

AFTER you have submitted your December Questionnaire, and well before **January 17th**, follow these instructions to get your students and adults set up to individually register with the festival.



Instructions for Director to use WPSMF Online (these are not the registration instructions for your students and adults)

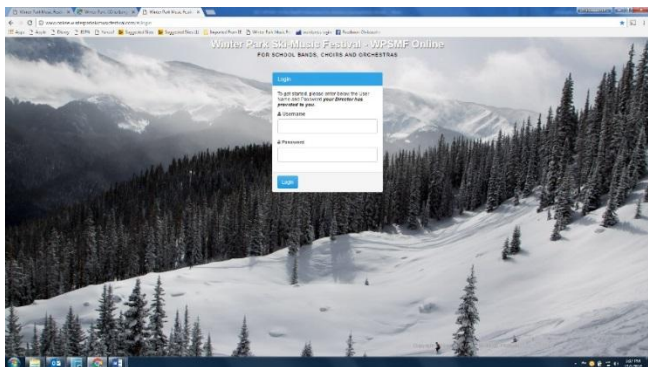
Before you begin, we thought it might help to provide an **OVERVIEW** of what you are about to do within **WPSMF Online**.

- You will login to WPSMF Online using the Username and Password we provided to you in an email on December 1st. This is the same login used to complete the December Questionnaire.
- You will first complete & submit an individual registration form for yourself (the exact same individual registration your students and adults will submit later).
- You will then enter the names of all your students and adults as instructed. This is the only time you will have to type in names, unless of course you have any name changes later.
- After all your member names have been input, you will then click a single button to print a single page for each of your group members, containing their username, password, and **their** registration instructions. You distribute these printed instructions, and they individually register online. Establish a registration deadline for your music group members well before the group's deadline on **February 17th**. You can monitor their registration progress online.
- All your group members' registration data flows directly to us, resort ticketing, rental shops, ski school, the resort medical clinic, and others.
- Also, within WPSMF Online, before **February 17th**, you will input your group's performance information, request equipment to be used with your performance, and select names to create your entire group's Rooming List.
- Around **February 17th**, you will be able to view/print your **Trip Info Report**, containing all the details of your group's festival trip. This will contain date/time/location for everything scheduled by the festival, your overnight lodging details, and more.

If you need any help getting started, call us @ 866-625-6821. If you want another director or adult to help you initially, we can provide a Username and Password for them to get started instead of you.

Ready to begin?

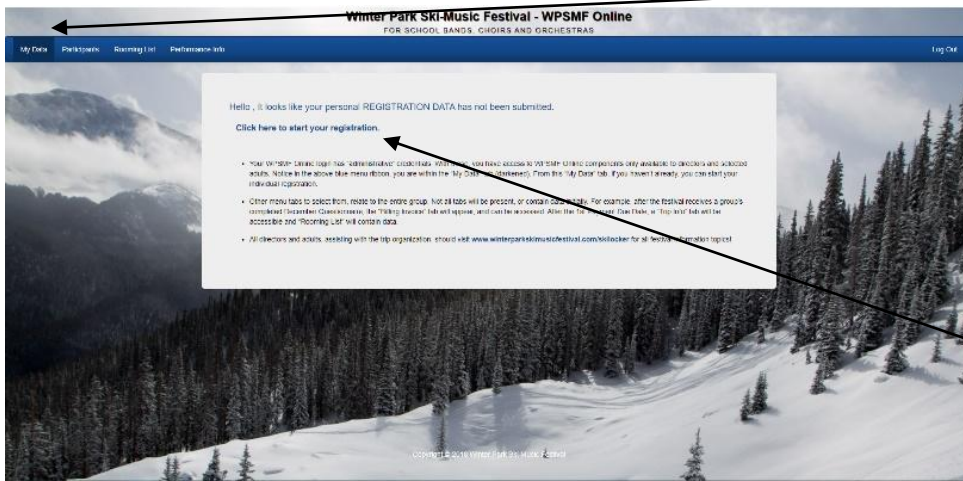
1. Login and complete your individual registration first:



Go to www.online.winterparkskimusicfestival.com

Type in your provided **Username and Password** in the login box, as you did when you completed your December Questionnaire and first viewed your Billing Invoice.

Press enter or click the **Login** button.



Once you are logged in, the MY DATA tab in the upper blue menu ribbon should already be chosen (in a darker blue).

“Hello (your name) ...” should appear.

Click the blue link below your name that says, “**Click here to start your registration**”

The online registration form will appear.

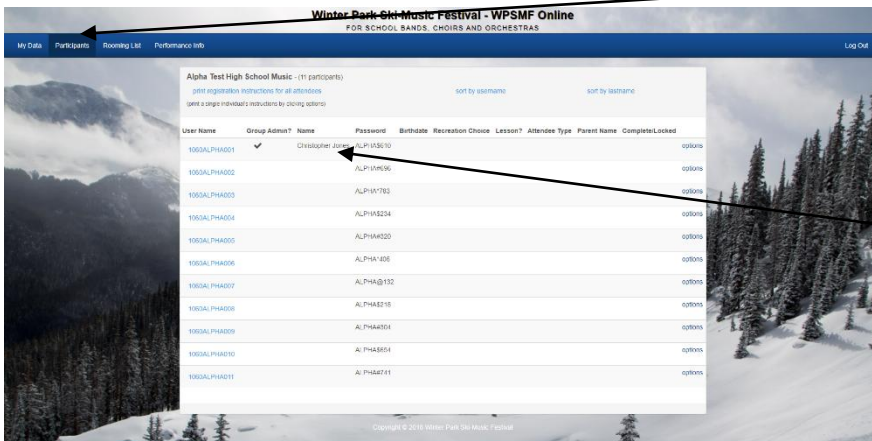
Please complete the entire registration form for yourself. (This is the same registration form each of your group’s travelers will complete).

When completed, click the **SUBMIT** button at the

bottom of the form. If your form has incomplete fields, they will be indicated in red, and will not submit until all the required information is input.

After a successful submission, a box will appear that asks “**Once submitted the account will be locked. Are you sure you want to proceed?**” Click **OK** (of course you will be able to unlock /edit your own information if needed). **Your** very own registration is complete!

2. Now, as your music group’s “administrator”, you need to set up WPSMF Online for all your members, by entering their names, so they can also login, complete, and submit an individual registration as you just did.



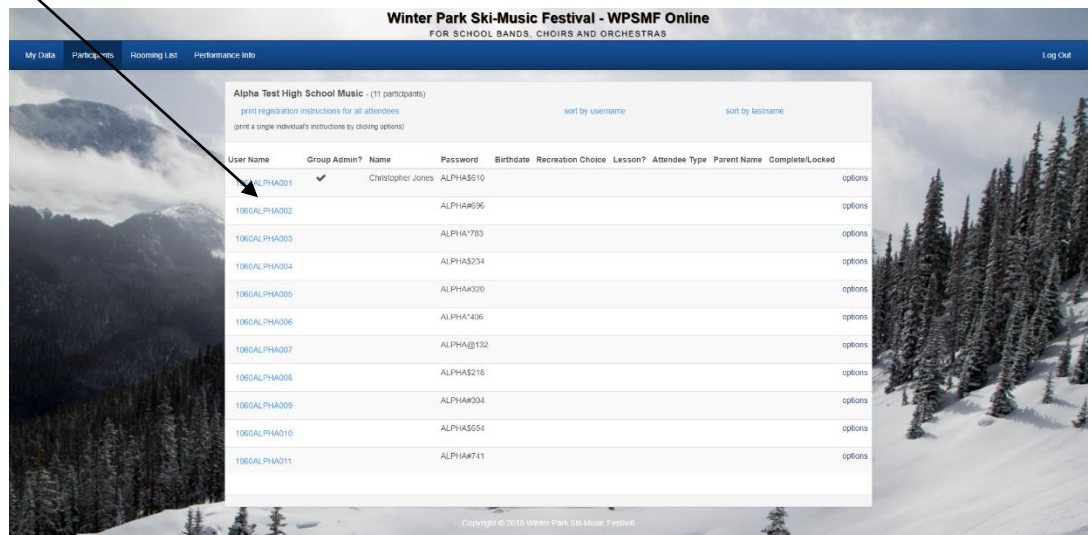
Click **PARTICIPANTS** from the upper blue menu ribbon

You should then see a screen that looks like this.

Notice that *your User Name line* has your name, user name & password and some information that you just entered. Notice the **✓** under “Complete/Locked” because you just completed your individual registration.

Now, you need to enter the First Name and Last Name of every group member that is attending the festival. This is every student, director, adult, or other (non-student) children.

Click one of the blue **User Names** below yours.



Account details for: 1060ALPHA002

First Name: Frank

Last Name: Tichell

Login Password: ALPHA#696

Is Group Administrator?

This should only be checked if 1060ALPHA002 is a Director or a Director's representative!
This role has access to all users!

Buttons: Cancel, Save

A pop-up box like this will appear.

Enter the **First Name**, and **Last Name** of another group member. (another director, adult or student)

Check the “**Is Group Administrator?**” box **ONLY if you want this person to have all the “admin” functions you will have.** This can be an assistant director(s) or any adult helping with rooming lists, performance information, and other trip planning. This person will also be able to view your Billing Information as well. **We DO NOT** recommend this to be checked for any student!

Click **SAVE** after you have completed this box.

Winter Park Ski-Music Festival - WPSMF Online
FOR SCHOOL BANDS, CHOIRS AND ORCHESTRAS

My Data | Participants | Rooming List | Performance Info | Log Out

Alpha Test High School Music (11 participants)

print registration instructions for all attendees
print a single individual's instructions by clicking options

sort by username | sort by lastname

User Name	Group Admin?	Name	Password	Birthdate	Recreation Choice	Lesson?	Attendee Type	Parent Name	Complete/Locked
1060ALPHA001	✓	Christopher Jones	ALPHA#610						options
1060ALPHA002		Frank Tichell	ALPHA#696						options
1060ALPHA003			ALPHA#783						options
1060ALPHA004			ALPHA#234						options
1060ALPHA005			ALPHA#320						options
1060ALPHA006			ALPHA#406						options
1060ALPHA007			ALPHA@132						options
1060ALPHA008			ALPHA#218						options
1060ALPHA009			ALPHA#004						options
1060ALPHA010			ALPHA#554						options
1060ALPHA011			ALPHA#741						options

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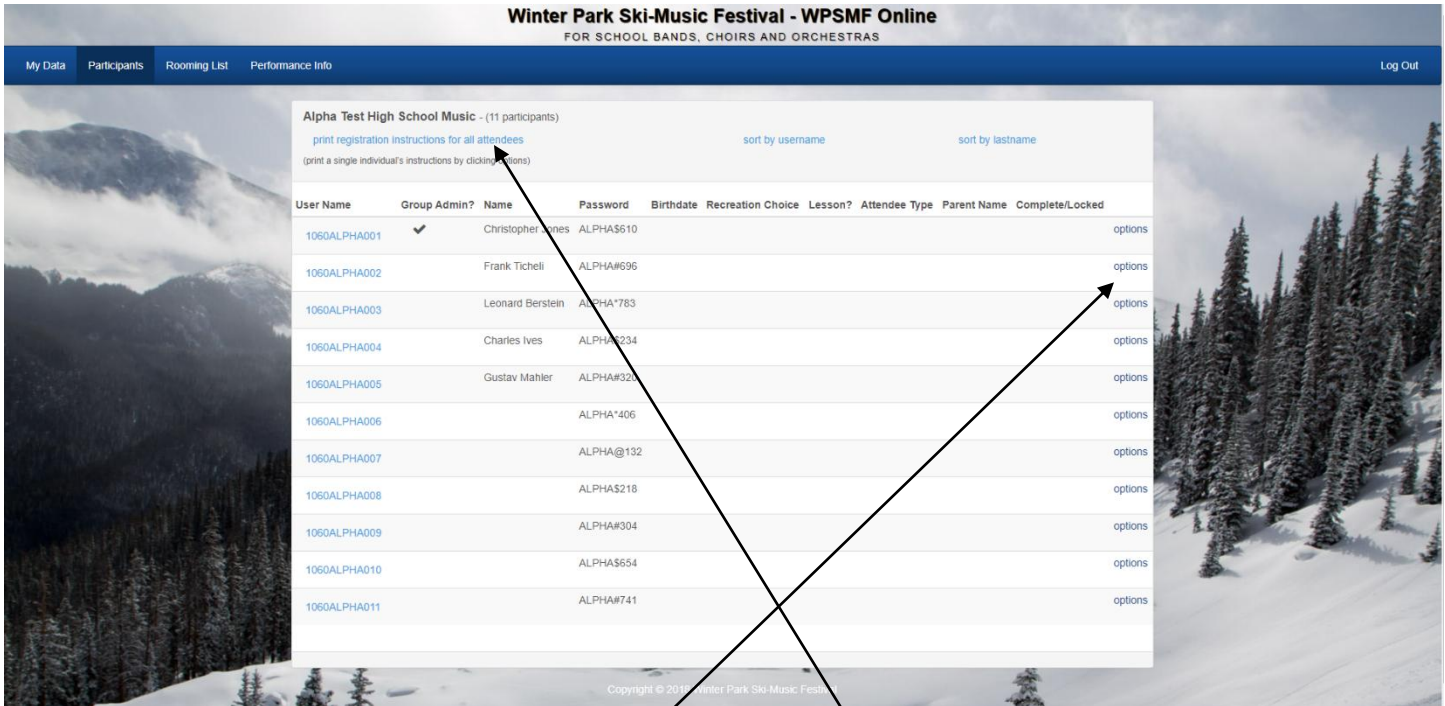
Again, click the next “un-named” blue User Name and repeat the instructions on this page for every person attending the festival.

This is the only time you will have to type in the names, unless of course you have any future name changes.

After entering all the names, notice you can sort this view by **Username**, or by **Last Name**.

Notice the number of User Names available to input a name within, is the same as your latest provided Total Attendance Count. **Contact the festival office if you have too many, or too few usernames, so your attendance count can be revised!**

3. Print a single page for each of your group members, containing their User Name & Password, and their registration instructions, so they (or the parents of minor aged students) can login and complete their individual registration.



There are 2 methods to choose from when distributing group member's registration instructions (with their User Name and Password):

1. Print a page for **every** participant by clicking on the blue link "**print registration Instructions for all attendees**". This will allow you to print a multiple page report, each page with a person's name, their User Name and Password, and registration instructions for them to follow. You can distribute one printed page to each person. This method will print the number of pages equal to the number of persons you have attending. Load your printer's paper tray accordingly.
2. The **options** link to the far right of every person has a drop down that says **print login**. This is just a one-page print for that specific person. For example: You later make a name change, and you just need to print one page for the new person. Or, a student lost their printed page, and you need to replace it.

We do not suggest posting/announcing each person's User Name and Passwords publicly, where anyone can hear or see other persons' passwords. See "Admin Notes/Suggestions/FAQs".

4. Understand how each student and adult should individually register after they receive their registration instructions

Read the printed registration instructions you will distribute to each student and adult.

Demand that minor aged students register with their parent or legal guardian, to protect you and your school/district. Why? See “Admin Notes/Suggestions/FAQs” within this document.

Notice on the printed instructions, it will ask for your group members to begin by going to the **WPSMF Start Gate** webpage. Directors, please go there yourself and read the topics every student and adult should be viewing before they start their individual registrations. Reinforce the importance of these **WPSMF Start Gate** topics, so everyone will adequately prepare for the trip. Encourage students and their parents to closely review the recreation choices within the **WPSMF Start Gate** webpage before selecting their recreation within the registration. See “Admin Notes/Suggestions/FAQs” within this document.

5. Monitor the progress of your student and adult registrations.

Establish a registration deadline for your students and adults, **well before your group’s deadline on February 17th**. From the Participants screen, you can see exactly who has registered (with a **v**), and those remaining to register (without a **v**). As your established registration deadline nears, check this daily, and remind those unregistered students/adults.

6. Rooming List and the Performance Info menu selections

We will make these menu tabs fully available for you to view and complete sometime after **January 17th**, when your latest rooming assignments and performing ensemble changes are made by the festival. Completing the information within these tabs is user friendly, but feel free to ask any questions you might have. Completion of rooming lists and performance information is due by **February 17th**.

7. Billing Invoice and Trip Info menu selections

These menu tabs will include “read only” information. Changes or corrections to the listed information should be made by contacting the festival office. The **Billing Invoice** menu selection can be viewed after your December Questionnaire is completed and will be automatically updated anytime a change is made with the festival. The **Trip Info** report will be available for viewing/printing sometime between **January 17th and February 17th**.

8. “Administrator” Notes/Suggestions/FAQs

- **What is the OPTION button (located on the far right of each member’s line) within the PARTICIPANTS section?** It has 3 choices/purposes:
 1. **unlock**- After a group member has completed their online registration, they are locked out to register again. This way, your members are not continuously changing their registration, without you knowing so. You must **unlock** them, for them to log in again. When selecting *unlock*, previously entered data will be retained, but an adult, or parent of a minor must “sign” once again, acknowledging any changed data. This protects you!
 2. **clear user**- if a director needs to replace a username with another person, choosing **clear user** will clear out any previous personal information that the first person may have already input.
 3. **print login**- will print the login credentials and registration instructions for that one person, so you can distribute. No need to print the entire group’s login pages for just one person.
- **Within the pop up box when entering a participant’s name, why is the blue “create new password” button there?** Example: You gave a student their Username and Password. Then that student could not attend, and you wanted to reuse that same Username for another student. You will use the *clear data* option. Generating a new password for the new person keeps the previous person from logging in again for some unknown or mischievous reason.
- **Why does the Participants page show each member’s Birth date, Recreation Choice, Lesson? and Completed/Locked columns?**
 1. For a director to double check that a student didn’t provide an incorrect birth date to get around their parent signing the form.
 2. Also, a director or adult could monitor the recreation choice and lesson choice. Some directors enforce mandatory lessons for their students or exclude a particular recreation choice.
 3. Also, to monitor what members have and have not completed their registration.
- **Why are there different passwords for each User Name, and why should they not be known by others?** There were some students of a past group that created chaos by logging in as other students and changing other people’s data. The different passwords and lock/unlock feature should prevent this from re-occurring. Ask your students to NOT share their password. You should also keep passwords secure because attendees have the right to keep medical information confidential.
- **Why are some participants entering height, weight, shoe size, skier type, lessons and more, while some people do not have those fields to complete?** The recreation choice that a participant selects will prompt applicable fields relevant to that recreation choice. For example: a person choosing non-ski recreation will not be asked ski related questions.

- **Why does the online registration form ask for a parent or guardian to check another box and sign, while for other participants it does not?** The entire signature section of the form is driven from the birth date entered. Different items appear based on the registering person's age.
- **A parent must "sign" the Agreement within the online registration when their children are under 18 years (the date they complete the online registration form)-** Make sure that your students' parents know that they must register their minor child. This way, the parent is acknowledging exactly what is selected on the form, such as the recreation choice, whether a lesson is being requested, etc. A director should never register on behalf of another person outside of the director's own immediate family. This protects you, and your school/district from legal consequences that could arise.
- **What do I need to do if there are not enough User Names for my participants, OR I have too many User Names?** You need to contact the festival, so that your attendance counts can be increased or decreased, which will affect your billing amount, lodging, and more. This should be done by January 17th. After January 17th, and definitely before February 17th, there are possible attendance count decrease penalties as described in our festival information. There are no attendance decreases or refunds after February 17th.
- **Enter the names of your participants well before January 17th and establish your own deadline for your members to complete registrations many weeks before February 17th!** Trust us, procrastination toward entering names, distributing the registration instructions, and giving your members only a couple of weeks to register will usually lead to late registrations that have financial penalties.

If you have ANY questions- don't hesitate to call the festival office at 866-625-6821.