

## 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?







Both

**Every teacher** whose students will audition for a CMEA festival must register a profile on CTFest.net.

<u>Teachers must be current members of CMEA</u>, 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.

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

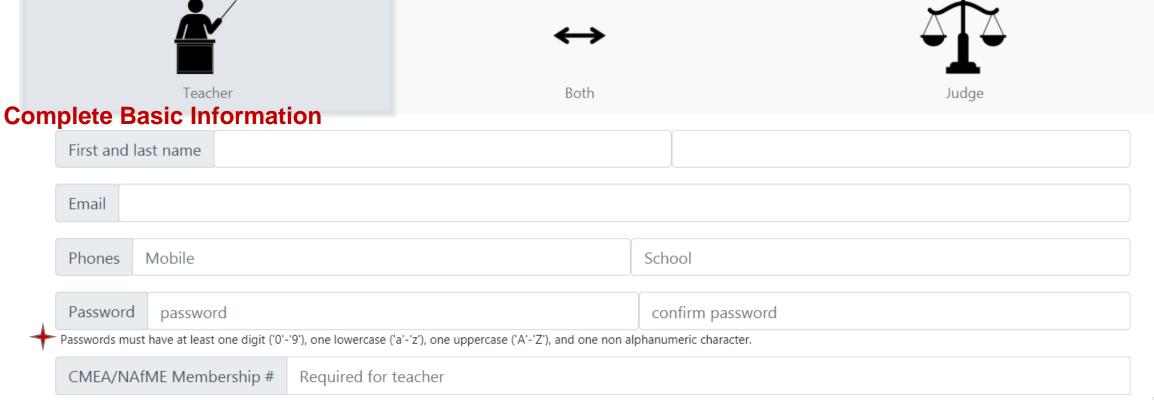
On the new CTFest.net you will register one single profile and have the same login for everything that you do on the site. You can update your profile to reflect changes at anytime.

<u>Select whether you are registering as a teacher, judge, or both.</u> 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 1. Select your school(s) Pick your schools... Search for school 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 2. Check off what ensembles you teach Your selected schools School Choir Orchestra Jazz Band (select at least one per school) **m** Amity Regional High School At this school I teach: **m** 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



#### Judge 1. Provide Legal Address As-It-Is-On-Your-Taxes Road Legal Address Cromwell CT 06416 2. Choose your preferred judging areas 2nd Choice 3rd Choice Select... 4th Choice 1st Choice Soprano Bass Select... Jazz Tromb 3. Select date(s) available Audition Availability Jazz Bass Trombone Northern Region Jazz Guitar High School Nov 23 2020 Nov 24 2020 Nov 25 2020 Nov 30 2020 Jazz Piano Dec 01 2020 12:00 AM - 11:59 PM 12:00 AM - 11:5 11:59 PM 12:00 AM - 11:59 PM 12:00 AM - 11:59 PM Festival Jazz Vibes Online, - - -Jazz Bass Guitar Eastern Region High School Jazz Drums Nov 25 2020 Nov 26 2020 Nov 23 2020 Nov 24 2020 Nov 27 202 2020 Nov 30 2020 Dec 01 2020 12:00 AM - 11:59 PM 12:00 AM - 11:59 PM 11:59 PM 12:00 AM - 11:59 PM 12:00 AM - 11:59 PM Festival Piccolo Online, - - -Flute Southern Region High School Oboe Nov 23 2020 Nov 24 2020 Nov 25 2020 Nov 26 2020 Nov 27 202 Nov 30 2020 Dec 01 2020 11:59 PM 12:00 AM - 11:59 PM 12:00 AM - 11:59 PM Festival Bassoon Online, - - -**Bb** Clarinet Western Region Bass Clarinet

High School

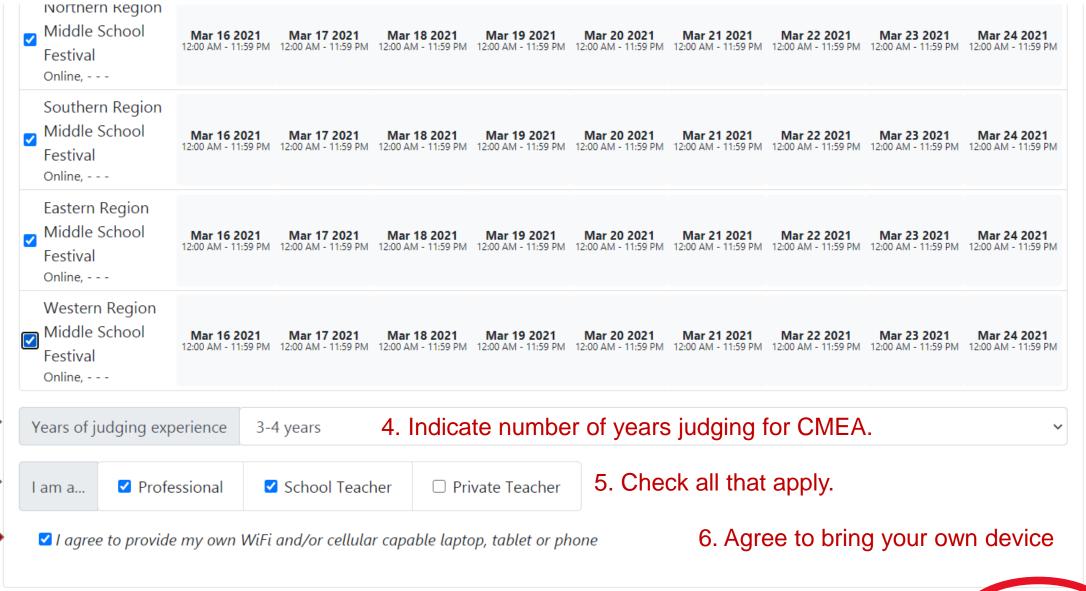
Nov 23 2020

Nov 24 2020

Nov 25 2020



Nov 30 2020









## 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 🔶

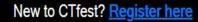


Your registration has been submitted for approval. Access to CTFest will be granted after CMEA has received your School Association Fee payment and your individual CMEA/NAfME membership has been confirmed as being current.

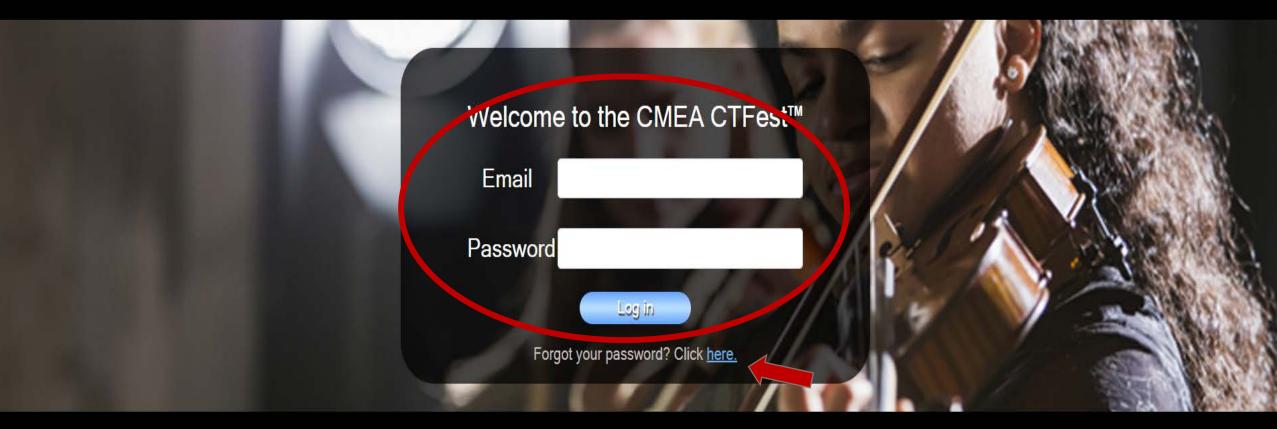
Please allow two-three business days for access to be granted once both of those items are in place. Questions? Contact the CMEA office.

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.





Dashboard

1. Teacher activities

Judge Assignments

**CMEA Test Drive Festival** 

There are two sections to your dashboard:

1. Teacher Activities and 2. Judge Assignments

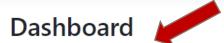
If you did not sign up to judge, you will not have the judge assignment section.

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.

Edit Profile







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

Edit Profile

**Teacher activities** 

Judge Assignments

<u>Bristol Central High School</u>

Northern Region High School Festival

**All-State Festival** 

**Brass Military Academy** 

Northern Region High School Festival

## **Audition Details**

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

#### **Festival Details**

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

School fee not yet paid.

4. Register Students for Auditions



Teacher activities

Judge Assignments



All-State Festival

CMEA Test Drive Festival

## **CMEA Test Drive Festival**

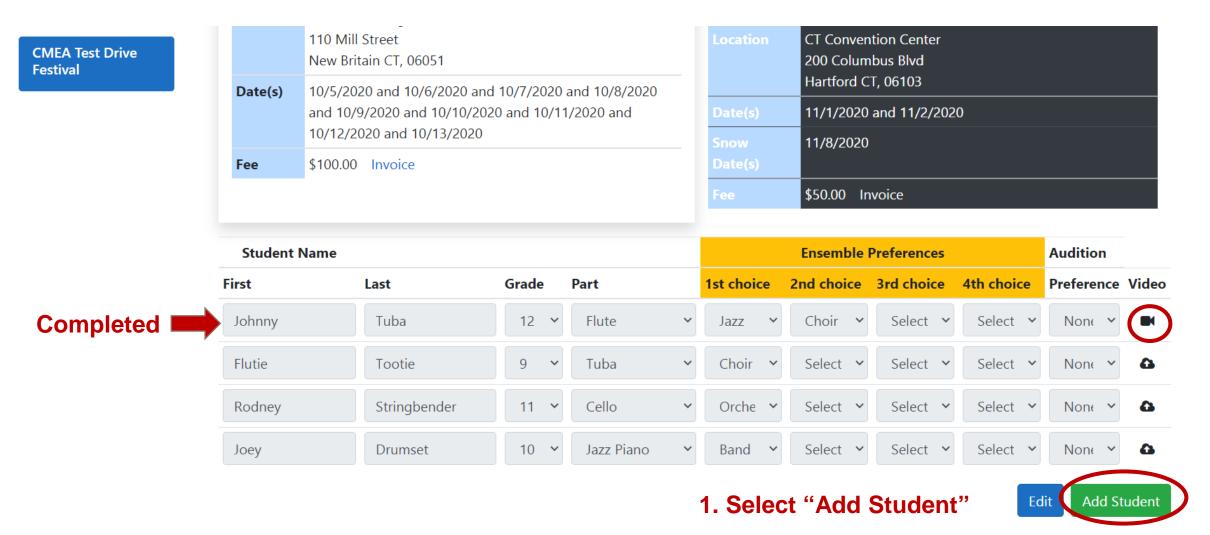
Audition Details									
Deadlines	Register by: 10/8/2020	Payment Due: 9/28/2020							
Location	New Britain High School 110 Mill Street New Britain CT, 06051								
Date(s)	10/5/2020 and 10/6/2020 and 10/7/2020 and 10/8/2020 and 10/9/2020 and 10/10/2020 and 10/11/2020 and 10/12/2020 and 10/13/2020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

#### **Festival Details**

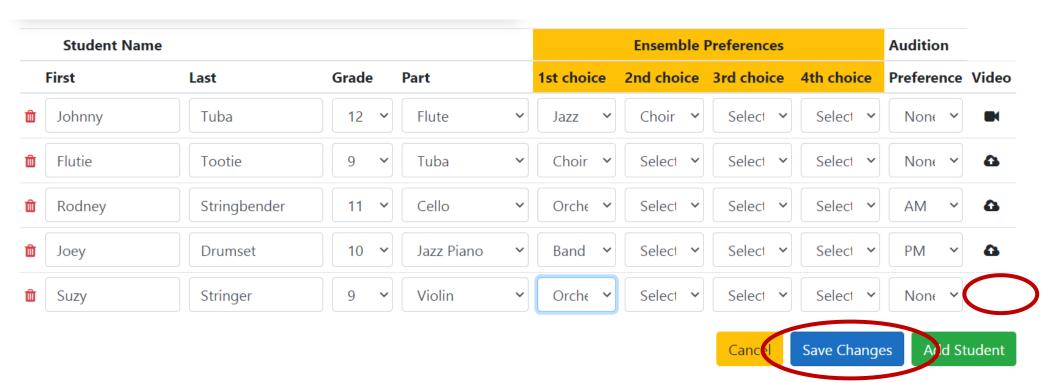
Deadlines	Acceptance: 10/10/2020	Payment Due: 10/13/2020
Location	CT Convention Center 200 Columbus Blvd Hartford CT, 06103	
Date(s)	11/1/2020 and 11/2/2020	
Snow Date(s)	11/8/2020	
Fee	\$50.00 Invoice	

Student Name					Ensemble Preferences				Audition		
First	Last	Grade	Part		1st choice	e 2	2nd choice	3rd choice	4th choice	Preference	Video
Johnny	Tuba	12	<b>∨</b> Flute	~	Jazz	~	Choir 🗸	Select 🗸	Select V	None Y	
Flutie	Tootie	9	<b>∨</b> Tuba	~	Choir	~	Select 🗸	Select 🗸	Select V	None Y	۵
Rodney	Stringbender	11	<b>∨</b> Cello	~	Orche	~	Select 🗸	Select 🗸	Select V	None Y	۵
N#c14220	Drumset	10	✓ Jazz F	iano 🗸	Band	~	Select V	Select 🕶	Select 🗸	None Y	

## REGISTERING STUDENTS FOR AUDITIONS







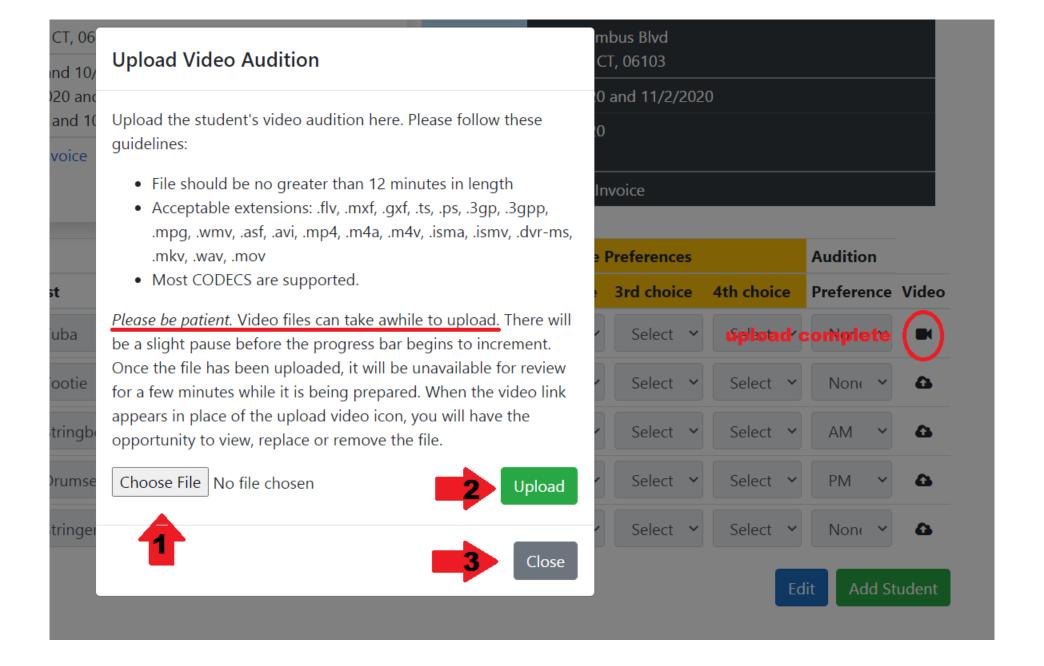
- 1. Add Name
- 2. Select Grade and Part
- 3. Indicate Ensemble Preference
- 4. Indicate Preferred Time of Day for In-Person Audition
- 5. SAVE CHANGES (Video upload icon appears AFTER you do this)



## How to upload the videos

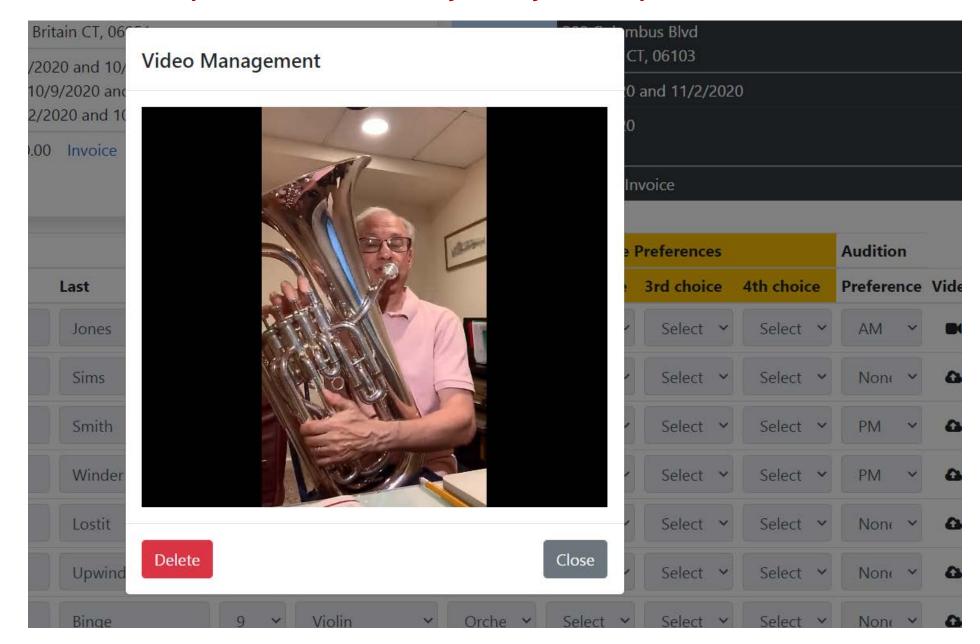






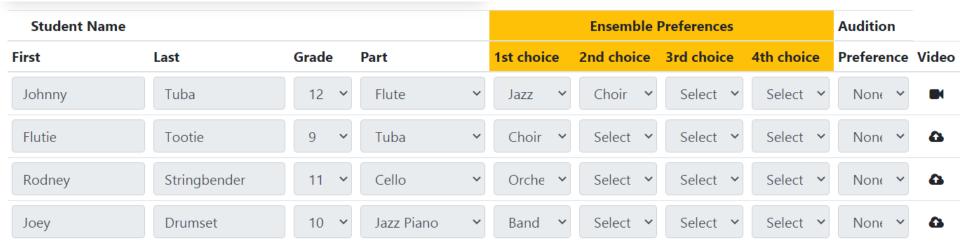


### Once the video icon replaces the cloud icon, you may view, replace or remove file if desired.





## **Edit Student Information (before registration closing date)**

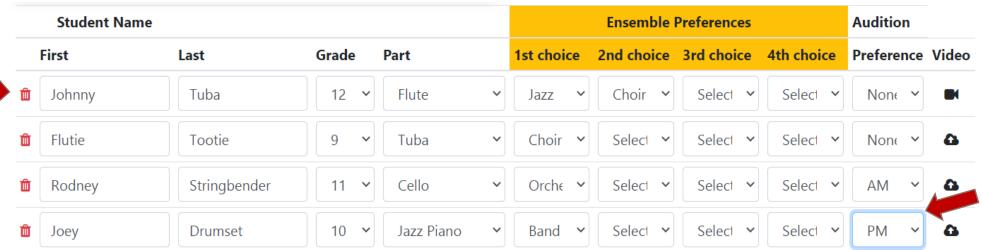


#### 1. Select Edit

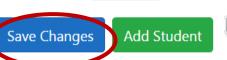
Cancel



## 2. Make changes or delete entries



3. Save Changes

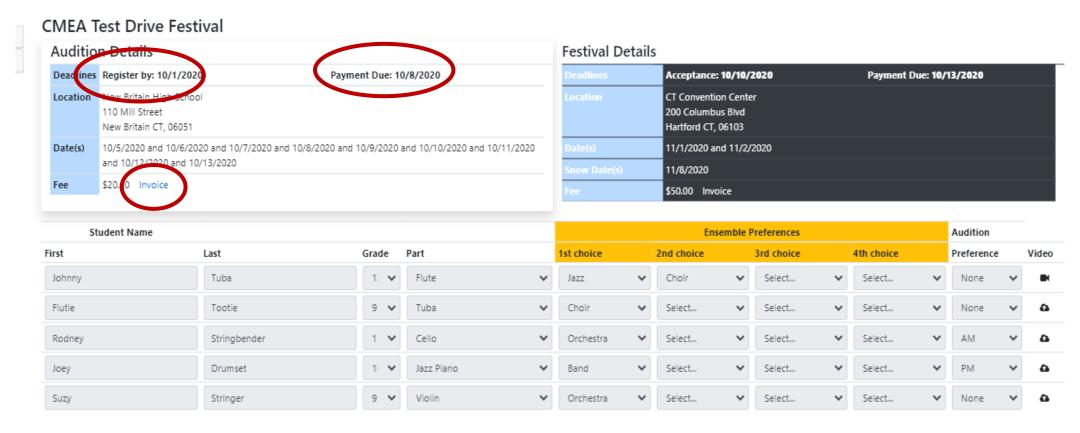


When on-line registration period closes, you will be no longer able to edit, add or delete students. Upon closing, your school is responsible for payment for all who have registered even if your student decides not to attend.

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

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

#### Print Invoice. Mail payment to CMEA by the due date.





Teacher activities

Judge Assignments

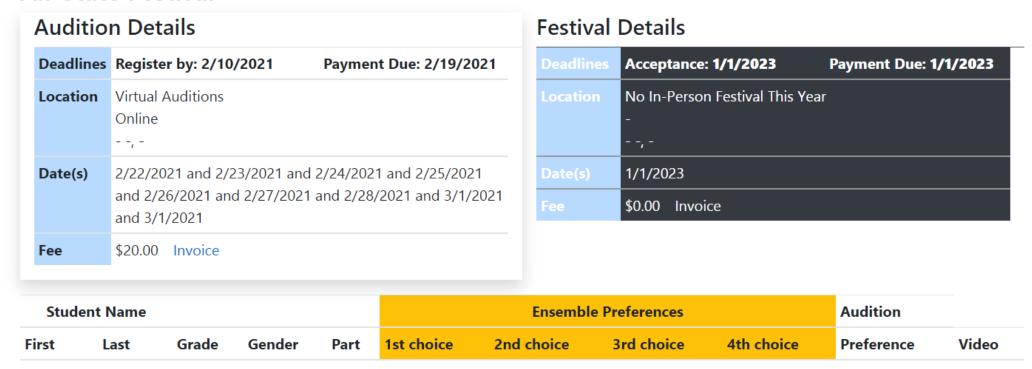
Bristol Central High School

Brass Military Academy

**All-State Festival** 

CMEA Test Drive Festival

#### **All-State Festival**



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

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

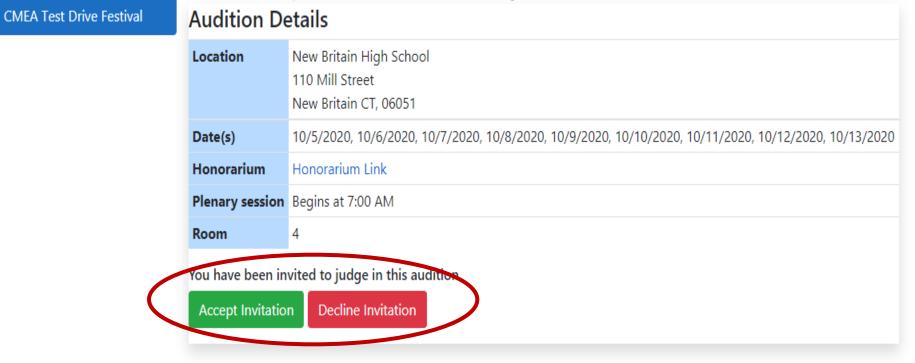
Edit Profile

Teacher activities

Judge Assignments

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.





# Teacher's Guide to CTFest.net

**PART TWO** 

Schedule and Audition Results

