

Step #3- Instructions to complete December Questionnaire



Instructions to complete December Questionnaire:

- You should be logged in and viewing the December Questionnaire as instructed within the **Step #2 attachment**
- The questionnaire is on one long form, scrollable its entire length.
- You will see some data we already have for your group in **BLUE text**. We will ask you to verify, correct, update, or complete as needed directly in the form, within the available spaces.
- There are several **SAVE DATA** buttons throughout, and we encourage you to save occasionally, especially if you need to leave the form, and come back to it later.

Once you have completed the entire questionnaire:

- Click any **SAVE DATA** button one more time!
- Then click the **QUESTIONNAIRE COMPLETED/NOTIFY FESTIVAL** button at the bottom of the form. One click should display a quick message that it was sent to festival.
- Scrolling back to top of the entire questionnaire page, go ahead and click **LOGOUT** in the upper blue menu ribbon.
- The festival staff will be alerted once you have completed the questionnaire. During typical working hours on weekdays, we will immediately begin making the updates to your account. Once we have completed, we will always email you to let you know we received your responses. We may ask you any other questions we have.
- If you don't get an email from us the same or next business day, please contact us to make sure your responses were received.
- After we have emailed you, you will be able to login again, and view/print your **Billing Invoice** (then showing in the upper blue menu ribbon) reflective of the responses/updates you provided. The billing invoice will show the ½ payment amount due on January 15th.