

On-Line Registration Instructions

Solo-Small Ensemble/Large Group Festival

(This site is best viewed with your screen resolution set to 1024 X 768)

- 1) Logon
 - i) Go to <http://www.ihsma.org>
 - ii) Navigate to Solo/Small Ensemble or Large Group Festival link
 - iii) Click on Festival Central Login! This will be available approximately 30 days prior to the registration deadline.
 - iv) Enter your UserName and Password. Need help or don't remember them – contact the IHSMA office.
- 2) Select School Options
- 3) Open Options Folder (left side) – Select Solo and Ensemble or Large Group
- 4) **Solo/Small Ensemble Festival**
 - a) open All Functions, then select SE Portal, Open the Options folder, then the Registration Folder – open Entry Folder
 - b) Select Band, Vocal, or Orchestra
 - c) Select the contact person for this invoice
 - d) If your director profile has not been completed, fill it out and submit it at this time and then return to your solo/small ensemble registration.
 - e) Enter registration numbers for each event
 - f) Click on Submit (This will save your information in the database but allow you to come back later and make changes.)
 - g) Open Invoice Folder
 - h) Select Invoice Band, Invoice Vocal, or Invoice Orchestra
 - i) Review the invoice for accuracy, if necessary go back to Registration Entry and make changes (make sure you submit them.)
 - j) Once you are certain your registration numbers are accurate obtain a purchase order or check number. Click on the Submit PO/Check button at the bottom left hand corner of your Invoice. Enter the purchase order number or check number in the space provided. **Caution:** once you submit this number your registration will be locked and any changes to your registration will need to be secured by contacting the IHSMA office. **Your Registration is NOT complete until you submit a PO or Check number for EACH invoice (Band, Vocal, or Orchestra).**

(over)

- k) Click on Continue – this will bring up your invoice one more time but you will note that the invoice number or check number you entered will be included in the bottom left hand corner of the invoice.
- l) Print 2 copies of this invoice – one for your records and one to submit for payment.
- m) Your registration process will then be complete.

5) Large Group Festival

- a) Select the contact person for this registration.
- b) If your director profile has not been completed, fill it out and submit it at this time and then return to your large group registration.
- c) Input the correct number of bands, choruses, or orchestras
- d) Input the total number of participants
- e) Click on submit
- f) Select the correct invoice.
- g) Review the invoice for accuracy, if necessary go back to Registration Entry and make changes (make sure you submit them.)
- h) Once you are certain your registration numbers are accurate obtain a purchase order or check number. Click on the Submit PO/Check button at the bottom left hand corner of your Invoice. Enter the purchase order number or check number in the space provided. **Caution:** once you submit this number your registration will be locked and any changes to your registration will need to be secured by contacting the IHSMA office. **Your registration for EACH invoice is NOT complete until you submit a PO or Check number for that invoice (Band, Vocal, or Orchestra).**
- i) Click on Continue – this will bring up your invoice one more time but you will note that the invoice number or check number you entered will be included in the bottom left hand corner of the invoice.
- j) Print 2 copies of this invoice – one for your records and one to submit for payment.
- k) Your registration process will then be complete.

Troubleshooting: If your site locks up or does not display a page correctly, try logging out and logging back in.