

SOLARISLIVE REGISTRATION INSTRUCTIONS

Coming soon – an updated 6 minute **'How to Register'** video, that will be well worth your 6 minutes!

Watch for this video link on kfpa.ca.

***NO LATE ENTRIES – Registration closes December 10 at 11:59pm**

***In the event of a withdrawal or cancellation, the Board regrets that NO REFUND OF FEES can be made except by decision of the KFPA Board of Directors and only under exceptional circumstances. General Rule 5.**

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

- 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

- Go to <https://events.solarislive.com/account/event-login/>
- Complete ALL mandatory fields.
- An email will be sent to verify and confirm your account. The account must be verified.
- Go to kfpa.ca. Click on the Music/Speech Registration OR Dance Registration box.

2. Account Login

- Login using the same email address and password used when creating your 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.
*****For DANCE ONLY - Use NA in the Composer field.**
- Teacher ID number must be included in each class registration in order for teachers to access the Discipline Schedules of their students.
- 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.
- Continue* or *Add Another Class* and repeat the above process for ALL classes desired.

4. Prepare to Place Order

- a. 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 December 10, 2021, at midnight ONLY when the KFPA Registrar has indicated it is alright to do so.
- b. *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. You will need the class ID numbers to download your digital schedule.**

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. Credit card 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 at registrar@kfpa.ca if a receipt is not received. (Your classes are not accepted until payment is received.)**
- c. Return to Step 6 to obtain *My Classes* listing if desired.

7. Obtaining Participant Schedule

- a. On or after January 20, 2022, 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. SUBJECT TO CHANGE so please keep looking for updates on kfpa.ca.
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 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 for an updated Solarislive Tutorial link at kfpa.ca for more details.

Q – When can I expect to see Discipline Schedules?

A – Discipline Schedules – with no performer names – will be posted on the KFPA website on or after January 20, 2022.

Q – Why are the website Discipline Schedules without performer 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 – On February 1, 2022, from Long and McQuade in Kamloops