

SOLARISLIVE REGISTRATION INSTRUCTIONS

Prior to registering, please view this 6 minute **'How to Register'** video. It will be well worth your 6 minutes!

https://youtu.be/upMP-gL_pZY

Please make a list of registration information you require before proceeding to register.

As per official policies, the KFPA will not accept late entries nor issue refunds.

IMPORTANT

- Full participant name, birth date, and exact title must be recorded **accurately** on registration entry – ALL registration information is extracted directly into the Festival schedule and program.
- KFPA schedulers cannot be responsible for incorrect registration data.

1. Create a Solarislive Account - New Users

- Go to <https://events.solarislive.com/>.
- Complete ALL mandatory fields.
- An email will be sent to verify and confirm your new account. The account must be verified.

2. Account Login

- Login using the same email address and password used when creating your new account.
- Account name will appear at the top right-hand corner.
- Proceed to register as a teacher, parent or participant.

3. Register for classes

- Go to *Syllabus/Register* located on the top *Menu*.
- Choose *Discipline* desired.
- Select the *Category* and *Class* desired.
NOTE: Age level must be correct to proceed with registration.
- Enter ALL mandatory *Class Details* as requested.
- Click the *Save and Continue* button located on the bottom of each completed page.
- Select the *Choose Participant* or *Add a New Participant* option from the drop-down menu.
Choose Participant – Verify ALL information is correct with no changes.
Add a New Participant – Enter ALL *New Participant* mandatory information.
NOTE: A participant can be removed from this option if not already registered in a class.
Group Registrations – In the *Group Name* box, enter group name or song or performance name. Do NOT enter single performer name or studio name.
NOTE: *Groups Registrations* allows a maximum of five (5) names. Dance groups greater than five (5) members MUST use a Google Group listing document as referenced during registration.
- Continue* or *Add Another Class* and repeat the above process for ALL classes desired.

4. Prepare to Place Order

- When all classes for this registration session are complete, click *Continue*. Additional classes may be registered and edits made (i.e. selection, composer, accompanist or teacher ID) up until registration closes on Dec. 10 at midnight ONLY when the KFPA Registrar has indicated it is alright to do so.
- Festival Registration Items* appear as options. For example, a Festival *Donation* to the KFPA non-profit society can be made by selecting the *Quantity* in \$5 increments.

- c. *Continue to Current Registration Cart Items* for total price listing and listing of classes.
NOTE: Classes can be removed at this point.
 - d. Click on *Place Your Registration Order*. Total price will be displayed once the *Festival Terms and Conditions* box is checked.
 - e. Click on *Process Payment* on the bottom left-hand side of the page to proceed to the payment process.
 - f. *Cart Items* will remain in account as *Pending* until payment is processed.
5. **Review Order**
- a. To review items after registration, click on *Cart Items*, then *My Classes* on the top *Menu*.
 - b. *My Classes* lists all classes the account login has registered. This list is printable.
6. **Proceed to Payment**
- a. If not paid for prior to Step 6, proceed to payment by clicking on *Cart Items* followed by *Process Payment* on the bottom left-hand side of the page.
 - b. Payment is made through Bambora services as hosted by the Solarislive registration system. Once payment is made a receipt will be issued. Please notify KFPA if a receipt is not received.
 - c. Return to Step 6 to obtain *My Classes* listing if desired.
7. **Obtaining Participant Schedule**
- a. On or after January 20, login to the Solarislive registration system to obtain performer schedule(s), unless advised otherwise through KFPA website at kfpa.ca

DEADLINES

1. Please review Syllabus for discipline specific details such as deadlines for original material (e.g. Music Composition, Original Poem and Own Choreography).
2. Dance music instructions are included in the Dance portion of the syllabus. Music submission links will be posted on the kfpa.ca home page.
3. Deadlines **MUST** be adhered to in order to ensure availability on your performance date.

INSTRUCTIONS, FAQ & SUGGESTIONS

Q – How do I get a receipt for my registration?

A – No receipts are issued upon registration until the payment process has been completed where the final procedure can be printed or saved depending on software used. It is advisable to print or record ALL categories and class numbers involved with your registrations for future reference. For example, Discipline Schedules online include categories and class numbers only.

Q – How does a teacher access, review or edit entry specifics, or view student's schedules?

A – You **MUST** login with correct email address and password to access Discipline Schedules through your teacher ID number IF you created a teacher ID. Watch Solarislive Tutorial at https://youtu.be/upMP-gL_pZY for more details.

Q – When can I expect to see Discipline Schedules?

A – No name Discipline Schedules will be posted on the KFPA website as soon as available and no later than January 20.

Q – Why are the website Discipline Schedules without names?

A – KFPA respects the registrants, especially youth, and does not post names due to privacy and confidentiality involved.

Q – When are printed KFPA Festival programs made available?

A – Due to Festival 2021 being 'virtual' with performances submitted as video recordings, discipline schedules are not required therefore no printed programs required.

Q – When are Scholarships, Awards and Provincial Recommendations announced?

A – As a result of Covid-19 and virtual Festival 2021, Scholarships, Awards, Provincial Recommendations will be posted on kfpa.ca and Facebook page. Check regularly for further details and updates.