

Fullerton College Jazz Festival Registration Tutorial

- Point your web browser to <http://jazzfestival.fullcoll.edu>



- Familiarize yourself with the details of the festival by clicking both the "Entry Details" and "General Info" links in the left hand menu. You will find costs, category information and most other answers to common festival questions.

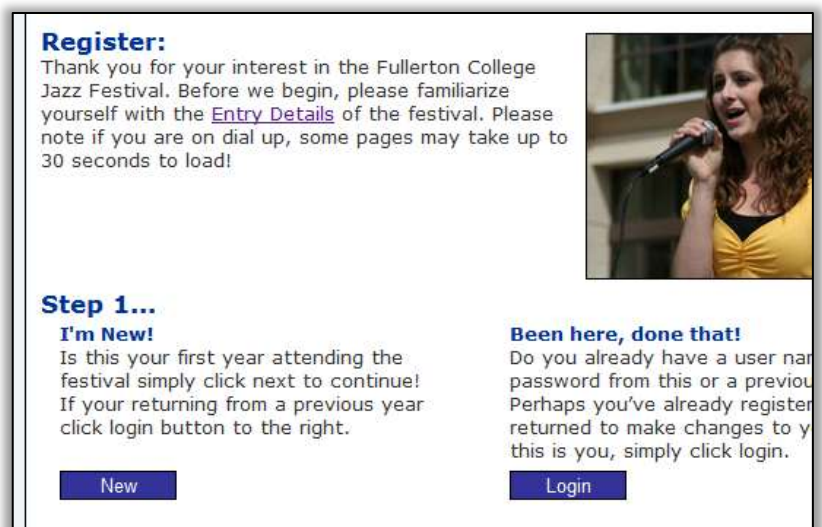
A screenshot of the Fullerton College Jazz Festival website. The header features the festival logo and the text "Fullerton College Jazz Festival". Below the header, it lists the event dates: "Show Choir and Vocal - Friday, April 01, 2011" and "Instrumental - Saturday, April 02, 2011". A yellow banner indicates the "Application Deadline Sunday, February 13, 2011". On the left is a navigation menu with links: Welcome, Entry Details, General Info, Concerts, Clinics, Schedule, Scores, Register, Log in, Contact Us, and Survey. The main content area is titled "Welcome..." and contains a paragraph of text: "We would like to extend an invitation to participate in the 39th ANNUAL FULLERTON COLLEGE JAZZ FESTIVAL. The goals of the festival, which has grown into one of the largest and most prestigious festivals of its kind are the education and promotion of jazz music, both vocal and instrumental. To this end, we feature many clinics and workshops in addition to the adjudication aspect of our festival. Starting at 9:00 a.m., there will be clinics continuing through the day, covering a wide variety of..."

- Register:** When you are comfortable with the details of the festival, click "Register" from the left hand menu to proceed.

From here you can choose either "I'm New" for those who have not attended a festival or "Been here, done that" for those returning after participating in years previous.

a. "I'm New"

If this is your first time attending the festival, welcome, we're glad to have you. Click new and fill out the information of the subsequent page.

A screenshot of the registration page. It features a "Register:" heading followed by a thank-you message and a note about dial-up speeds. A photo of a woman singing into a microphone is on the right. Below the text are two registration options: "Step 1... I'm New!" with a "New" button, and "Been here, done that!" with a "Login" button. The "I'm New!" section includes instructions: "Is this your first year attending the festival simply click next to continue! If you're returning from a previous year click login button to the right."

Select one or more institutions from the prepopulated list or you can add yours if none is listed. Omit the city and state info please.

Once you have input the information click "next" to proceed. In the next step you will specify the details of your entries.

Skip the next step, "Been here done that" and go straight to the "Entries" step later in this document.

Register: Step 2...

Fill out of the information below about yourself and the institutions you

Personal:

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Office Phone:	<input type="text"/>
Office Fax:	<input type="text"/>
User Name:	<input type="text"/>
Email:	<input type="text"/>
Password:	<input type="text"/>
Re-Enter Password:	<input type="text"/>

Select your Institutions:

Select one or several (hold ctrl or apple key) institutions you plan on bringing to the festival. If your institution is not in the list you may add it below.

Abraham Lincoln High School - 94116	▲
Acacia Middle School - 92544	
Acalanes High School - 94556	
Adelante High - 95678	
Adolfo Camarillo High School - 93012	
Adrian Wilcox High - 95052	
Ageller High - 91311	
Agoura High School - 91301	
Alameda High - 94501	
Alamitos Intermediate School - 92841	▼

OR Add your Institutions:

Do not specify the city or state

Name:	Education Level:	Address:	Zip:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

b. "been here done that"

From this screen you can either log into the site or retrieve your info from a previous year's registration.

If you cannot remember your login info type the first two letter of your last name, then click find.

The next page will appear with a list of directors, select your name and click next. A new page will load and your login info will be emailed to you

If you name does not appear, then click the "New Director" link in the

Welcome Back...

Login:

Please enter your username or your information, use the Find Me feat

username or email:	<input type="text"/>
password:	<input type="password"/>

Remember me

Login

Find Me:

Please enter the first two letters

last name:	<input type="text"/>
jo	<input type="text"/>

Find

Find Me:

Directors:

Below you will find and click Next to registration proces

Name:	<input type="text"/>
Amy Jordan	
Brandon Johnson	
Craig Jordan	
Dave Johnson	
David Joseph	
Ivan Johnson	
Jimbo Jones	
Joe Johnson	
John Johnson	
Jonathan Johnson	

Next

paragraph. You be directed to a page to enter your personal information.

- c. **Entries:** Input the information pertaining to your entries. Review the instructions at each step on the webpage. You can always return to this webpage at a later date to make changes before the application deadline. Be thorough and specify any scheduling conflicts (soloist competition, long drive) you may have in the notes box for each entry.

Register: Step 3...

Entries:
First select the school you are bringing. Then specify name of the entry, if a soloist, specify the name of the soloist and their vocal or instrument type under Entry Name. If the group has an assistant director or co-director then please provide. Select the Classification/Level type, review the [entry details](#) if you are unsure. Also, choose either AM or PM for your preferred performance time. Please note, **we cannot guarantee any time slots**. If needed please provide us with any further scheduling notes. The page may jump a bit after picking a festival date.

Festival Date:	School:	Classification / Level:
4/1/2011 - Show Choir and Vocals	Fallbrook Union High School	HS Show Choir - Mixed - Advanced
1 Entry Name:	Asst Dir:	Prefer: Notes:
Pizzazz Inc	Mr. Man	PM Dont sched soloist Garland over
Festival Date:	School:	Classification / Level:

Be sure to fill out all the information requested. Once complete click next to continue

- d. **Confirm:** The next step in the registration process is to confirm the details of your entries. Please carefully read over the “Terms and Conditions” of the festival. Once you done so, click the “I have read and Agree...” check box and then the Save button.

Register: Step 4...

Please review your director information, listed entries and terms and conditions. Upon completion click save.

Director Info:
Jimbo Jones
Fallbrook Union High School
Po Bx 368 2400 Stage Cch
92028
jjones@jimbo.com
714-992-7150

Registration Totals:

Festival Date:	School:	Classification/Level:	SubTotal
4/1/2011 - Show Choir and Vocal	Fallbrook Union High School	HS Show Choir - Mixed - Advanced	\$185.00
Pizzazz Inc	Mr. Man	PM Dont sched soloist Garland over	
2 Students Participants :			\$3.00
2 Parent / Chaperon Venue Passes (\$4.00 each, good until 2/13/2011):			\$8.00
Total:			\$196.00

Terms and Conditions:
I have reviewed the entries listed above and confirm to their accuracy. I understand the festival does not and cannot guarantee any specific performance time slots. I have carefully reviewed and fully understand the information listed on the entry details page and how it applies to the entries listed above. I understand this is not a receipt for entry, yet only an invoice of charges. I understand it is my responsibility to check the Jazz Festival website for the most current version of the schedule. I understand and accept the schedule is subject to change up to the day of the festival. I understand...

I have read and agree with the statement listed under Terms and Conditions.

Quit **Save**

- e. **Completed:** The final step should appear as displayed to the right. Be sure to print the invoice, sign and remit with payment. We will also need your insurance documents as well. You can email, upload or postal mail your documents to us. See “My Home (e.g. Jimbo’s Home)” section later in this tutorial.

Register: Completed...

Thank You, your request for submission to the festival has been received. Please print your invoice and remit with your payment. If you wish to make changes to your entry, please log back into the site using the information you specified earlier. The [Log Off](#) button from this screen may produce unwanted results.

Located in the left menu you will find [Jimbo's Home](#) page. There you will find different tools to better assist you. You can check your balance, upload your invoice documents and print out pre-filled Adjudication Forms.

The schedule will be made available on or around Monday, March 15, 2011. It is your responsibility to check the Jazz Festival website for the most current schedule.

[Print your invoice](#)
[Email yourself an invoice](#)

- **My Home (e.g. Jimbo’s Home)**
 An important part of the festival website is the Home link in the left menu. From here you can make changes to your entries, check on you document requirements, download the adjudication forms and download the judge’s comments after the festival concludes.

Please be sure to visit this page often as it should provide you the most update information related to your festival entries.

How Choir and Vocal - Friday, April 01, 2011
 Instrumental - Saturday, April 02, 2011

Application Deadline Sunday, February 13, 2011

- Jimbo's Home
- Entry Details
- General Info
- Concerts
- Clinics
- Schedule
- Scores
- Register
- Log off
- Contact Us
- Survey

Welcome Back...

Jimbo, the following is a summary of your entries, charges and payments to date for this year's festival. You may make changes to the entries up to the application deadline. After the application deadline, you may not Jimbo then please [logoff](#) to start over

Director's Tools:

- [Make changes to your entries](#)
- [Print your invoice](#)
- [Email yourself an invoice](#)
- [Contact Us](#)

Director's Schedule:

- [by Director with Venue M](#)

Required Documents:
All three documents must be cleared before you can be scheduled!. You can [Upload](#) a document and a signed invoice.

Insurance: **MISSING!**
 Signed Invoice: **MISSING!**
 Payment: **MISSING!**

Judges Recorded Comments:
New to 2010, Judges Comments from selected entries will be available to download starting in 2010. We are testing this technology this year, so not all entries will have comments available to download. Comments are available in (WMA) Windows Media Audio format. These files should play on a PC using Windows Media Player. Mac users should be able to play them with iTunes. However, Mac users may have to use [software](#).

Sorry comments are not available yet.

Adjudication Forms:
Please click, fill out and print the copies as specified for each of the entries listed below. Please bring these to the festival.

Copies: Entry:
 3 [Pizzazz Inc - HS Show Choir - Mixed-Advanced](#)

Entries Summary:

Current Total Registered Entries: 1
 Current Total Cost for Entries & Passes: \$196.00

- **Logging Back Into the Site:**

If you'd like to make changes to your entries or review the information on "My Home" page you will need to log back into the site to do so. Simply click login from the left menu and specify your login info. If you've forgotten your info, use the find me feature and your login info will be mailed to you

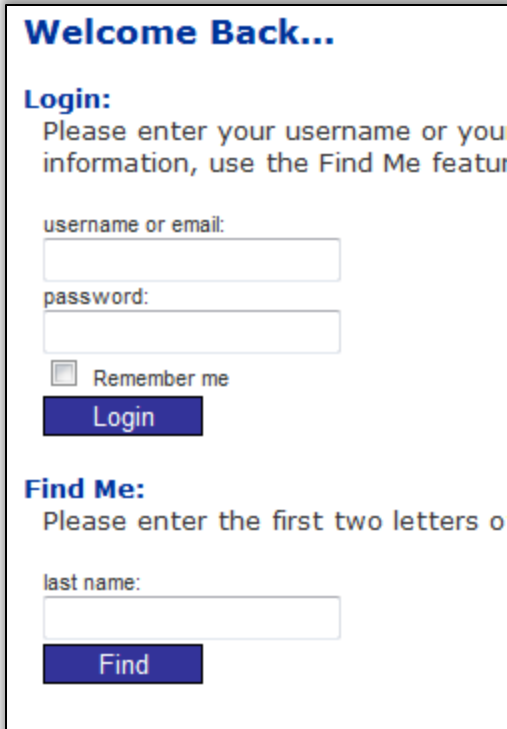
- **Concert, Clinic, Schedule and Scores:**

The menu on the left also contains links for the festival as a whole. Review the content on each page to find out more regularly. The information is changed up to the festival date.

- a. Concerts: A list of concerts that will occur during the festival
- b. Clinics: A list of clinics that will occur during the festival
- c. Schedule: The listing of locations and times for the competitions. Be sure to check this page regularly!
- d. Scores: After the festival concludes you can check the score for the competitions.

- **Contact Us:**

Use this page to contact the festival. Since it is a committee driven event we are unable to answer phone inquiries. So please email us your questions and will respond as quick as possible.



The image shows a screenshot of a web form titled "Welcome Back...". It contains two main sections: "Login:" and "Find Me:". The "Login:" section has a text input field for "username or email:", a text input field for "password:", a checkbox labeled "Remember me", and a blue "Login" button. The "Find Me:" section has a text input field for "last name:" and a blue "Find" button.