BULLETIN ADVISOR GUIDE

This document is for Bulletin Advisors using the
NFMC Online Festival Management System (Vivace).
Its purpose is to guide you through the procedure for
Entering Data into the System: How to Enter Repertoire Selections for a New Bulletin.
https://festivals.nfmc-music.org

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I. ENTERING REPERTOIRE

A. REPERTOIRE FROM A PREVIOUS BULLETIN

1. Click **Bulletins** under **Navigate** on the home page.
2. Click the **Edit** icon in the **Action** column to the right of the July 2020-June 2024 [Bulletin]. Now see the **Events** tab on the next screen; note the Section you are authorized to access.
3. On the left, click the Bulletin section you are authorized to access. (If you do not see the correct section, contact the Bulletin Admin.)
4. On the right side, click the down arrow next to the right of the event. (Again, if you do not see your event, contact the Bulletin Admin.)
   See an expanded list of all classes for that event.
5. Click the **Edit** icon next to the class you wish to edit.
   Note the **Required Pieces** and **Previously Required** tabs.
6. Click the **Required Pieces** tab and note that no repertoire is listed below because you have not begun adding repertoire yet. As you enter repertoire, this list will populate the fields.
7. Click **Select Required Piece** on the right. A floating window will appear.
   For a *newly* published work, you can probably skip this part.
   For all *previously* published pieces, use the **Search** field on the left side of the window to see if the piece has been in a previous Bulletin.
8. Click **Select Required Piece** on the right. A floating window will appear.
   For a *newly* published work, you can probably skip this part.
   For all *previously* published pieces, use the **Search** field on the left side of the window to see if the piece has been in a previous Bulletin.
9. Scroll through the list to find the piece.

10. Click **Select** in the **Action** column if the piece is there.
    The piece now appears in the **Required Pieces** list! Note the green **Success** banner above.
    ◆ If you change your mind about a piece or you enter one by mistake, click the red **Trash Can** icon in the **Action** column to remove the piece.
11. If many of your pieces have been in previous Bulletins, click the **Previously Required** tab.
12. Click **Select** to add the piece to the current *Bulletin*.
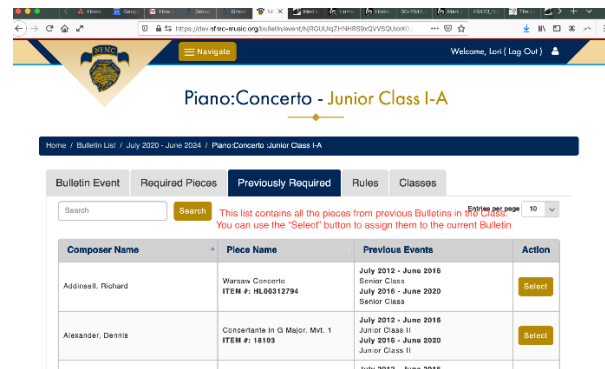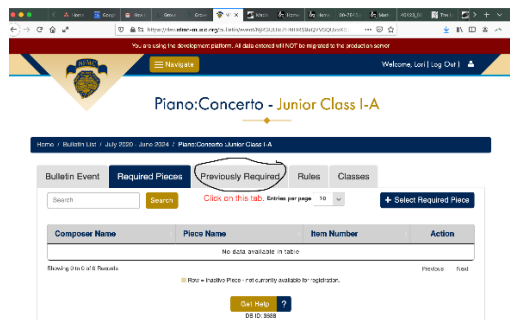
B. NEW REPERTOIRE
   1. Complete steps 1-6 above.
   2. Click + **Add Piece**, then see the floating window.
   3. Title: Enter the title (Piece Name as it's called in the system), using standard capitalization and punctuation rules. Please refer to the *Advisor's Data Entry Reference Sheet* for other details.
   4. Collection title: If the piece is from a *book* or is *sheet music that contains several movements*, enter the collection title which must be in ALL CAPS. It is very important to refer to *Advisor's Data Entry Reference Sheet* for other details regarding abbreviations for words like book, opus, etc. We want to use consistent abbreviations throughout the *Bulletin*.
   5. Publishet's Item Number: This will be found on the printed music itself and should also have been included in the spreadsheet information from the publisher.
   6. Category: Select the correct option from the drop-down menu. This will almost always be Two-Handed (for Piano Solo).
   7. Composer Name, Arranger Name, and Publisher Name in the System: Click **Find** and type all or part of the name in the search field. Click **Search**. When you find the desired name from the search results, click **Select**.
      ◆ Although we have done our best to have most of the composers, arrangers, and publishers in the system, there will be times when a new one needs to be added.

II. **ENTERING A NEW COMPOSER, ARRANGER, OR PUBLISHER INFORMATION**
    A. NEW COMPOSER, ARRANGER OR PUBLISHER:
       1. Click **I Don't See My Composer/Arranger** or **I Don't See My Publisher** button and fill in the information in the floating window fields.
          You will go through the same search process for the composer, arranger, and publisher.
          Composer/arranger must-have information:
          a. name
          b. birth nationality
          c. current nationality

Publisher must-have information:
   a. address
   b. phone number or website
Of course, it is always best to fill in all of the fields if possible.

2. Click **Send**.
   This will send an email to the Bulletin Admin so that they can add the new person to the system.
   ◆ *You will not be able to add a piece if the composer/arranger or publisher is not in the system!*

III. DATA ENTRY CHECKS

   A. FIRST CHECK
      1. When you have entered *all* of the information for your piece, review everything one last time, and especially double-check the *item number*!
      2. Repeat this check for *every* piece.
   B. CLASS CHECK
      1. After you finish entering the selections for *one Class*, look over the list that you have created in the **Required Pieces** tab.
      2. Compare it to the document you are working from, and check to see that all the data is correct.
      3. Use the **Previous** and **Next** buttons at the bottom if you have more than one page of data.
         ◆ To begin entering pieces for a different class, return to the "breadcrumb trail" and click on the *Bulletin* name. This will loop you back to the page where you can select the new Class from the section on the right-hand side.
      4. Click **Save**.

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