

## TFS Flute Festival Registration Help

When you first enter the TFS Flute Festival Registration web site, you will be presented with a login screen. There will be two options for you to login. If you are using this site for the first time, you will click the "click here" link to create a user ID and password. If you are not logging on for the first time and already have a user ID and password, you will click the "click here" to login link.

When you click the "click here" link to create a user ID and password, you will be presented with the following screen. Input the requested information. All fields (with the exception of the Alternate Phone) are required. Please input your Email address carefully since this will become your user ID and any electronic correspondence (for example, a forgotten password) will be sent to this address. Input a password of your choosing. The password must be at least 6 characters. Re-type your password in the Confirm Password input field to make sure that you have input the password correctly.

[Registration Home](#)

### Create User Profile

First Name:  Last Name:

Address:

City:  State:  ZIP:

Phone:  -  -  Alternate Phone:  -  -

Email:

Your email address will be your User ID when entering this website again.

Password:  (Input a password of your choosing.)

Confirm Password:  (Retype your password)

Select the radio buttons on the lower part of the screen to complete your profile. Then press the <Save> button. This will create your User ID and profile.

I am:

- A Teacher registering my students (membership required)
- An Individual registering myself for my teacher (membership optional)
- An individual registering myself without a teacher (membership required)
- An Auditor (membership optional)

I am a current member of TFS

My Teacher (First Name:  Last Name: ) is a current member of TFS

- I have already paid my dues for the current membership year (Jan-Dec)
- My dues are enclosed. (Membership form must be submitted with dues.)

All festival schedule information will be mailed to the above address.  
Teachers: Please check to make sure that your accompanist is not playing for more than 25 students!!!

Press <Save> to save your profile. Then click the navigation buttons on the left to proceed with your registration.

[Festival Home](#)

[TFS Home](#)

After you have created your User ID, you will be presented with a screen for you to visually confirm that the information you input was recorded correctly. Note that from this point forward, you will be referred to as a “registrant”. This term was chosen since the “registrant” can be a teacher, an individual registering to perform at the festival, or an individual registering as an auditor. Also the left side of the screen, which contains the blue push buttons, will be referred to as the “Navigation Frame”.

Registration Home	Welcome back to the TFS Online Registration System.
Solo Entries	Please review the information below. If any of the information is incorrect, please press the <User Profile> button and correct the information.
Ensemble Entries	Registrant Name: John Doe
Auditor Entries	I am a teacher registering my students.
Membership Form	Address: 3549 West Clark Street Trenton, NJ 75898
T-Shirts & Patches	Phone: 212-555-1212
Donations	Alternate:
Fees	Email Address: JohnDoe@aol.com
User Profile	

If any information was recorded incorrectly, you may press the <User Profile> on the left side of your screen to make any necessary corrections.

Registration Home	<b>Change User Profile</b>
Solo Entries	First Name: John Last Name: Doe
Ensemble Entries	Address: 3459 West Clark Street
Auditor Entries	City: Trenton State: NJ ZIP: 75898
Membership Form	Phone: 212 -555 -1212 Alternate Phone: - -
T-Shirts & Patches	Email: JohnDoe@aol.com
Donations	Your email address will be your User ID when entering this website again.
Fees	Password: ●●●●●●
User Profile	Confirm Password: ●●●●●● (Retype your password)
Registration Report	I am:
Logout	<input checked="" type="radio"/> a teacher registering my students (membership required) <input type="radio"/> an individual registering myself for my teacher (membership optional) <input type="radio"/> an individual registering myself without a teacher (membership required) <input type="radio"/> an auditor (membership optional)
Festival Home	<input checked="" type="radio"/> I am a current member of TFS <input type="radio"/> My teacher (First Name: Last Name: ) is a current member of TFS.
TFS Home	<input checked="" type="radio"/> I have already paid my dues for the current membership year (Jan-Dec) <input type="radio"/> My dues are enclosed. (Membership form must be submitted with dues.)

After confirming your user Profile, you can now continue with your registration using the buttons that will now appear in the navigation frame on the left of your screen.

If you already have a User ID and you clicked "click here to login, the following screen will be displayed. Input your User ID (that is, your email address) and your password and press <Login>.

The screenshot shows a web interface for the TFS Online Registration System. On the left is a vertical navigation menu with blue buttons: "Registration Home", "Festival Home", and "TFS Home". The main content area has a header "Welcome back to the TFS Online Registration System." Below it are two input fields: "Input Email Address" (highlighted in yellow) and "Input Password". At the bottom of the form are two buttons: "Login" and "Clear".

After the screen below is displayed, you may continue with the registration process by pressing the buttons in the navigation frame.

The screenshot shows the user profile page. The left navigation menu includes: "Registration Home", "Solo Entries", "Ensemble Entries", "Auditor Entries", "Membership Form", "T-Shirts & Patches", "Donations", "Fees", "User Profile", "Registration Report", "Logout", "Festival Home", and "TFS Home". The main content area displays the following information:  
Welcome back to the TFS Online Registration System.  
Please review the information below. If any of the information is incorrect, please press the <User Profile> button and correct the information.  
Registrant Name: John Doe  
I am a teacher registering my students.  
Address: 3549 West Clark Street  
Trenton, NJ 75898  
Phone: 212-555-1212  
Alternate:  
Email Address: JohnDoe@aol.com

The following sequence of screens is the sequence that a teacher registering his/her student would most likely use. The first is the Solo Entries screen. When the <Solo Entries> button is pressed in the navigation frame on the left side of the screen, the following screen will be displayed.

Registration Home	Registrant: John Doe								
Solo Entries	Input the information below and press the <Add> button for each soloist. The teacher name is required only if different from the Registrant.								
Ensemble Entries									
Auditor Entries	Teacher First Name: <input type="text" value="John"/> Teacher Last Name: <input type="text" value="Doe"/>								
Membership Form	Soloist First Name: <input type="text"/> Soloist Last Name: <input type="text"/>								
T-Shirts & Patches	Category: <input type="text" value="Select Category"/> <input type="button" value="v"/>								
Donations	Accompanist First Name: <input type="text"/> Last Name: <input type="text"/>								
Fees	<input type="checkbox"/> Check this box if the soloist would also like to participate in a flute choir. <input type="button" value="Add"/>								
User Profile	<b>Teachers: Please check to make sure that your accompanist is not playing for more than 25 events!</b>								
	When all solo entries have been added, click one of the navigation buttons to continue your registration.								
	=====								
	To change or remove any entry below, press the <Edit> or <Delete> button.								
Registration Report									
Logout	<table border="1"> <thead> <tr> <th>Soloist Name</th> <th>Category</th> <th>Accompanist Name</th> <th>Flute Choir</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Soloist Name	Category	Accompanist Name	Flute Choir				
Soloist Name	Category	Accompanist Name	Flute Choir						
Festival Home									
TFS Home									

To add a soloist to your registration, input the Soloist First and Last Name and select a category from the Category drop-down list. If the soloist will be playing with an accompanist, input the Accompanist First and Last Name. If the soloist would also like to play in a flute choir, check the check box to indicate this. (Please be aware that the soloist may be scheduled to perform at a time that will conflict with the flute choir rehearsal and performance, so participation in the flute choir cannot be guaranteed). After all inputs are complete, press the <Add> button.

After the <Add> button is pressed, the soloist will be added to the list at the bottom of the screen.

Registration Home	Registrant: John Doe								
Solo Entries	Input the information below and press the <Add> button for each soloist. The teacher name is required only if different from the Registrant.								
Ensemble Entries									
Auditor Entries	Teacher First Name: <input type="text" value="John"/> Teacher Last Name: <input type="text" value="Doe"/>								
Membership Form	Soloist First Name: <input type="text"/> Soloist Last Name: <input type="text"/>								
T-Shirts & Patches	Category: <input type="text" value="Select Category"/> <input type="button" value="v"/>								
Donations	Accompanist First Name: <input type="text"/> Last Name: <input type="text"/>								
Fees	<input type="checkbox"/> Check this box if the soloist would also like to participate in a flute choir. <input type="button" value="Add"/>								
User Profile	<b>Teachers: Please check to make sure that your accompanist is not playing for more than 25 events!</b>								
	When all solo entries have been added, click one of the navigation buttons to continue your registration.								
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	To change or remove any entry below, press the <Edit> or <Delete> button.								
Registration Report									
Logout	<table border="1"> <thead> <tr> <th>Soloist Name</th> <th>Category</th> <th>Accompanist Name</th> <th>Flute Choir</th> </tr> </thead> <tbody> <tr> <td>Annette Johnson</td> <td>Eighth Grade</td> <td></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>	Soloist Name	Category	Accompanist Name	Flute Choir	Annette Johnson	Eighth Grade		<input checked="" type="checkbox"/>
Soloist Name	Category	Accompanist Name	Flute Choir						
Annette Johnson	Eighth Grade		<input checked="" type="checkbox"/>						
Festival Home									
TFS Home									

If you need to make any changes for the soloist (for instance, you selected the wrong category or forgot to include the name of the accompanist), press the <Edit> button next to the soloist's name. The information for the soloist will be copied to the upper part of the screen. Make the necessary corrections and press the <Update> button. The updated information will be copied to

the bottom of the list. To remove a soloist from the list, simply press the <Delete> button to the right of the soloist's name.

Registration Home	Registrant: John Doe										
Solo Entries	Input the information below and press the <Add> button for each soloist. The teacher name is required only if different from the Registrant.										
Ensemble Entries	Teacher First Name: <input type="text" value="John"/> Teacher Last Name: <input type="text" value="Doe"/>										
Auditor Entries	Soloist First Name: <input type="text" value="Annette"/> Soloist Last Name: <input type="text" value="Johnson"/>										
Membership Form	Category: <input type="text" value="Eighth Grade"/>										
T-Shirts & Patches	Accompanist First Name: <input type="text" value="Joseph"/> Last Name: <input type="text" value="Mayer"/>										
Donations	<input checked="" type="checkbox"/> Check this box if the soloist would also like to participate in a flute choir. <input type="button" value="Update"/>										
Fees	<b>Teachers: Please check to make sure that your accompanist is not playing for more than 25 events!</b>										
User Profile	When all solo entries have been added, click one of the navigation buttons to continue your registration.										
Registration Report	To change or remove any entry below, press the <Edit> or <Delete> button.										
Logout	<table border="1"> <thead> <tr> <th>Soloist Name</th> <th>Category</th> <th>Accompanist Name</th> <th>Flute Choir</th> <th></th> </tr> </thead> <tbody> <tr> <td>Annette Johnson</td> <td>Eighth Grade</td> <td></td> <td><input checked="" type="checkbox"/></td> <td> <input type="button" value="Edit"/> <input type="button" value="Delete"/> </td> </tr> </tbody> </table>	Soloist Name	Category	Accompanist Name	Flute Choir		Annette Johnson	Eighth Grade		<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Soloist Name	Category	Accompanist Name	Flute Choir								
Annette Johnson	Eighth Grade		<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>							
Festival Home											
TFS Home											

The next screen that a teacher would probably use is the Ensemble Entries screen. To display this screen, press the <Ensemble Entries> button in the navigation frame. The screen below will be displayed.

Registration Home	<b>Ensemble Entries</b>			
Solo Entries	Registrant Name: John Doe			
Ensemble Entries	To create a new ensemble, input the information below press the <Create Ensemble> button. Choose any name that will help you to identify the ensemble.			
Auditor Entries	Ensemble Name: <input type="text"/>			
Membership Form	Accompanist (optional): First Name: <input type="text"/> Last Name: <input type="text"/>			
T-Shirts & Patches	<b>Please check to make sure that the accompanist is not playing for more than 25 events!</b>			
Donations	Select the category for the most advanced participant in the ensemble. Category: <input type="text" value="Select Category"/> <input type="button" value="Create Ensemble"/>			
Fees	To add participants to an ensemble, select the ensemble from the list below and press the <Edit> button			
User Profile	To change the accompanist and category for any ensemble that you have already added, click the ensemble name in the list below. Then input your changes and press <Update Ensemble>.			
Registration Report	To change or remove any entry below, select the entry and press the <Edit> or <Delete> button.			
Logout	<table border="1"> <thead> <tr> <th>Ensemble Name</th> <th>Category</th> <th>Accompanist</th> </tr> </thead> <tbody> </tbody> </table>	Ensemble Name	Category	Accompanist
Ensemble Name	Category	Accompanist		
Festival Home				
TFS Home				

Adding ensembles is a two step process. The first step is to create the ensemble. To accomplish this, first input a name to identify the ensemble. This can be any name you choose to associate the ensemble members with the name (for instance Jones-Smith Duet, Doe Trio 1, Doe Quartet 1, ...). If the ensemble will be performing with an accompanist, input the Accompanist First Name

and Last Name. Select the category from the Category drop-down list and press <Create Ensemble>. The ensemble will then be created and copied to the list at the bottom of the screen.

Registration Home	<b>Ensemble Entries</b>		
Solo Entries	Registrant Name: John Doe		
Ensemble Entries	To create a new ensemble, input the information below press the <Create Ensemble> button.		
Auditor Entries	Ensemble Name: <input type="text"/>		
Membership Form	Accompanist (optional): First Name: <input type="text"/> Last Name: <input type="text"/>		
T-Shirts & Patches	<b>Please check to make sure that the accompanist is not playing for more than 25 events!</b>		
Donations	Category: <input type="text" value="Select Category"/>	<input type="button" value="Create Ensemble"/>	
Fees	To change the accompanist and category for any ensemble that you have already added, click the ensemble name in the list below. Then input your changes and press <Update Ensemble>.		
User Profile	=====		
	To change or remove any entry below, select the entry and press the <Edit> or <Delete> button.		
Registration Report	<b>Ensemble Name</b>	<b>Category</b>	<b>Accompanist</b>
Logout	Jones-Smith Duet	11th/12th Grade	Charlotte Donnelly <input type="button" value="Edit"/> <input type="button" value="Delete"/>
Festival Home			
TFS Home			

If you need to make any changes to the ensemble (for instance, you forgot to include the name of the accompanist), double-click the Ensemble Name. The information for the ensemble will be copied to the upper part of the screen. Make the necessary corrections and press the <Update> button. The updated information will be copied to the bottom of the list. To remove an ensemble from the list, simply press the <Delete> button to the right of the ensemble name.

The next step consists of adding the members to the ensemble. To accomplish this, click the <Edit> button to the right of the ensemble name. The Ensemble Maintenance screen will be displayed. Input the Participant First Name and Last Name and press the <Add> button.

Registration Home	<b>Ensemble Maintenance</b>		
Solo Entries	Registrant Name: John Doe		
Ensemble Entries	Ensemble Name: Jones-Smith Duet		
Auditor Entries	To add a participant to the ensemble, input the information below and press the <Add> button.		
Membership Form	Participant: First Name: <input type="text"/>	Last Name: <input type="text"/>	<input type="button" value="Add"/>
T-Shirts & Patches	Teacher (optional): First Name: <input type="text" value="John"/>	Last Name: <input type="text" value="Doe"/>	
Donations	When all ensemble members have been added, press the <Save> button to return to the Ensemble Entries screen.		
Fees	<input type="button" value="Save"/>		
User Profile	=====		
	To change or remove any entry below, select the entry and press the <Edit> or <Delete> button.		
	To delete the entire ensemble, return to the Ensemble Entries page and press the <Delete> button to the right of the Ensemble Name.		
Registration Report	<b>Name</b>	<b>Teacher</b>	
Logout			
Festival Home			
TFS Home			

When the <Add> button is pressed for each participant, the participant will be copied to the list at the bottom of the screen.

Ensemble Maintenance													
Registration Home	Registrant Name: John Doe												
Solo Entries	Ensemble Name: Jones-Smith Duet												
Ensemble Entries	To add a participant to the ensemble, input the information below and press the <Add> button.												
Auditor Entries	Participant: First Name: <input type="text"/> Last Name: <input type="text"/> <input type="button" value="Add"/>												
Membership Form	Teacher (optional): First Name: <input type="text" value="John"/> Last Name: <input type="text" value="Doe"/>												
T-Shirts & Patches	When all ensemble members have been added, press the <Save> button to return to the Ensemble Entries screen.												
Donations	<input type="button" value="Save"/>												
Fees	=====												
User Profile	To change or remove any entry below, select the entry and press the <Edit> or <Delete> button. To delete the entire ensemble, return to the Ensemble Entries page and press the <Delete> button to the right of the Ensemble Name.												
Registration Report													
Logout	<table border="1"> <thead> <tr> <th>Name</th> <th>Teacher</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Nancy Jones</td> <td>John Doe</td> <td><input type="button" value="Edit"/></td> <td><input type="button" value="Delete"/></td> </tr> <tr> <td>Charles Smith</td> <td>John Doe</td> <td><input type="button" value="Edit"/></td> <td><input type="button" value="Delete"/></td> </tr> </tbody> </table>	Name	Teacher			Nancy Jones	John Doe	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Charles Smith	John Doe	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Name	Teacher												
Nancy Jones	John Doe	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>										
Charles Smith	John Doe	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>										
Festival Home													
TFS Home													

If you need to make any changes to the participant (for instance, the participant actually has a different teacher), press the <Edit> button next to the soloist's name. Similar to the Solo Entries screen, the information for the participant will be copied to the upper part of the screen. Make the necessary corrections and press the <Update> button. The updated information will be copied to the bottom of the list. To remove a participant from the list, simply press the <Delete> button to the right of the participant's name.

Ensemble Maintenance													
Registration Home	Registrant Name: John Doe												
Solo Entries	Ensemble Name: Jones-Smith Duet												
Ensemble Entries	To add a participant to the ensemble, input the information below and press the <Add> button.												
Auditor Entries	Participant: First Name: <input type="text" value="Charles"/> Last Name: <input type="text" value="Smith"/> <input type="button" value="Update"/>												
Membership Form	Teacher (optional): First Name: <input type="text" value="John"/> Last Name: <input type="text" value="Doe"/>												
T-Shirts & Patches	When all ensemble members have been added, press the <Save> button to return to the Ensemble Entries screen.												
Donations	<input type="button" value="Save"/>												
Fees	=====												
User Profile	To change or remove any entry below, select the entry and press the <Edit> or <Delete> button. To delete the entire ensemble, return to the Ensemble Entries page and press the <Delete> button to the right of the Ensemble Name.												
Registration Report													
Logout	<table border="1"> <thead> <tr> <th>Name</th> <th>Teacher</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Nancy Jones</td> <td>John Doe</td> <td><input type="button" value="Edit"/></td> <td><input type="button" value="Delete"/></td> </tr> <tr> <td>Charles Smith</td> <td>John Doe</td> <td><input type="button" value="Edit"/></td> <td><input type="button" value="Delete"/></td> </tr> </tbody> </table>	Name	Teacher			Nancy Jones	John Doe	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Charles Smith	John Doe	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Name	Teacher												
Nancy Jones	John Doe	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>										
Charles Smith	John Doe	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>										
Festival Home													
TFS Home													

When all the entries for the ensemble, press the <Save> button to return to the Ensemble Entries screen.

The next screen that will probably be used is the screen for ordering T-Shirts and patches. This screen can be accessed by pressing the <T-Shirts & Patches> button in the Navigation frame.

T-Shirts & Patches											
Registration Home	Registrant: John Doe										
Solo Entries	Input the information below for each purchase and press the <Add> button. The teacher name is required only if different from the Registrant.										
Ensemble Entries	Teacher First Name: <input type="text" value="John"/> Teacher Last Name: <input type="text" value="Doe"/>										
Auditor Entries	Purchaser First Name: <input type="text"/> Last Name: <input type="text"/>										
Membership Form	T-Shirt Size: <input type="text" value="S"/> T-Shirt Qty: <input type="text"/> Patch Quantity: <input type="text"/> <input type="button" value="Add"/>										
T-Shirts & Patches	T-Shirts \$16 (Adult, S, M, L, XL) \$17 (XXL) Patches \$3 each										
Donations	To change or remove any entry below, press the <Edit> or <Delete> button.										
Fees											
User Profile	<table border="1"> <thead> <tr> <th>Name</th> <th>Teacher</th> <th>T-Shirt Size</th> <th>T-Shirt Qty</th> <th>Patch Qty</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name	Teacher	T-Shirt Size	T-Shirt Qty	Patch Qty					
Name	Teacher	T-Shirt Size	T-Shirt Qty	Patch Qty							
Registration Report											
Logout											
Festival Home											
TFS Home											

This screen works similarly to the other screens. Input the purchaser's name, select the T-Shirt Size, input the T-Shirt quantity and input the number of patches. Then press <Add>. Editing and Deleting entries are also accomplished in the same manner as the previously described screens.

T-Shirts & Patches																						
Registration Home	Registrant: John Doe																					
Solo Entries	Input the information below for each purchase and press the <Add> button. The teacher name is required only if different from the Registrant.																					
Ensemble Entries	Teacher First Name: <input type="text" value="John"/> Teacher Last Name: <input type="text" value="Doe"/>																					
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Name	Teacher	T-Shirt Size	T-Shirt Qty	Patch Qty																		
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The series of screens above are the primary screens that will be used for a teacher's registration process, but there are two additional screens that are also important to the registration process. The first of these two is the Registration Report screen which is accessed by pressing the <Registration Report> in the navigation pane. This provides a complete picture of everything that has been input on all of the data entry screens so that the registrant can review and confirm that there have been no omissions and the data is accurate.

Registration Report																									
Registration Home																									
Solo Entries	Registrant: John Doe Payment Status: Payment Pending																								
Ensemble Entries	<b>Solos Entries:</b>																								
Auditor Entries																									
Membership Form	<table border="1"> <thead> <tr> <th>Soloist Name</th> <th>Category</th> <th>Accompanist Name</th> <th>Flute Choir</th> </tr> </thead> <tbody> <tr> <td>Annette Johnson</td> <td>Eighth Grade</td> <td>Joseph Mayer</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Mark Trooper</td> <td>Seventh</td> <td></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Soloist Name	Category	Accompanist Name	Flute Choir	Annette Johnson	Eighth Grade	Joseph Mayer	<input checked="" type="checkbox"/>	Mark Trooper	Seventh		<input type="checkbox"/>												
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The second of these two is the Fees page. This page is automatically calculated as the registration entries are made. It is from this page that you will actually submit your registration.

Since you will not be able to make changes to the registration after it has been submitted, it is very important to make sure that your registration is accurate and complete before submitting your registration. After all data is reviewed and confirmed, just press the <Submit> button on this screen to submit the registration.

Fees																																																	
Registration Home	Registrant: John Doe																																																
Solo Entries	Please confirm the following and press <Submit> to submit your registration request. Note that no changes to your online registration can be made after you have submitted your request. All changes or additions after submission must be made by contacting Jennifer Hunter at <a href="mailto:flautenmusik@hotmail.com">flautenmusik@hotmail.com</a> .																																																
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Festival Home	Please print this page and mail with your check payable to Texas Flute Society to Ellen Kaner 5802 Tinsley Drive Arlington, TX 76017-6324																																																
TFS Home	When your check is received, your submission will be marked to indicate that it is ready to be scheduled.																																																
	<input type="button" value="Submit"/>																																																

Additional screens are available for applying for membership, for making donations, and for registering auditors.

To add one or more new memberships, press the <Membership Form> button in the Navigation Frame. The following screen will be displayed. After the screen is displayed, press the <Membership Form> button to display the Membership Application form.

Memberships	
Registration Home	To complete a membership form, press the <Membership Form> button. <input type="button" value="Membership Form"/>
Solo Entries	
Ensemble Entries	
Auditor Entries	
Membership Form	
T-Shirts & Patches	
Donations	
Fees	
User Profile	
Registration Report	
Logout	
Festival Home	
TFS Home	

Input the data shown and press <Save>. Note that checking the checkbox at the top of the screen will copy the information from your user profile to fields shown in yellow.

<a href="#">Registration Home</a> <a href="#">Solo Entries</a> <a href="#">Ensemble Entries</a> <a href="#">Auditor Entries</a> <a href="#">Membership Form</a> <a href="#">T-Shirts &amp; Patches</a> <a href="#">Donations</a> <a href="#">Fees</a> <a href="#">User Profile</a> <hr/> <a href="#">Registration Report</a> <a href="#">Logout</a>	<h3>Membership Application</h3> <p><input type="checkbox"/> Check if information below can be copied from your user profile.</p> <p>First Name: <input type="text"/> Last Name: <input type="text"/></p> <p>Address: <input type="text"/></p> <p>City: <input type="text"/> State: <input type="text"/> ZIP: <input type="text"/></p> <p>Phone: <input type="text"/>-<input type="text"/>-<input type="text"/> Alternate Phone: <input type="text"/>-<input type="text"/>-<input type="text"/></p> <p>Email: <input type="text"/></p> <p>Please choose one of the following membership categories.</p> <p> <input type="radio"/> Student (\$10)  <input type="radio"/> Adult/Graduate Student (\$25)  <input type="radio"/> Sustaining (\$35) (receives special recognition in the festival program)         </p> <p>Please indicate whether this is a new membership or a renewal.</p> <p> <input type="radio"/> New Member  <input type="radio"/> Renewal         </p>
<a href="#">Festival Home</a> <a href="#">TFS Home</a>	<p>If you are a teacher and would like to be listed on the Teachers page on our website, please complete the following:</p> <p>Teaching locale (city, district, community): <input type="text"/></p> <p>Student Categories (check all that apply):</p> <p> <input type="checkbox"/> Elementary <input type="checkbox"/> Grades 7-9 <input type="checkbox"/> Grades 10-12 <input type="checkbox"/> College/University <input type="checkbox"/> Adults         </p> <p style="text-align: center;"><input type="button" value="Save"/></p>

After inputting the required data, press the <Save> button. The membership will be added to the membership list.

<a href="#">Registration Home</a> <a href="#">Solo Entries</a> <a href="#">Ensemble Entries</a> <a href="#">Auditor Entries</a> <a href="#">Membership Form</a> <a href="#">T-Shirts &amp; Patches</a> <a href="#">Donations</a> <a href="#">Fees</a> <a href="#">User Profile</a> <hr/> <a href="#">Registration Report</a> <a href="#">Logout</a>	<h3>Memberships</h3> <p>To complete a membership form, press the &lt;Membership Form&gt; button. <input type="button" value="Membership Form"/></p> <table border="1"> <thead> <tr> <th>Member Name</th> <th>Email</th> <th>Member Category</th> <th>New or Renewal</th> <th></th> </tr> </thead> <tbody> <tr> <td>John Doe</td> <td>JohnDoe@aol.com</td> <td>Student</td> <td>New</td> <td style="text-align: center;"> <input type="button" value="Edit"/> <input type="button" value="Delete"/> </td> </tr> </tbody> </table>	Member Name	Email	Member Category	New or Renewal		John Doe	JohnDoe@aol.com	Student	New	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
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John Doe	JohnDoe@aol.com	Student	New	<input type="button" value="Edit"/> <input type="button" value="Delete"/>							
<a href="#">Festival Home</a> <a href="#">TFS Home</a>											

To change or delete the membership, press the <Edit> or <Delete> button to the right of the member name.

If you would like to make a contribution to the Texas Flute Society, press the <Donations> button in the navigation frame. The screen below will be presented.

<ul style="list-style-type: none"> <li>Registration Home</li> <li>Solo Entries</li> <li>Ensemble Entries</li> <li>Auditor Entries</li> <li>Membership Form</li> <li>T-Shirts &amp; Patches</li> <li>Donations</li> <li>Fees</li> <li>User Profile</li> </ul>	<h3>Donations</h3> <p>I would like to make a tax deductible contribution to the Texas Flute Society in the amount of <input type="text" value="0"/>.</p> <p>I would like to make a tax deductible donation to Gary Schocker Flute Choir Music Commissioning in the amount of <input type="text" value="0"/>.</p> <p style="text-align: center;"><input type="button" value="Save"/></p>
<ul style="list-style-type: none"> <li>Registration Report</li> <li>Logout</li> </ul>	
<ul style="list-style-type: none"> <li>Festival Home</li> <li>TFS Home</li> </ul>	

Input a dollar amount in the first box if you would like to a general donation to TFS. Input a dollar amount in the second box if you would like to contribute to the Schocker Flute Choir Commissioning project.

Press the <Save> button to save your donation.

To register as an auditor, press the <Auditor Entries> from the Navigation Frame. Input the First Name and Last Name. Then press <Add>. The auditor will be added to the list.

<ul style="list-style-type: none"> <li>Registration Home</li> <li>Solo Entries</li> <li>Ensemble Entries</li> <li>Auditor Entries</li> <li>Membership Form</li> <li>T-Shirts &amp; Patches</li> <li>Donations</li> <li>Fees</li> <li>User Profile</li> </ul>	<h3>Auditor Entries</h3> <p>Registrant: John Doe</p> <p>Input the information below for each auditor and press the &lt;Add&gt; button.</p> <p>Auditor First Name: <input type="text"/> Last Name: <input type="text"/> <input type="button" value="Add"/></p> <p>=====</p> <p>To remove any entry below, press the &lt;Delete&gt; button.</p> <p>Auditor Name <input style="background-color: #cccccc;" type="text"/></p>
<ul style="list-style-type: none"> <li>Registration Report</li> <li>Logout</li> </ul>	
<ul style="list-style-type: none"> <li>Festival Home</li> <li>TFS Home</li> </ul>	

To remove an auditor from the list, press <Delete> to the right of the Auditor's name.

Auditor Entries	
Registration Home	Registrant: John Doe
Solo Entries	
Ensemble Entries	Input the information below for each auditor and press the <Add> button.
Auditor Entries	Auditor First Name: <input type="text"/> Last Name: <input type="text"/> <input type="button" value="Add"/>
Membership Form	=====
T-Shirts & Patches	To remove any entry below, press the <Delete> button.
Donations	Auditor Name <input type="text"/>
Fees	Ed Anderson <input type="button" value="Delete"/>
User Profile	Dorothy Roberts <input type="button" value="Delete"/>
Registration Report	
Logout	
Festival Home	
TFS Home	

The remaining buttons in the Navigation frame can be used for the following purposes:

**Registration Home:** This button will return to the Login screen if you are not currently logged in. If you are logged in, the button will return to the User Profile confirmation screen.

**Logout:** This button logs you out of the Online Registration system. Remember that until you submit your registration by pressing the <Submit> button on the Fees page, you can log back into the program at a later time to continue with your registration process.

**Festival Home:** This returns to the Festival Home Page on the Texas Flute Society web site.

**TFS Home:** This returns to the home page for the Texas Flute Society on the TFS web site.