



Connecticut Music Educators Association

Teacher's Guide to CTFest.net

PART ONE

Create a Profile

Register Students for Auditions



New to CTfest? [Register here](#)

Welcome to the CMEA CTFest™

Email

Password

Log in

Forgot your password? Click [here](#).

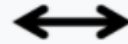


Registration

Are you registering to be a teacher, judge, or both?



Teacher



Both



Judge

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.



Registration

Are you registering to be a teacher, judge, or both?



Teacher



Both



Judge

Complete Basic Information

First and last name

Email

Phones

Mobile

School

Password

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

Teacher

1. Select your school(s)

Pick your schools...

Search for school

- ☐ Amistad Academy (MS)
130 Edgewood Avenue
- ☐ Amistad Academy (MS)
130 Edgewood Avenue
- ☐ Amity Middle School: Bethany
190 Luke Hill Rd.
- ☒ Amity Middle School: Orange
100 Ohman Ave.
- ☒ Amity Regional High School
25 Newton Rd.
- ☐ Ana Grace Academy of the Arts Elementary School

Your selected schools

2. Check off what you teach

School

(select at least one per school)

Choir

Orchestra

Jazz

Band

🗑 Amity Regional High School

At this school I teach:



🗑 Amity Middle School: Orange

At this school I teach:



3. Read/Accept Festival Policies

☒ I acknowledge having read and accept the CMEA Student Festival Policies posted [here](#).

4. Submit your registration

Register

Judge

1. Provide Legal Address

Legal Address

As-It-Is-On-Your-Taxes Road

Cromwell

CT 06416

2. Choose your preferred judging areas

1st Choice Soprano 2nd Choice Bass 3rd Choice Select... 4th Choice Select...

Audition Availability

3. Select date(s) available

Northern Region						
<input checked="" type="checkbox"/> High School Festival	Nov 23 2020 12:00 AM - 11:59 PM	Nov 24 2020 12:00 AM - 11:59 PM	Nov 25 2020 12:00 AM - 11:59 PM	Nov 26 2020 12:00 AM - 11:59 PM	Nov 27 2020 12:00 AM - 11:59 PM	
Online, - - -						
Eastern Region						
<input checked="" type="checkbox"/> High School Festival	Nov 23 2020 12:00 AM - 11:59 PM	Nov 24 2020 12:00 AM - 11:59 PM	Nov 25 2020 12:00 AM - 11:59 PM	Nov 26 2020 12:00 AM - 11:59 PM	Nov 27 2020 12:00 AM - 11:59 PM	
Online, - - -						
Southern Region						
<input checked="" type="checkbox"/> High School Festival	Nov 23 2020 12:00 AM - 11:59 PM	Nov 24 2020 12:00 AM - 11:59 PM	Nov 25 2020 12:00 AM - 11:59 PM	Nov 26 2020 12:00 AM - 11:59 PM	Nov 27 2020 12:00 AM - 11:59 PM	
Online, - - -						
Western Region						
<input type="checkbox"/> High School Festival	Nov 23 2020 12:00 AM - 11:59 PM	Nov 24 2020 12:00 AM - 11:59 PM	Nov 25 2020 12:00 AM - 11:59 PM	Nov 26 2020 12:00 AM - 11:59 PM	Nov 27 2020 12:00 AM - 11:59 PM	

Jazz Tromb

Jazz Bass Trombone

Jazz Guitar

Jazz Piano

Jazz Vibes

Jazz Bass Guitar

Jazz Drums

Piccolo

Flute

Oboe

Bassoon

Bb Clarinet

Bass Clarinet

2020 11:59 PM	Nov 30 2020 12:00 AM - 11:59 PM	Dec 01 2020 12:00 AM - 11:59 PM
2020 11:59 PM	Nov 30 2020 12:00 AM - 11:59 PM	Dec 01 2020 12:00 AM - 11:59 PM
2020 11:59 PM	Nov 30 2020 12:00 AM - 11:59 PM	Dec 01 2020 12:00 AM - 11:59 PM

Northern Region																			
<input checked="" type="checkbox"/> Middle School Festival Online, - - -	<table border="1"> <tr> <th>Mar 16 2021</th><th>Mar 17 2021</th><th>Mar 18 2021</th><th>Mar 19 2021</th><th>Mar 20 2021</th><th>Mar 21 2021</th><th>Mar 22 2021</th><th>Mar 23 2021</th><th>Mar 24 2021</th></tr> <tr> <td>12:00 AM - 11:59 PM</td><td>12:00 AM - 11:59 PM</td><td>12:00 AM - 11:59 PM</td><td>12:00 AM - 11:59 PM</td><td>12:00 AM - 11:59 PM</td><td>12:00 AM - 11:59 PM</td><td>12:00 AM - 11:59 PM</td><td>12:00 AM - 11:59 PM</td><td>12:00 AM - 11:59 PM</td></tr> </table>	Mar 16 2021	Mar 17 2021	Mar 18 2021	Mar 19 2021	Mar 20 2021	Mar 21 2021	Mar 22 2021	Mar 23 2021	Mar 24 2021	12:00 AM - 11:59 PM	12:00 AM - 11:59 PM	12:00 AM - 11:59 PM	12:00 AM - 11:59 PM	12:00 AM - 11:59 PM	12:00 AM - 11:59 PM	12:00 AM - 11:59 PM	12:00 AM - 11:59 PM	12:00 AM - 11:59 PM
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Years of judging experience	3-4 years	4. Indicate number of years judging for CMEA.	▼
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I am a...	<input checked="" type="checkbox"/> Professional	<input checked="" type="checkbox"/> School Teacher	<input type="checkbox"/> Private Teacher
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5. Check all that apply.



☒ I agree to provide my own WiFi and/or cellular capable laptop, tablet or phone

6. Agree to bring your own device

7. Submit Registration

Register



New to CTfest? [Register here](#)

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.



New to CTfest? [Register here](#)

Welcome to the CMEA CTfest™

Email

Password

Log in

Forgot your password? Click [here](#).



Hello [bskreb@sbcglobal.net](#)! [Logout](#)

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.

[Edit Profile](#)





Dashboard

2.

1.
Teacher activities

Judge Assignments

CMEA Test Drive Festival

Edit Profile

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.



Hello johnabucewicz@bristolk12.org! Logout

Dashboard

1. Select Teacher Activities 2. Select School 3. Select Festival

Edit Profile

Teacher activities

Judge Assignments

[Bristol Central High School](#)

Northern Region High School Festival

Audition Details

Deadlines	Register by: 11/11/2020	Payment Due: 11/20/2020
Location	Virtual Auditions Online - -, -	
Date(s)	11/23/2020 and 11/24/2020 and 11/25/2020 and 11/26/2020 and 11/27/2020 and 11/28/2020 and 11/29/2020 and 11/30/2020 and 12/1/2020	
Fee	\$15.00 Invoice	

Festival Details

Deadlines	Acceptance: 1/1/2022	Payment Due: 1/1/2022
Location	No In-Person Festival This Year - - -, -	
Date(s)	1/1/2022	
Fee	\$0.00 Invoice	

Northern Region
High School Festival

All-State Festival

[Brass Military Academy](#)

School fee not yet paid.

4. Register Students for Auditions

[Bristol Central High School](#)[Brass Military Academy](#)

All-State Festival

CMEA Test Drive
Festival

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				Ensemble Preferences				Audition	
First	Last	Grade	Part	1st choice	2nd choice	3rd choice	4th choice	Preference	Video
Johnny	Tuba	12 ▾	Flute ▾	Jazz ▾	Choir ▾	Select ▾	Select ▾	None ▾	📹
Flutie	Tootie	9 ▾	Tuba ▾	Choir ▾	Select ▾	Select ▾	Select ▾	None ▾	📹
Rodney	Stringbender	11 ▾	Cello ▾	Orche ▾	Select ▾	Select ▾	Select ▾	None ▾	📹
	Drumset	10 ▾	Jazz Piano ▾	Band ▾	Select ▾	Select ▾	Select ▾	None ▾	📹





REGISTERING STUDENTS FOR AUDITIONS

CMEA Test Drive Festival

	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

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











Completed →

Student Name				Ensemble Preferences				Audition	
First	Last	Grade	Part	1st choice	2nd choice	3rd choice	4th choice	Preference	Video
Johnny	Tuba	12 ▾	Flute ▾	Jazz ▾	Choir ▾	Select ▾	Select ▾	None ▾	
Flutie	Tootie	9 ▾	Tuba ▾	Choir ▾	Select ▾	Select ▾	Select ▾	None ▾	
Rodney	Stringbender	11 ▾	Cello ▾	Orche ▾	Select ▾	Select ▾	Select ▾	None ▾	
Joey	Drumset	10 ▾	Jazz Piano ▾	Band ▾	Select ▾	Select ▾	Select ▾	None ▾	

1. Select “Add Student”

Edit






Add Student

Student Name				Ensemble Preferences				Audition	
First	Last	Grade	Part	1st choice	2nd choice	3rd choice	4th choice	Preference	Video
 Johnny	Tuba	12 ▾	Flute ▾	Jazz ▾	Choir ▾	Select ▾	Select ▾	None ▾	
 Flutie	Tootie	9 ▾	Tuba ▾	Choir ▾	Select ▾	Select ▾	Select ▾	None ▾	
 Rodney	Stringbender	11 ▾	Cello ▾	Orche ▾	Select ▾	Select ▾	Select ▾	AM ▾	
 Joey	Drumset	10 ▾	Jazz Piano ▾	Band ▾	Select ▾	Select ▾	Select ▾	PM ▾	
 Suzy	Stringer	9 ▾	Violin ▾	Orche ▾	Select ▾	Select ▾	Select ▾	None ▾	

Cancel Save Changes 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

Student Name				Ensemble Preferences				Audition	
First	Last	Grade	Part	1st choice	2nd choice	3rd choice	4th choice	Preference	Video
Johnny	Tuba	12 ▾	Flute ▾	Jazz ▾	Choir ▾	Select ▾	Select ▾	None ▾	
Flutie	Tootie	9 ▾	Tuba ▾	Choir ▾	Select ▾	Select ▾	Select ▾	None ▾	
Rodney	Stringbender	11 ▾	Cello ▾	Orche ▾	Select ▾	Select ▾	Select ▾	AM ▾	
Joey	Drumset	10 ▾	Jazz Piano ▾	Band ▾	Select ▾	Select ▾	Select ▾	PM ▾	
Suzy	Stringer	9 ▾	Violin ▾	Orche ▾	Select ▾	Select ▾	Select ▾	None ▾	

Edit

Add Student

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, .mxfl, .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.

Choose File

No file chosen

Upload

Close

upload complete




Edit

Add Student

Once the video icon replaces the cloud icon, you may view, replace or remove file if desired.

Video Management

A video player showing a man with glasses and a pink shirt playing a large brass instrument, likely a tuba. The video is displayed within a white modal window titled "Video Management".

Delete

Close

Britain CT, 06052	mbus Blvd
/2020 and 10/	CT, 06103
10/9/2020 and	0 and 11/2/2020
2/2020 and 10	0
0.00 Invoice	Invoice
Last	Preferences Audition
Jones	3rd choice 4th choice Preference Video
Sims	Select Select AM
Smith	Select Select None
Winder	Select Select PM
Lostit	Select Select PM
Upwind	Select Select None
Binge	Select Select Select None

Edit Student Information (before registration closing date)

Student Name				Ensemble Preferences				Audition	
First	Last	Grade	Part	1st choice	2nd choice	3rd choice	4th choice	Preference	Video
Johnny	Tuba	12 ▾	Flute ▾	Jazz ▾	Choir ▾	Select ▾	Select ▾	None ▾	
Flutie	Tootie	9 ▾	Tuba ▾	Choir ▾	Select ▾	Select ▾	Select ▾	None ▾	
Rodney	Stringbender	11 ▾	Cello ▾	Orche ▾	Select ▾	Select ▾	Select ▾	None ▾	
Joey	Drumset	10 ▾	Jazz Piano ▾	Band ▾	Select ▾	Select ▾	Select ▾	None ▾	









1. Select Edit

Edit

Add Student

2. Make changes or delete entries



Student Name				Ensemble Preferences				Audition		
First	Last	Grade	Part	1st choice	2nd choice	3rd choice	4th choice	Preference	Video	
	Johnny	Tuba	12 ▾	Flute ▾	Jazz ▾	Choir ▾	Select ▾	Select ▾	None ▾	
	Flutie	Tootie	9 ▾	Tuba ▾	Choir ▾	Select ▾	Select ▾	Select ▾	None ▾	
	Rodney	Stringbender	11 ▾	Cello ▾	Orche ▾	Select ▾	Select ▾	Select ▾	AM ▾	
	Joey	Drumset	10 ▾	Jazz Piano ▾	Band ▾	Select ▾	Select ▾	Select ▾	PM ▾	



3. Save Changes

Cancel

Save Changes

Add Student

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.

CMEA Test Drive Festival

Audition Details

Deadlines

Register by: 10/1/2020

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

\$20.00 [Invoice](#)

Payment Due: 10/8/2020

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				Ensemble Preferences				Audition	
First	Last	Grade	Part	1st choice	2nd choice	3rd choice	4th choice	Preference	Video
Johnny	Tuba	10	Flute	Jazz	Choir	Select...	Select...	None	
Flutie	Tootie	9	Tuba	Choir	Select...	Select...	Select...	None	
Rodney	Stringbender	10	Cello	Orchestra	Select...	Select...	Select...	AM	
Joey	Drumset	10	Jazz Piano	Band	Select...	Select...	Select...	PM	
Suzy	Stringer	9	Violin	Orchestra	Select...	Select...	Select...	None	

Bristol Central High School

Brass Military Academy

All-State Festival

CMEA Test Drive
Festival

All-State Festival

Audition Details

Deadlines	Register by: 2/10/2021	Payment Due: 2/19/2021
Location	Virtual Auditions Online - -, -	
Date(s)	2/22/2021 and 2/23/2021 and 2/24/2021 and 2/25/2021 and 2/26/2021 and 2/27/2021 and 2/28/2021 and 3/1/2021 and 3/1/2021	
Fee	\$20.00 Invoice	

Festival Details

Deadlines	Acceptance: 1/1/2023	Payment Due: 1/1/2023
Location	No In-Person Festival This Year - - -, -	
Date(s)	1/1/2023	
Fee	\$0.00 Invoice	

Student Name					Ensemble Preferences				Audition	
First	Last	Grade	Gender	Part	1st choice	2nd choice	3rd choice	4th choice	Preference	Video

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.

Dashboard

[Teacher activities](#)[Judge Assignments](#)[Edit Profile](#)

If you have also signed up to be a judge...

1. Select Judge Assignments

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

[CMEA Test Drive Festival](#)

Audition Details

Location	New Britain High School 110 Mill Street New Britain CT, 06051
Date(s)	10/5/2020, 10/6/2020, 10/7/2020, 10/8/2020, 10/9/2020, 10/10/2020, 10/11/2020, 10/12/2020, 10/13/2020
Honorarium	Honorarium Link
Plenary session	Begins at 7:00 AM
Room	4

You have been invited to judge in this audition

[Accept Invitation](#)[Decline Invitation](#)

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.



Connecticut Music Educators Association

Teacher's Guide to CTFest.net

PART TWO

Schedule and Audition Results

Coming in November