

WELCOME TO THE NEW ONLINE REGISTRATION SYSTEM!

This year, the Festival has adopted the **Music Festival Suite** online registration and Festival management platform. This platform, abbreviated as MFS, is also used by the Toronto Kiwanis Festival and the OMFA Provincials Festival.

Our Festival's site on the platform can be found at <https://ncrmf.musicfestivalsuite.com/>.

This platform offers several desirable features compared to previous methods used by the Festival:

- It's specifically designed to meet all the requirements of Canadian federal and provincial requirements with respect to the protection of personal information and privacy online, such as the Personal Information Protection and Electronic Documents Act or Canada's Anti-Spam Legislation (<https://crtc.gc.ca/eng/internet/anti.htm>).
- User data is guaranteed to be stored on servers in Canada, meaning its security is also subject to Canadian federal and provincial requirements.
- Rather than write up registrations that they can only refer to via emailed receipts or by contacting the Festival, users create enduring profiles that allow them to review their registration information whenever they like. What's more, parents or guardians, teachers, and accompanists also create profiles allowing them to see pertinent information for any linked participants.
- Users can review registration details and scheduling pertinent only to their own registrations or to those of their students or ensembles, or their children at a glance!
- Users have access to support, not only from us at the Festival, but also from MFS, with a click of the mouse.

We understand this involves learning some new processes, so here is a summary of creating a user profile. We ask that participants, teachers, parents and guardians, and accompanists create user profiles sooner rather than later to ensure everyone has a smooth experience learning how this new system works.

CREATING A USER PROFILE

User profiles in the MFS system are linked together – teachers are linked to participants (which MFS calls “entrants”), and parents or guardians are linked to children under the age of 18. For that reason, if you plan on taking part in the 2023 Festival in **any** capacity, you'll need an MFS profile – it's not only for participants.

Before running through the procedure to create a new profile, we'd like to mention something important: Users who will act as teachers or parents or guardians will have to create their profiles **first**. This is because any entrant creating a profile must usually link their registration to a teacher, and anyone under the age of 18 must have their profile linked to someone who is their parent or guardian.

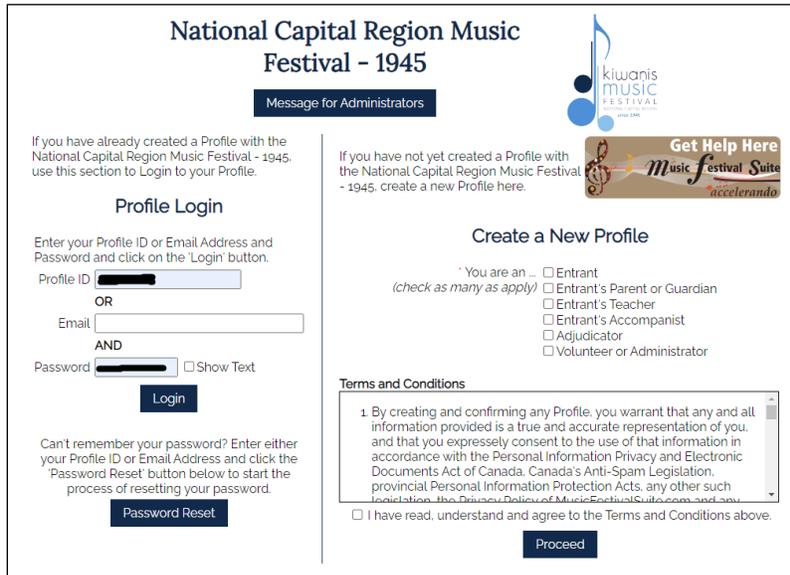
You can create a user profile whenever you wish – you aren't restricted to doing so during the registration period.

Exporting a Profile from Another Festival: If you created a user profile for another Festival that uses MFS, such as OMFA's Provincials Festival this past summer, you can export that profile to this Festival. See the guidelines starting on page 3 for how to accomplish this.

HOW TO CREATE A PROFILE

Step 1: Visit <https://ncrmf.musicfestivalsuite.com/> on your Internet-connected device.

Step 2: In the “Create a Profile” section on the right-hand side of the login screen, check all the checkboxes that apply to you. You use one profile regardless of your role in the Festival – entrant, teacher, etc. At the top of the next page is an example of what this screen looks like on a laptop machine; you should see something similar on a mobile device.



National Capital Region Music Festival - 1945

Message for Administrators

If you have already created a Profile with the National Capital Region Music Festival - 1945, use this section to Login to your Profile.

Profile Login

Enter your Profile ID or Email Address and Password and click on the 'Login' button.

Profile ID

OR

Email

AND

Password Show Text

Login

Can't remember your password? Enter either your Profile ID or Email Address and click the 'Password Reset' button below to start the process of resetting your password.

Password Reset

If you have not yet created a Profile with the National Capital Region Music Festival - 1945, create a new Profile here.

Create a New Profile

* You are an ... Entrant
(check as many as apply) Entrant's Parent or Guardian
 Entrant's Teacher
 Entrant's Accompanist
 Adjudicator
 Volunteer or Administrator

Terms and Conditions

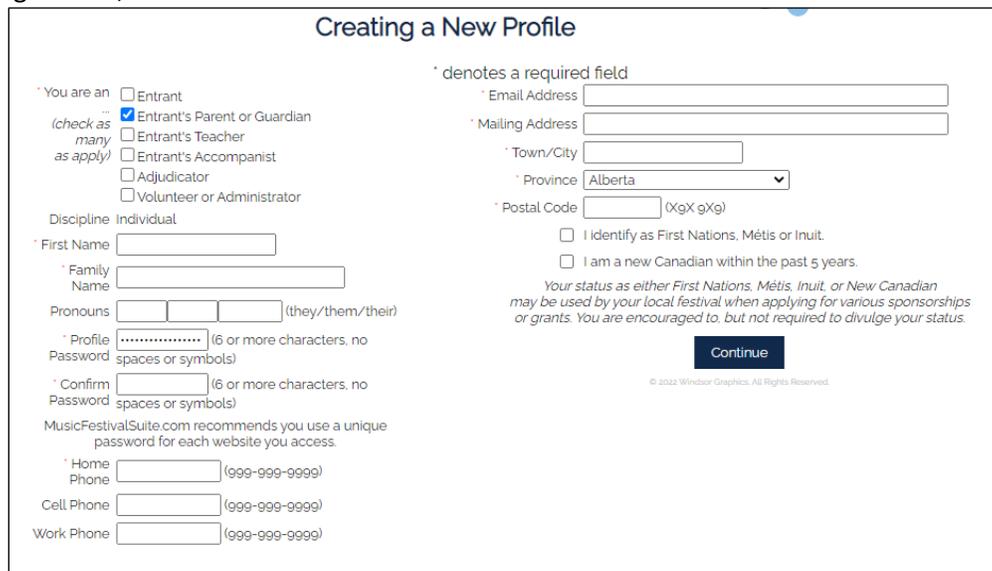
1. By creating and confirming any Profile, you warrant that any and all information provided is a true and accurate representation of you, and that you expressly consent to the use of that information in accordance with the Personal Information Privacy and Electronic Documents Act of Canada, Canada's Anti-Spam Legislation, provincial Personal Information Protection Acts, any other such legislation, the Privacy Policy of MusicFestivalSuite.com and any other applicable laws.

I have read, understand and agree to the Terms and Conditions above.

Proceed

Step 3: After **carefully reading** the terms and conditions, confirm you have read, understand, and agree to them and then click the “Proceed” button.

Step 4: You **must** fill out all **required** fields in the New Profile screen. You **may** fill out any other fields. The New Profile screen will look mostly like the below example, with some possible differences depending on whether you’re an entrant, teacher, parent or guardian, etc.



Creating a New Profile

* denotes a required field

* You are an Entrant
(check as many as apply) Entrant's Parent or Guardian
 Entrant's Teacher
 Entrant's Accompanist
 Adjudicator
 Volunteer or Administrator

Discipline Individual

* First Name

Family Name

Pronouns (they/them/their)

* Profile Password (6 or more characters, no spaces or symbols)

* Confirm Password (6 or more characters, no spaces or symbols)

MusicFestivalSuite.com recommends you use a unique password for each website you access.

* Home Phone (999-999-9999)

Cell Phone (999-999-9999)

Work Phone (999-999-9999)

* Email Address

* Mailing Address

* Town/City

* Province

* Postal Code (XgX 9Xg)

I identify as First Nations, Métis or Inuit.
 I am a new Canadian within the past 5 years.

Your status as either First Nations, Métis, Inuit, or New Canadian may be used by your local festival when applying for various sponsorships or grants. You are encouraged to, but not required to, divulge your status.

Continue

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Please Note: If you are entering as an entrant, you will also have to specify if you are entering in Individual or Group classes. **For the purpose of our Festival**, solo performers enter Individual classes and ensembles **of any type** enter Group classes. You might have to do this before seeing the above page.

Please Also Note: Entrants will need to enter a User ID for their teacher(s), and if they are under the age of 18 they will also need to enter a User ID for their parent(s) or guardian(s). When entering as an entrant, you'll need these User IDs, which usually have the letters "ENT" with a five-number code following – "ENT00009", for instance.

Final Note: Don't forget to store passwords where you won't lose or forget them. If you are using the same email address as another user in the system – very typical for parents and guardians of younger entrants – it's more work for everyone to recover lost passwords.

Step 5: Once you have clicked the "Create Profile" button, you can confirm your profile using either SMS two-factor authentication or email confirmation. Once that is done, you have finished creating your profile!

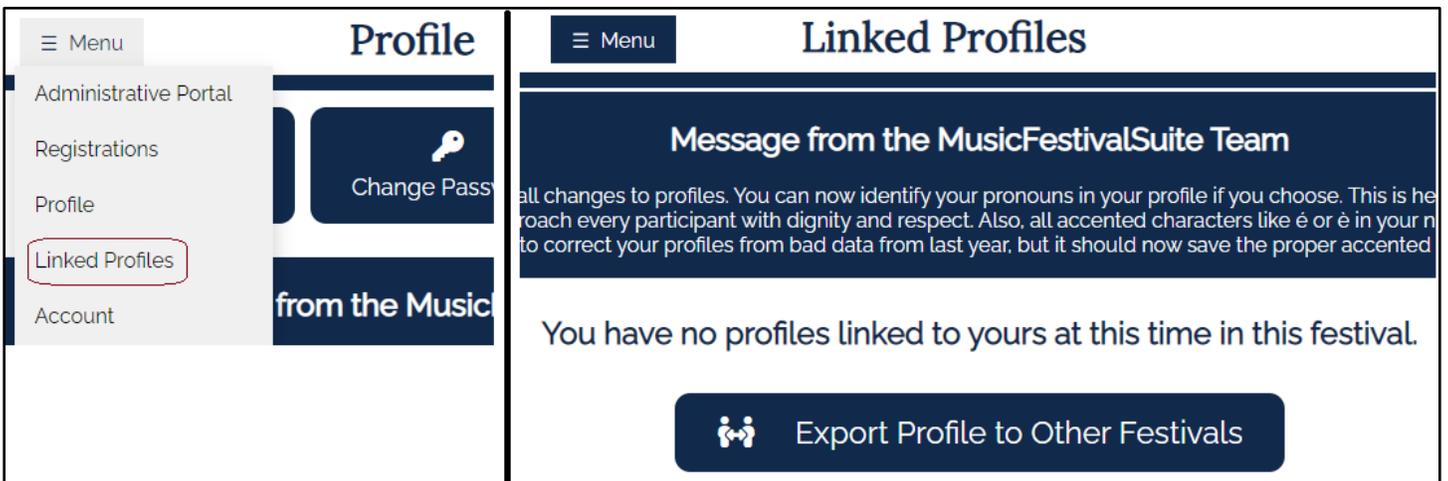
Step 6: You'll have to acknowledge some waivers. We ask that you **affirm** the photo release waiver.

USING A PROFILE FROM ANOTHER FESTIVAL

If you have already created a profile for another Festival, you can transfer that profile from that other Festival to this one without having to create a new user account/profile. To do so:

1. Log into your profile with that other Festival – for example, OMFA's Provincials Festival.
2. Click on the menu button to the left of the "Profile" title.
3. Select "Linked Profiles" from the drop-down menu.
4. Select the "Export Profile to Other Festivals" button. Our Festival – **National Capital Region Music Festival 1945** will appear as an option.
5. Click on our Festival and your profile will be linked to our database.

Please Note: If you were a **performer** at Provincials, your teacher, parent or guardian (if necessary) **and** accompanist (if yours has an MFS profile) will have to link their profiles in this way first before you can link your profile.



The image shows two side-by-side screenshots of the Music Festival Suite user interface. The left screenshot shows the 'Profile' page with a drop-down menu open, highlighting 'Linked Profiles'. The right screenshot shows the 'Linked Profiles' page with a message from the MusicFestivalSuite Team and a button to 'Export Profile to Other Festivals'.

On the left is the drop-down menu, with **Linked Profiles** highlighted. On the right is what the linked profiles page might look like, with the button to export your profile to other Festivals.

OPTIONS FOR MORE SUPPORT

In addition to reaching out to the Festival when you're looking for support while creating a user profile, you can also visit the MFS website, which has resources available for participants at <https://www.musicfestivalsuite.com/fstparts.shtml>.

These resources include:

- A comprehensive user manual.
- How-to videos.
- Simple infographics that illustrate or provide examples of using the site.

You can use these resources yourself, or use them to discuss the new system with teachers, parents or guardians, participants, or accompanists.