REGISTRATION for the Kamloops Festival of the Performing Arts opens on **November 1** annually. Registration closes at 11:59pm on **November 30**.

LATE ENTRIES are not accepted.

Please ensure you have reviewed the current Syllabus before entering on www.kfpa.ca.

PRIOR TO REGISTERING

Well before registration opens on November 1, you will be able to access

https://kfpa.musicfestivalsuite.com/. This is the time to CREATE YOUR PROFILES. Please see the instructions below on how to create all the Profiles you will need.

Music Festival Suite Profiles and Registration Information

Step one go to: https://kfpa.musicfestivalsuite.com/

****If you have a profile from a previous year, please do not make a new one. Use the forgot password option

1. Click on don't have a profile yet

2. Read the terms and conditions and click off at the bottom that you understand and agree

3. Check off who is registering (Parents register your profile first, then your child's) and pick your registration method, then follow the steps. **If you are registering for a group performance at least one member of the group must register as A teacher or Group Leader and they must create the registration for the group**

4. Enter your information

5. Click Apply for profile. This will ensure everything is filled out correctly then click create profile

6. Enter your cell phone number or email to receive profile confirmation. If you use your cell phone you will be immediately sent a verification code that you can enter. If you use your email you will get an email shortly that you click on a link to confirm

7. Log into your profile to complete your waiver form

8. **If you are registering yourself continue to step:13**

If you are creating a profile for your child/student go to the menu button, top left, click on linked profile. Click on Create a New Child Festival Profile

9. Fill in your child/student information. You must create their own unique password; it cannot be the same as yours. Use your email address unless your child has an email and will be accessing their account

10. Click Apply for profile. This will ensure everything is filled out correctly then click create profile

11. Either go into your linked profile to accept your child's registration, or click on the link in the email you receive

12. When you log back into your profile it will ask you to complete the photo release waiver if you have not already done so.

13. Log into your child's profile or your own and click on the menu button, top left, and then click on registrations

14. Once you have read the information click on I am ready to register at the bottom of the page

15: Fill out the information for the piece you are registering for. If you do not have opus or an arranger make sure to click on No Opus and No Arranger

16. Click on Save this Registration

17. You then have until December 10th to make any edits and pay for your registration

18. Any questions email Claire Covington at registrar@kfpa.ca

REGISTRATION

Registration link https://kfpa.musicfestivalsuite.com/. Remember, you can enter registrations and they will be saved until you choose to pay your account and confirm the registration entries by the closing date of **November 30**.

TROUBLESHOOTING AND SUPPORT

Please use the MusicFestivalSuite Registration Support online chat for quick responses for troubleshooting. For any KFPA related issues please contact the Music/Speech Registrar Claire Covington at registrar@kfpa.ca.

FEES

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

Please contact info@kfpa.ca if you need more information.