Teacher's Guide to CTFest.net

PART ONE

Create a Profile
Register Students for Auditions
Welcome to the CMEA CTFest™

Email

Password

Log in

Forgot your password? Click here.

New to CTFest? Register here
Every teacher whose students will audition for a CMEA festival must register a profile on CTFest.net.

Teachers must be current members of CMEA, and their school must have submitted the annual school association form with payment in order to be approved for CTFest access to register students for auditions.

Teachers may register only their own students, even if all of the teachers at your school are CMEA members, each one must register their own students.

On the new CTFest.net you will register one single profile and have the same login for everything that you do on the site. You can update your profile to reflect changes at anytime.

Select whether you are registering as a teacher, judge, or both. If you teach in the Northern or Western High School Region, you must select both, because your region requires its' teachers to serve as judges.
Complete Basic Information

- First and last name
- Email
- Phones
  - Mobile
  - School
- Password
- Confirm password

Passwords must have at least one digit (0-9), one lowercase (a-z), one uppercase (A-Z), and one non-alphanumeric character.

CMEA/NAfME Membership #: Required for teacher
1. Select your school(s)

2. Check off what you teach

3. Read/Accept Festival Policies

4. Submit your registration
1. Provide Legal Address

Legal Address: As-It-Is-On-Your-Taxes Road, Cromwell, CT 06416

2. Choose your preferred judging areas

3. Select date(s) available
<table>
<thead>
<tr>
<th>Region</th>
<th>Event Type</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northern Region</td>
<td>Middle School</td>
<td>Mar 16, 2021 - Mar 24, 2021</td>
</tr>
<tr>
<td></td>
<td>Festival Online</td>
<td>12:00 AM - 11:59 PM</td>
</tr>
<tr>
<td>Southern Region</td>
<td>Middle School</td>
<td>Mar 16, 2021 - Mar 24, 2021</td>
</tr>
<tr>
<td></td>
<td>Festival Online</td>
<td>12:00 AM - 11:59 PM</td>
</tr>
<tr>
<td>Eastern Region</td>
<td>Middle School</td>
<td>Mar 16, 2021 - Mar 24, 2021</td>
</tr>
<tr>
<td></td>
<td>Festival Online</td>
<td>12:00 AM - 11:59 PM</td>
</tr>
<tr>
<td>Western Region</td>
<td>Middle School</td>
<td>Mar 16, 2021 - Mar 24, 2021</td>
</tr>
<tr>
<td></td>
<td>Festival Online</td>
<td>12:00 AM - 11:59 PM</td>
</tr>
</tbody>
</table>

4. Indicate number of years judging for CMEA.
5. Check all that apply.
6. Agree to bring your own device
7. Submit Registration
Thank you for registering

Verify your Email to submit your profile for approval!

Please check your email and click on the verification link to confirm your email address. You must verify your email address to log in to the system.

**Important Teacher Information**

Your registration has been submitted for approval. Access to CTfest will be granted after CMEA has received your School Association Fee payment and your individual CMEA/NAfME membership has been confirmed as being current.

Please allow two-three business days for access to be granted once both of those items are in place. Questions? Contact the CMEA office.

Click here to return to the login page.
Dashboard

Your registration has not yet been approved. If access has not been granted in 2-3 business days after registering, either your individual membership is not current or your school association fee payment has not been sent in. Please check on both prior to contacting the CMEA office.
There are two sections to your dashboard:
1. Teacher Activities and 2. Judge Assignments

If you did not sign up to judge, you will not have the judge assignment section.

If you did sign up to judge, if you have received an invitation to accept a judging assignment, this section will be highlighted when you first login.
1. Select Teacher Activities
2. Select School
3. Select Festival
4. Register Students for Auditions

Northern Region High School Festival

Audition Details

<table>
<thead>
<tr>
<th>Deadlines</th>
<th>Register by: 11/11/2020</th>
<th>Payment Due: 11/20/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Virtual Auditions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Online</td>
<td></td>
</tr>
<tr>
<td>Fee</td>
<td>$15.00 Invoice</td>
<td></td>
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</tbody>
</table>

Festival Details

<table>
<thead>
<tr>
<th>Deadlines</th>
<th>Acceptance: 1/1/2022</th>
<th>Payment Due: 1/1/2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>No In-Person Festival This Year</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Date(s)</td>
<td>1/1/2022</td>
<td></td>
</tr>
<tr>
<td>Fee</td>
<td>$0.00 Invoice</td>
<td></td>
</tr>
</tbody>
</table>

School fee not yet paid.
CMEA Test Drive Festival

Audition Details

- **Deadlines**: Register by: 10/8/2020, Payment Due: 9/28/2020
- **Location**: New Britain High School, 110 Mill Street, New Britain CT, 06051
- **Date(s)**: 10/5/2020 and 10/6/2020 and 10/7/2020 and 10/8/2020 and 10/9/2020 and 10/10/2020 and 10/11/2020 and 10/12/2020 and 10/13/2020
- **Fee**: $100.00 Invoice

Festival Details

- **Deadlines**: Acceptance: 10/10/2020, Payment Due: 10/13/2020
- **Location**: CT Convention Center, 200 Columbus Blvd, Hartford CT, 06103
- **Date(s)**: 11/1/2020 and 11/2/2020
- **Snow Date(s)**: 11/8/2020
- **Fee**: $50.00 Invoice

**Student Name**

<table>
<thead>
<tr>
<th>First</th>
<th>Last</th>
<th>Grade</th>
<th>Part</th>
<th>1st choice</th>
<th>2nd choice</th>
<th>3rd choice</th>
<th>4th choice</th>
<th>Preference</th>
<th>Video</th>
</tr>
</thead>
<tbody>
<tr>
<td>Johnny</td>
<td>Tuba</td>
<td>12</td>
<td>Flute</td>
<td>Jazz</td>
<td>Choir</td>
<td>Select</td>
<td>Select</td>
<td>Non</td>
<td>☑</td>
</tr>
<tr>
<td>Flutie</td>
<td>Tootie</td>
<td>9</td>
<td>Tuba</td>
<td>Choir</td>
<td>Select</td>
<td>Select</td>
<td>Select</td>
<td>Non</td>
<td>☑</td>
</tr>
<tr>
<td>Rodney</td>
<td>Stringbender</td>
<td>11</td>
<td>Cello</td>
<td>Orche</td>
<td>Select</td>
<td>Select</td>
<td>Select</td>
<td>Non</td>
<td>☑</td>
</tr>
<tr>
<td>Drumset</td>
<td></td>
<td>10</td>
<td>Jazz Piano</td>
<td>Band</td>
<td>Select</td>
<td>Select</td>
<td>Select</td>
<td>Non</td>
<td>☑</td>
</tr>
</tbody>
</table>
REGISTERING STUDENTS FOR AUDITIONS

1. Select “Add Student”
1. Add Name
2. Select Grade and Part
3. Indicate Ensemble Preference
4. Indicate Preferred Time of Day for In-Person Audition
5. SAVE CHANGES (Video upload icon appears **AFTER** you do this)
How to upload the videos

Click on cloud icon next to desired student.
Upload Video Audition

Upload the student’s video audition here. Please follow these guidelines:

- File should be no greater than 12 minutes in length
- Acceptable extensions: .flv, .mxf, .gxf, .ts, .ps, .3gp, .3gpp, .mpg, .wmv, .asf, .avi, .mp4, .m4a, .m4v, .isma, .ismv, .dvr-ms, .mkv, .wav, .mov
- Most CODECS are supported.

*Please be patient. Video files can take awhile to upload.* There will be a slight pause before the progress bar begins to increment. Once the file has been uploaded, it will be unavailable for review for a few minutes while it is being prepared. When the video link appears in place of the upload video icon, you will have the opportunity to view, replace or remove the file.

1. Choose File
2. Upload
3. Close

Upload complete
Once the video icon replaces the cloud icon, you may view, replace or remove file if desired.
## Edit Student Information (before registration closing date)

<table>
<thead>
<tr>
<th>Student Name</th>
<th>First</th>
<th>Last</th>
<th>Grade</th>
<th>Part</th>
<th>1st choice</th>
<th>2nd choice</th>
<th>3rd choice</th>
<th>4th choice</th>
<th>Preference</th>
<th>Video</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Johnny</td>
<td>Tuba</td>
<td>12</td>
<td>Flute</td>
<td>Jazz</td>
<td>Choir</td>
<td>Select</td>
<td>Select</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Flutie</td>
<td>Tootie</td>
<td>9</td>
<td>Tuba</td>
<td>Choir</td>
<td>Select</td>
<td>Select</td>
<td>Select</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rodney</td>
<td>Stringbender</td>
<td>11</td>
<td>Cello</td>
<td>Orche</td>
<td>Select</td>
<td>Select</td>
<td>Select</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Joey</td>
<td>Drumset</td>
<td>10</td>
<td>Jazz Piano</td>
<td>Band</td>
<td>Select</td>
<td>Select</td>
<td>Select</td>
<td>PM</td>
<td></td>
</tr>
</tbody>
</table>

1. Select Edit

2. Make changes or delete entries

3. Save Changes
When on-line registration period closes, you will be no longer able to edit, add or delete students. Upon closing, your school is responsible for payment for all who have registered even if your student decides not to attend.

**In-Person auditions:** You may register additional students on-site on the day of auditions.

**Virtual auditions:** There will be no late student registrations. However, you may continue to upload videos for those students who are already registered until **two days** prior to the start of the audition.

**Print Invoice.** Mail payment to CMEA by the due date.
Students who are selected for a HS Region Festival and therefore are eligible for the All-State Audition will appear here once HS Region Selection is posted.
1. Select Judge Assignments

2. If you have been “assigned” to an audition, the festival will appear here.

3. Accept/Decline the invitation to judge this festival within 4 days of receiving the email notification. Failure to respond within that time frame will automatically rescind the invitation.
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PART TWO

Schedule and Audition Results

Coming in November