

## ONLINE REGISTRATION

- READ GENERAL RULES 10 through 13
- REGISTRATION **OPENS NOVEMBER 1** EACH YEAR
- NO REGISTRATIONS OR PAYMENTS WILL BE ACCEPTED **AFTER DECEMBER 20 at midnight**
- CONTACT THE REGISTRAR – [kfpa.registrar@gmail.com](mailto:kfpa.registrar@gmail.com) – FOR MORE INFORMATION

**TO GET STARTED:** Go to [kfpa.ca](http://kfpa.ca) and click on the *Register here* link at top right of the home page.

### SOLO ENTRIES

1. Enter all participant Information (name, birth date, etc.). You will **NOT** be able to complete registration without providing adequate information. Please ensure your email address is correct – confirmation and all subsequent communication will be sent to this email address.
2. Select all disciplines this participant intends to enter. By selecting all disciplines at this point, you will not need to re-enter participant information. Each selected discipline will create an additional tab at the top of the page.
3. Use the **Comments** box to provide us with any special requests or requirement information, e.g. ‘we are driving in from Kelowna daily’ or ‘wheelchair access required.’
4. If wishing to be considered for the Kamloops Symphony Award or the Doreen Haughton Award, select one (1) or both of these awards at the bottom of the page. Please read General Rules 56 and 57 for more information.
5. Select discipline tabs one (1) at a time, and for each discipline.
  - a. Select your teacher from the drop-down list on the left. If your teacher’s name is missing, please fill in information for your teacher on the right.
  - b. In the box below **Teacher Info**, select the first class. Boxes for more required information will appear based on the class selected. This may include:
    - i. Level, Grade, Book.
    - ii. Title – **TBA** or unspecified titles **MUST** be submitted to Discipline Representative before **JANUARY 15**.
    - iii. Composer/Author.
    - iv. Duration – Important for accurate scheduling.
    - v. Instrument – Strings or Instrumental only.
    - vi. Automatic Non-Competitive classes. Some classes will have this option pre-selected for you. Any entry may be Non-Competitive – select Non-Competitive, if you wish, for any class.
    - vii. Accompanist’s name. At this time, this information is not required.
  - c. Repeat steps a. and b. for all entries within one (1) discipline.
  - d. Select subsequent discipline(s) and complete entries as above.
6. Select the **Summary** tab at the top of the page to complete registration.
  - a. Any notes in red indicate missing information on the Participant page. Please return to this tab to complete the required information. Double-check that all information is correct.
  - b. Read the waiver; select **Yes, I agree** in order to complete registration. If you do not agree, your registration cannot be completed.
  - c. Select the **Submit Registration** button **ONCE** to complete your registration.

## GROUP ENTRIES

Complete **one (1)** entry form per Group entry.

Group entries **MUST** be separate from Solo entries. **IF YOU TRY TO ADD A GROUP ENTRY TO A SOLO REGISTRATION, YOU WILL LOSE ALL SOLO INFORMATION.**

1. On a new Registration page, to the right, one (1) line above **Participant Information**, click on **Go to: Ensemble/Group Entry**.
2. For Dance entries, select the Dance School from the drop-down list.
3. For School entries, complete the name of the school in the **Organizations** box.
4. Enter the Group name. This is the name that will appear in the Program.
5. Complete all contact information accurately. For Dance Schools, there is a **Copy and Paste** feature to reduce repetitive entries.
6. Select the discipline for the Group. There is only one (1) entry permitted per Group form in the registration process.
7. Click on the discipline tab which now appears at the top of the page and enter similarly to Step 5 in **SOLO ENTRIES** on previous page.
8. It is important to list all names of Group members. Birth dates are also required for all participants.
9. Follow Step 6 in **SOLO ENTRIES** on previous page to complete Group registration.

## COMPLETING REGISTRATION WITH PAYMENT

1. After clicking **Submit Registration ONCE**, you will be taken to a Confirmation page. Please print this page for your records.
2. Please read this page carefully for instructions on payment using PayPal. We strongly recommend payment by PayPal **AT THE TIME OF REGISTRATION**.
3. To pay with PayPal:
  - a. Click on the PayPal link at the bottom of the page. You will leave the KFPA registration site and be taken to PayPal.
  - b. Please **DO NOT** use/open your own PayPal account. Select **Pay with credit card**.
  - c. Follow instructions provided by PayPal to pay for total registrations which have been calculated for you.
4. You will receive **TWO (2) EMAIL CONFIRMATIONS** – the first from musicfestivalreg.com for registration and the second from PayPal for payment.
  - a. If you do not receive confirmation for registration within a few minutes after completion, please email the **REGISTRAR** at [kfpa.registrar@gmail.com](mailto:kfpa.registrar@gmail.com).
  - b. If you do not receive confirmation of payment from PayPal, please **DO NOT RE-REGISTER**.
    - i. **Instead**, go to your Registration confirmation email and find the link to pay by PayPal to **TRY AGAIN**.
    - ii. You can try again at a later time by returning to your Registration Confirmation email.
    - iii. Alternatively, you might try contacting PayPal directly for assistance.

5. You may also make payment by cheque:
  - a. Print your completed Registration page(s). Attach a cheque payable to Kamloops Festival of the Performing Arts.

MAIL TO: **KAMLOOPS FESTIVAL OF THE PERFORMING ARTS**  
**BOX 162**  
**KAMLOOPS, BC V2C 5K6**

To make arrangements for hand delivery, email the **REGISTRAR** at [kfpa.registrar@gmail.com](mailto:kfpa.registrar@gmail.com).

### **IMPORTANT INFORMATION FOR STUDIO OWNERS WISHING TO MAKE ONE (1) PAYMENT**

It is possible for studio owners to make one (1) PayPal payment for all registrations for participants at her/his studio. Studio owners will require a password provided by the **REGISTRAR**.

1. Ensure that **EVERY REGISTRATION USES YOUR STUDIO NAME** as the *Teacher*, including all registrations from other teachers at your studio. This is the only way all registrations from your studio will be billed together. If your studio name does not appear on the drop-down list for *Teacher*, please email the **REGISTRAR** at [kfpa.registrar@gmail.com](mailto:kfpa.registrar@gmail.com).
2. Once all registrations are complete, open a new *Registration* page from [kfpa.ca](http://kfpa.ca), click on *Register Here*.
3. On the right-hand side, beside *Go to: Ensemble/Group Entry* and one (1) line above *Participant Information*, click on the *Teacher's Report* link.
4. You **MUST** login using the studio email address used for all registrations, and the password provided by the **REGISTRAR**.
5. Once logged in, you will see a complete list of registrations for your studio, separated by *Paid* and *Unpaid*.
  - a. Select the PayPal link to pay by PayPal.
  - b. You may opt to pay by cheque.
    - i. Print the Teacher's Report page(s). Attach a cheque or money order payable to the Kamloops Festival of the Performing Arts equal to the total of *Unpaid* entries.

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