

# Pilot Testing

## Basics - Online Festivals Program

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December 14, 2015

<https://www.nfmc-festivals.org>

### NFMC Sign-In

Where authorized members sign in to access

### Online Manual

You can reference this any time for good screen shots and visual aids. It does not require authorization to access.

### Sign-In steps

- Browser must be Explorer, Firefox or Safari. Read ALL STEPS (#1-3 ) before you start.
  1. Google Chrome is not supporting JAVA at this time.  
(There is a lawsuit in the courts between JAVA and Google)
  2. If you use Explorer, no changes are necessary unless you have upgraded to Windows 10. Then you will need to download Firefox.  
<https://www.mozilla.org/en-su/firefox/new/?icn=ta>  
After Firefox is on your computer, do Step #3 to “Always Activate” JAVA.
  3. **When using Firefox or Safari, your browser must have been changed to “Always Activate” for the current JAVA PLATFORM.**  
**This change is made in Firefox or Safari. DO NOT SKIP THIS PROCESS.**
    - A. On the NFMC Festivals Manager home page, click on the Online Manual button (NOT Sign-In)
    - B. Left Click on “For Every User” in the far left hand column.
    - C. Left Click on “Browser and Operating System Set Up”
    - D. Left Click on the widget in front of your browser (either Firefox or Safari)
    - E. Print the instructions.
    - F. Go to either Firefox or Safari browser home page on your computer and follow the steps.
    - G. Return to NFMC Festivals Manager home page and
- Left Click NFMC Sign-In
- Sign In with your Google account (identity verification)
- NFMC Festivals Manager would like to have offline access – Left Click on “Accept”  
This allows JAVA and the application to start up prior to connecting to the site.
- Downloading application box - do nothing
- Verifying application box – do nothing
- Return to Sign In screen but **wait patiently** until the Opus Primus – Navigator screen pops up.  
Remember, it takes about 15 seconds.

You will very likely be prompted to update JAVA if you have not done so recently. Updates seem to happen about every 3 months. When you update JAVA, you will need to do Step #3 to verify that “Always Activate” is selected in the new Java Platform.

To exit, ALWAYS exit by Left Click on the “Quit” button located in the center of the navigator screen, about ¼ of the way down, directly right of Active Roll Field.

Left Click will take you deeper into the area.

Right Click when you are where you want to be.

When you have changed something, but the “Save Changes” button is not active, move cursor to the end of the text or field you just edited and hit the enter key. It will enter the text and the “Save Changes” button will be activated.

# On Line Instructions

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## Create a new student:

This is usually a 2 step process: Creating the student and then creating the student relationship with you as the teacher.

### Step #1.

Right click on the word "Students"

Left Click on "Create Student Relationship". **New screen on right.**

Where it says Performer, Enter in EXACT format:

Last Name,First Name,Middle Name;YYYY-MM-DD

(NO SPACES in the string) Notice it is a ; not a :

Click on "Find" button –if it says no matches, proceed. If there is a match, STOP and see next paragraph below.

Select "Create" button.

New screen (enter nickname in preferred name) & click "Save Changes"

**Confirmation: Saved Person: Click OK (First step is now complete)**

**TRANSFER STUDENT:** If there is a match, contact your area Online Administrator (Festival Chairman) so the match can be verified and the student can be transferred to your studio.. If you know your student is a transfer and cannot locate, STOP and contact your Administrator to help locate the student. Do NOT create a new person because the new student record will not have all previously earned points.

### Step #2.

Back to original screen (to save student in your studio list)

Student is listed and you are now listed as "pedagogue"

Scroll down and click "Save Changes"

**Confirmation: Saved Student Relationship: Click OK**

**Notice, you need two confirmations to have completed the process.**

After the student is created, you can now locate the student under existing students and register the student for an event.

## "Orphan student" floating in the cloud:

(a student you successfully created but is not on your list)

If the student was successfully created but is not showing up on the list of students, you missed step #2.

1. To fix, begin again at Step #1 "Students".

Left click on: "Create Student Relationship"

2. New screen: In the fields on the right, enter the student information again in the EXACT format:

Last Name, First, Name, Middle Name;YYYY-MM-DD (*no spaces*)

3. Click the "Find" button.

It will probably say "1 exact match" to the right of the "Find" button.

4. A box will appear and list all matches. Make sure the correct one is highlighted. It will have a long number first, then the student name and birth date. It will be highlighted in blue. Make certain this is the person. If so, then click on "Select"

(This enters all of that complicated code)

5. Now you have been returned to the screen where you can link this orphan student to you as the teacher. Click on "Save Changes"

**Confirmation: Saved Student Relationship: Click OK**

## Register a student:

Register through **Students** (not through Festival Registrations – that shows **completed** registrations)

Left Click on circle in front of “Students” and the list of your students will appear.

Right click on the name of the student and select register for event from the options that appear.

Select the Event from the pull down menu.

Select the Level from the pull down menu.

Select the Required Piece from the pull down menu.

The choice piece will need to be included in the registration.

Please be specific with the name of the choice piece, including Opus, movement, etc.

For the name of the composer, search by **last name**.

Enter Last Name in field and click the “Find” button.

A box will appear and the composer matches will be listed.

(This is not a text field - you are locating the records with birthdate and nationality of the composer)

When the composer is Bach, for example, you will have several options.

Make sure to select the correct first name.

If the composer is someone with various spellings of the last name, try the most traditional spelling first

Make sure the correct composer listing is highlighted in blue. Click on “Select”

Composer will be entered in the composer field with all coding required for the system.

The registration will be complete when you click on “Save Changes” at the bottom.

If the composer is not yet in the system, please let your Festival Chairman know.

It will be created in the system so you can complete your registration.

To enter requests for scheduling, use the scheduling note field. Type in request.

## Modify a completed registration

Begin at Students. Left Click to display your list of students.

Left click on dot in front of the specific student who needs to have the change in registration.

Here is the “map” and you left click in front of each dot until you arrive at the registration to be modified.

It will take 4 Left Clicks to get deep enough into the data.

Students

    Name of Student

        Event Performance

            2016 Piano .....(Not Yet Rated)

                Right Click on the name “2016 Piano .....

                    Left Click on Modify Event Performance

                        Enter the corrections. Click “Save Changes”

(if Save Changes button is not enabled, hit “Enter” key at the end of the text to record the changes, then the Save Changes will be enabled.)

## Concerto Registration – special details

You will need to know **the grade in school** for all students entering Junior III or Senior Concerto. Do NOT guess. Registration for these classes will not be saved without it.

Once you have selected the grade in school, the website will think, indicated by the swirling circle, and if the student qualifies to combine, the “opt. comb” box appears.

The box will be checked and you must uncheck if student does not want to combine. (Default setting is to combine since this is what most students want to do)

Accompanist is automatically filled in as the teacher BUT it can be changed if different. Type correct name: Last name, First name, hit **ENTER**.

Click “ Save Changes” at the bottom to complete registration.

## Ensemble Registration - special details

If the solo levels in the partnership are different, **begin with the student who has the lower solo level.** (Once you have selected the first student and have started the registration, you select the teacher of the 2<sup>nd</sup> performer. Select the teacher (most likely yourself again) and after the website has thought for a while (circle is swirling), a list of students will appear who are within the correct solo levels. Select the name of the second student.

- Select required piece
- **Choice piece is required.**
- Composer of choice piece

## Archive a student relationship:

Please take time to go through your list of students and archive all students who are no longer taking lessons with you. This will speed things up a lot because then the system will not calculate everything for these performers each time.

To do this:

- right click **ON** the student’s name
- move cursor to “Modify Student Relationship “ and click
- Student’s detail record appears. Then click in archived box at the bottom of the screen
- Click on Save Changes

## Print Confirmation Invoice

This is located through Completed Festival Registrations

Left click on circle in front of Completed Festival Registrations.

Select Current if registration is still open. Left click on circle in front

2016 Solo Festival Right Click on the words selecting the correct Festival for which you need to print the invoice.

Reports – Festival Invoice(Teacher) select

If you generate the confirmation/invoice *after registration is closed*, you will locate the invoice under Past, not Current.

This will be saved on your computer.

Make sure you notice where it is saved so you can print it and send it in with your check to complete registration.

## Create a Students' Performance History Report:

Right click on teacher's name (highlighted in blue)

Left click on "Calculate Histories" Wait and allow to complete

Right click on teacher's name a second time (after calculations are complete)

Hover over "Report", then left click on "Students' Performance Histories"

Select a Festival Year – use pull down menu .

This will most always be the most current year for which there is completed Festival data. All previous years will be included in the calculation.

Left click on "Generate Report". It will take time to calculate.

A box will appear once the report is ready to be saved to your computer so make sure you notice where you are saving it! You might want to create a folder for these reports on your computer.