North Island Festival of Performing Arts – Courtenay, B.C.
(NIFPA)
November 1, 2018 to November 15, 2018

Our registration system is created and hosted by **Dancesync (TMM).** Many are already familiar with the system but if you are new, or need an annual reminder, we have a few tips to help everyone. *The system works best with Chrome but is designed to work with all.*

1. *The link for online registration is: https://nifpa.signup.dance/ -- it will be posted at nifpa.org too.*

2. *You will need to set up an account for yourself. Those teachers in the Music and Speech Arts disciplines with students registering independently – please set up an account and give them access with a shared login and password. We can help with this if needed, but we prefer not to have any individual accounts set up unless they are independent entries. (This is not allowed for any Dancers as we do not accept independent entries in Dance)*

3. Teachers/Studios–to prepare and make registration easier you should create a worksheet listing all your students. First & Last Name (these can be in separate columns or together, the system will recognize them either way); Birthdate and Gender. This document needs to be saved as a CSV (comma separated value) file. Then you will upload it to your account and it will be the last time you enter student data. *NOTE: if you don't have many students this information can be added with each entry as well.*

4. You will need the **Title** for each selection as these are what separates each entry. Titles can be edited later but you will need to have one and not (TBA).

5. You will need the **time/length** of each piece – this can be a guesstimate and is for ensuring we program enough time. You will not be held to the times – that is done at festival thru our timers.

6. You will need the **composer/author/choreographer** for each entry.

7. You will select a **discipline** and **class** for each entry.

8. You will need to select if an entry is Non-Competitive and note whether you want them to be separated in the program in the note field. Or via email.

9. Steps 4-8 will be input for each entry you have – then students connected with that information will be selected from the list that you provided. **Neat Note:** The student list can be manipulated by age of kids – for example: if you are entering a group that is around 12 and under you can display only those names so you don't have to scroll through your whole list each tme.

10. **Performance Groups:** For those disciplines that offer performance group as a class (Piano, Strings and Vocal); you will enter each selection as a separate entry choosing "performance group" as a class. They will then be put together in the program.

11. Payment will now be accepted by a new software called STRIPE.com. Payment is necessary to complete entries. All credit cards accepted.

All the best and welcome to the 2019 season!