

# Director of Music Instructions



<https://www.dacapomusicfestivals.com>



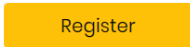
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\* New since September 2019



## Register for a new account

1. Using any modern browser that has JavaScript enabled, visit <https://www.dacapomusicfestivals.com> and click the yellow  button.
2. The access code to register for a director account can be obtained from the developer – [support@dacapomusicfestivals.com](mailto:support@dacapomusicfestivals.com). Note, there should only be One 'Director of Music' account per school district.
3. Enter your demographic information
4. When you choose a county, a list of districts will populate
  - a. If your school district is not listed, you can complete your registration. Please submit a support ticket at <https://forms.dacapowebdevelopment.com/addschool> and ask for a district to be added.
5. Choose a unique username and strong password.
6. Click the green button to submit your registration.
7. You may print the confirmation page if you choose. Please remember your password<sup>1</sup>.


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<sup>1</sup> It is best practice to use a strong, unique password for each site on the internet. We recommend that you use a password manager to maintain your list of password lists. Most password managers can sync between all of your devices. Simply search for 'password manager' online and you can read reviews about many different password managers including LastPass, Dashlane, Bitwarden, and others. Many of these password managers have free tiers with many features.

## View teachers registered through my district


1. After you log in with your username and password that was just created, you will be brought to the 'Home' screen.
2. The bottom half of the Home screen lists all teachers that have registered for an account in your school district and the buildings for which they are registered.

## View entries, schedule for my school district

1. After you log in with your username and password that was just created, you will be brought to the 'Home' screen.
2. At the top half of the screen, you will see a list of festivals for which students from your school district have been registered. Normally, there should only be one (your satellite) or two (your area ASE) festivals listed.
3. Beside each festival name, there may be up to four icons:   
(a)(b) (c) (d)
  - a. Clicking this icon brings the user to the list of all of the registrations that have been submitted for the district.
  - b. This icon shows that scheduling information is available. If you hover your mouse over this icon, it may say 'DRAFT' or 'FINAL'. If it says DRAFT, only directors of music may see and download the schedule. If it says FINAL, teachers have access to the schedule also.
  - c. This icon shows that rating information has been released by the festival host. Teachers and Directors will have access to this information simultaneously.
  - d. This icon allows the user to download all available registration information to a CSV (spreadsheet) file.
4. If you choose button (a) to view the entries, all fields are sortable and searchable with the search box near the top of the screen.




## View medal count for my school district


1. After you log in with your username and password that was just created, click  from the menu on the left.
2. If rating information is available from the host of the festival, the quantity of each medal that was earned is displayed. The quantity of medals for each building in your district will also be displayed.





## Register / Modify a student

1. After you log in with your username and password that you created, click  from the menu on the left.
2. Choose the festival that your school district is participating in.
  - a. While other festivals may be available on this list, you are supposed to register your students in *your district or area* festival. If you need to register a student for another festival, please be sure to speak with your supervisor and the director of the other festival.
3. Choose whether you'd like to register the student *as a teacher* or *as District Office*.
  - a. If you register the student as a teacher, the student data (scheduling and rating information) can be seen by the teacher.
  - b. If you register the student as yourself (district office), only you will be able to see this information.
4. Choose the school building from which you will register the student. If you are registering a student as a teacher, and their school building is not listed, the teacher must edit their user profile and add that building to the list of buildings in which they teach (Teacher Instructions page 8).
5. Fill in the following fields:
  - a. Event\*
  - b. Level\*
  - c. Instrument\* (The instrument field will populate after level is selected)
  - d. Student Name\*
  - e. Grade\*
  - f. Multiple Auditions: If you know that a student is performing another audition (or, if you want to check to see), click the multiple audition box. If the system notices that a student has been registered for another audition, you will notice the student's name pop up. If you are reasonably confident that this is the correct student, select the check mark next to that student's name. If you are confident that this is not the same student, uncheck the 'Multiple Auditions' checkbox.
  - g. Composition, Composer, Arranger, Movements, Page, Time Preference, Accompanist, Special Requests: These fields do not have



to be filled out now. They can be filled out any time before the festival date.

- h. **Accompanist:** When you click in the accompanist field, a dropdown will populate that lists all of the accompanists currently working at this festival. To ensure correct spelling and linking, you may simply click the name of the accompanist. You may also simply type in the name of a new accompanist if yours is not on the list. **\*DO NOT type 'tape' or 'recording' in this field. Only type in the name of the person who will be playing piano.**
6. Click the  button.

## Modify a registration



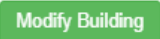
1. After you log in with your username and password that you created, click  OR by viewing entries (Director Instruction page 4).
2. Then, click the blue 'modify' button  to modify your student.
3. You may then update the various data fields accordingly.

## Switch times between students



1. If the functionality has been enabled by the festival host, you will be able to switch audition times between students in your district. This option will only be available after the schedule has been published for teachers.
2. After you log in with your username and password that you created, click  from the menu on the left.
3. Beside the time, you will see an icon  showing you that this student's time is able to be switched. Students who are performing multiple auditions and students who are accompanied may not have their audition time changed with this function.
4. After you click that icon, you will be shown a list of possible students that can switch with that student. Simply click the link: [Switch Time with Adam](#) and the time will be switched immediately.



## Add/Remove/Modify school buildings

1. After you log in with your username and password that you created, click  .
2. The top half of your screen allows you to add a new building to your list of buildings in your district.
3. The bottom half of your screen shows you all buildings associated with your district and their address / telephone number.
4. To modify any of this information, click the blue modify button  .
  - a. Enter the new information for the building and click  .

## View billing information

1. After you log in with your username and password that you created, click  from the menu on the left.
2. Select the festival for which you'd like to see billing information.
3. Here you will see the costs associated with the students that have been registered through your district.
4. Selecting  will break down the data even further by showing the registration costs from each of the buildings in your districts that have students registered for the festival.

NYSSMA Festival Entry Summary - Area 1 DEMO All-State Solo Ensemble - Patrick Hait  
 Marguerite L Mulvey School Central Islip  
 44 E Cherry St Central Islip, NY, 11722 631-348-5059

All-State Entries			Level 5 and 6 Entries			Level 1 - 4 Entries		
Part	Entries	Cost	Part	Entries	Cost	Part	Entries	Cost
						Brass-Woodwind Solo	1	16.00
<b>Total All-State Fees:</b>			<b>Total 5 - 6 Fees:</b>			<b>Total 1 - 4 Fees: \$16</b>		



Note for teachers - Your school district may ask that you have checks made payable to your school district, so they can combine all payments and send one large check to the below address.

Please attach one check payable to NYSSMA for the grand total of **\$16** and Mail to:



**TestFestival TestAdministrator**  
 1 Broadway Ave  
 Central Islip, NY, 11722



## Modify your user profile

1. After you log in with your username and password that you created, click  from the menu on the left.
2. Here, you may modify any information associated with your user account.
3. You may not change your username or school district. If you have moved to another school district, you may simply register for a new Director account (instructions on page 3).
4. Click  to update your profile.

## Forgotten Password

1. Using any modern browser that has JavaScript enabled, visit <https://www.dacapomusicfestivals.com> and click the red  button.
2. You will need to know your username in order to reset your password.
  - a. If you do not know your username, enter the email address that you used when you created your account. All usernames associated with your email address will be sent to that email address.
3. If you know your username, enter your username in the bottom half of the screen and click the yellow  button.
4. You will receive an email with a link that you can click to reset your password. The link will have a long, coded string to ensure the security of this feature. Click on that link (or copy and paste it into your browser) to create a new password<sup>2</sup>.

 <https://www.dacapomusicfestivals.com/resetpassword.php?u=422&t=19fn0a32f6a57bc8c9>

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<sup>2</sup> It is best practice to use a strong, unique password for each site on the internet. We recommend that you use a password manager to maintain your list of password lists. Most password managers can sync between all of your devices. Simply search for 'password manager' online and you can read reviews about many different password managers including LastPass, Dashlane, Bitwarden, and others. Many of these password managers have free tiers with many features.



<https://www.dacapomusicfestivals.com>

## Support

1. Navigate to <https://support.dacapomusicfestivals.com>
  - a. Fill out the support form for help
2. Or, you may send an email to [support@dacapomusicfestivals.com](mailto:support@dacapomusicfestivals.com)



## Appendix I: Full Menu System

Home

NYSSMA Fees

Entries

Medal Count

Register Student

Manage Buildings

Festival Billing

    Complete Festival Bill

    Billing By Building

Profile

Da Capo Documentation

## Appendix II: Things to watch out for

1. You may wish to ensure that only ‘actual teachers’ from your school district are registering students on Da Capo Music Festivals.
  - a. Login to the site using your Director of Music account
  - b. The list of registered teachers from your school district – and their building(s) – is front and center on your ‘welcome’ page.
2. You may wish to ensure that your teachers are registering students for the correct festival(s). This is especially the case for All-State auditions.
  - a. Login to the site using your Director of Music account
  - b. The list of festivals for which your teachers have registered students is front and center on your ‘welcome’ page.