher ID must be provided to participants if you want to view their classes

Teacher ID:

15Q60B4T

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