This document is for Festival/Area Admins using Vivace—NFMC Online Festival Management.

Its purpose is to guide you through the management procedures for Teachers, Students, and Festivals.

2020-2021
# Table of Contents

## Section I: TEACHER MANAGEMENT
- A. Adding a New Teacher ................................................................. 4
- B. Adding a Teacher Who Does Not Have an Online Presence ................................................................. 5
- C. Archiving a Teacher ........................................................................................................... 5
- D. Deactivating (or Reactivating) a Teacher’s Area Relationship/Membership ..................................................... 5
- E. Seeing a Teacher’s Area Relationship ........................................................................................ 5
- F. Adding a “Visiting” Teacher and Student ................................................................................... 5

## Section II: HISTORICAL PERFORMANCES MANAGEMENT (MANUAL ENTRY)
- A. Adding a Student and Historical Performances ................................................................. 6

## Section III: FESTIVAL MANAGEMENT
- A. Adding a New Festival ................................................................................................. 6-7
- B. Editing an Existing Festival ............................................................................................... 7
- C. Editing Festival Area Personnel ................................................................................................. 7
- D. Entering Festival Fees | State Fee .............................................................................................. 8
- E. Entering Cup, Manual Invoice, Duration Options, and Payment Directive ................................ 8

## Section IV: REGISTRATION MANAGEMENT
- A. Declaring a Solo Class ............................................................................................................... 9
- B. Reviewing Registrations ............................................................................................................ 9
- C. Approving, Not Approving, Deleting, Editing, Unapproving Already Approved Registrations 10-11
- D. Registering a Student for Another Teacher .............................................................................. 11

## Section V: SCHEDULING MANAGEMENT
- Scheduling Introduction ............................................................................................................ 12
- A. Visual Aids | Teacher Prep | The Process | Scheduling Glossary ......................................... 12-14
- B. Using the Setup Tab ............................................................................................................ 14-16
- C. Using the Pre-Schedule Tab ................................................................................................ 17-20
- D. Using the Allocation Tab .................................................................................................... 21-22
- E. Using the Schedule Tab ....................................................................................................... 22-23

## Section VI: PRE-FESTIVAL REPORTS | EMAILING SCHEDULES and INVOICES
- A. Compiling Pre-Festival Reports ............................................................................................... 24
- B. Emailing Schedules and Invoices (Teachers Tab) .................................................................... 24-25

## Section VII: RATING SHEETS | REPORTS | INVOICES
- A. Downloading | Printing Rating Sheets ................................................................................ 25-26
- B. Downloading | Printing Reports ............................................................................................ 26
- C. Invoicing Teachers ............................................................................................................... 26-27

## Section VIII: RATINGS MANAGEMENT
- A. Entering Performance Ratings – Keyboard Entry ............................................................... 27-28
- B. Entering Performance Ratings – Barcode Scanner-Facilitated Entry ...................................... 28
- C. Certifying Ratings | Editing a Certified Performance Rating .................................................. 28

## Section IX: PARTICIPATION and CONSECUTIVE SUPERIOR CERTIFICATES
- A. Downloading Certificate Data ............................................................................................... 28-29
- B. Activating Pop-up Reminder ............................................................................................... 29
Section I: TEACHER MANAGEMENT

A. TEACHER MANAGEMENT – Adding a New Teacher

1. Click Festival Area under Navigate or Quick Links on the homepage.
2. In the Festival Area Management page, click the Edit icon in the Action column next to the Festival Area to which you wish to add a teacher.
3. Click the Teachers tab below the “breadcrumb trail.”
4. Click + Add New Teacher above the Action column and see the floating Teacher Profile window.
5. Complete every field and click Next.
   Note: If you do not have all the information for this step, just the first and last name will get you started.
6. Click Next and view a list of possible matches in the system. If you encounter a large list of search results, use the search field on the right side to perform a secondary search on only the listed search results.
7. If the teacher is on the list, click the Select button in the Action column next to the name.
   You will receive a confirmation message in green at the top of the page saying the teacher has successfully been added to the Festival Area.
8. However, if the teacher was not on the list of possible matches, click I don't see my teacher on the left side of the floating window.
   This brings up another window where you can add more information. The required fields are first, middle, and last name, email address, date of birth.
9. You also must enter a password for a teacher at this time. This is a temporary password the teacher will be able to change after logging into the system for the first time.
   All other fields are optional, but you should fill in as many of them as you deem necessary.
10. When you have completed entering the information for the new teacher, click Save.
    You will receive a confirmation message in green at the top of the page saying the teacher has successfully been added to the Festival Area.

Fig. 1 - Teacher Profile
B. **TEACHER MANAGEMENT** – Adding a New Teacher Who Does Not Have an Online Presence

1. On the Vivace homepage (festivals.nfmc-music.org), click **Support Center** to be taken to the Support Center homepage for full instructions. You also may go directly to the Support Center: help.nfmc-music.org *(no login necessary)*
2. Under **AREA and STATE ADMINS** in the table, click **Adding a Teacher Who Does Not Have an Online Presence**, and follow the instructions given there.

C. **TEACHER MANAGEMENT** – Archiving a Teacher

When a teacher has retired, passed away, moved to a different Festival Area, or is no longer a member of your club, you will want to archive the relationship between the teacher and your club or Festival Area.

1. Click **Festival Area** under **Navigate** or **Quick Links** on the homepage.
2. In the **Festival Area Management** page, click **Edit** in the **Action** column next to the Festival Area in which you wish to archive a teacher.
3. Select the **Teachers** tab below the “breadcrumb trail.”
4. Find the teacher to be archived in your list and click the **Red File Box** icon in the **Action** column to the right of the name.
   This will bring up a pop-up message asking if you are sure you want to archive this relationship.
5. Click **OK**. See the green **Success** message above the “breadcrumb trail.” This teacher will no longer be visible in your active list.
6. However, if you ever want to see that teacher’s information again, click the **Show Archived** checkbox and the teacher’s name will then be visible in red.

D. **TEACHER MANAGEMENT** – Deactivating (or Reactivating) a Teacher’s Area Relationship

When a teacher is a member of your club or Area, but has not paid dues or Festival fees, this teacher may not register students and is deactivated.

1. Click **Festival Areas** under **Navigate** or **Quick Links** on the homepage.
2. In the **Festival Area Management** page, click **Edit** in the **Action** column next to the Festival Area in which you wish to deactivate a teacher.
3. Select the **Teachers** tab below the “breadcrumb trail.”
4. Find the teacher to be deactivated in your list and click the **Green Circle/Slash** icon in the **Action** column to the right of the name.
5. Click **OK** to confirm your action. See the green **Success** message above the “breadcrumb trail.” You will now see the teacher’s name and email address in red.
6. To reactivate a teacher, follow steps 1-3 above.
7. Select the teacher you wish to reactivate and click the **Red Circle/Slash** icon.
8. Click **OK** to confirm your action and see the green Success message above the “breadcrumb trail.” You will now see the teacher’s name and email address in black in your teacher list.

E. **TEACHER MANAGEMENT** – Seeing a Teacher’s Area Relationship/Membership

1. Click **Festival Areas** under **Navigate** or **Quick Links** on the homepage.
2. In the **Festival Area Management** page, click **Edit** in the **Action** column to the right of the Area in which you know the teacher is a member.
3. Click the **Teachers** tab.
4. Click the **Edit** icon to the right of the teacher’s name.
5. Click the **Area Memberships** tab to see the membership information.

F. **TEACHER MANAGEMENT** – Adding a “Visiting” Teacher and Student

Occasionally, students from different Festival areas play duets or ensembles together. Simply follow steps
1-4 in A. ADDING A NEW TEACHER. Then you will be able to choose the student(s) from the teacher’s student list.

Section II: HISTORICAL PERFORMANCES MANAGEMENT (MANUAL ENTRY)

A. HISTORICAL PERFORMANCES MANAGEMENT – Adding a Student and Historical Performances (Manual Entry)

1. To add the student, follow the Student Management procedure in Section I: STUDENT MANAGEMENT in the Teacher Guide.
2. Click Festival Areas under Navigate or Quick Links on the homepage.
3. See the Festival Area in which you need to add historical performances and click the Edit icon in the Action column.
4. Click the Manual Entry tab; see the alphabetical roster of all students in the Festival Area.
5. Click the Manual Entry icon (downward arrow) to the right of the student’s name.
6. Beginning from the earliest year the student participated to the most recent, complete all required fields.
   CAUTION! Work accurately, as an error can be corrected only by a National Admin!
7. Click Save Changes.

Section III: FESTIVAL MANAGEMENT

A. FESTIVAL MANAGEMENT – Adding a New Festival

You may add a new Festival beginning July 1. Festivals may be added at any time during that Festival year. However, you are not able to add a Festival for a future Festival year.

Fig. 2 - New Festival Setup
1. Click **Festival Area** under **Navigate** or **Quick Links** on the homepage.
2. Click **Add New Festival** on the right; see the floating window.
3. Select the Festival Area from the dropdown menu for the **Area Name**.
4. Enter the Festival name.
5. The **Bulletin** and **Festival Year** fields are grayed out and will be auto-filled by the system.
6. Complete the **Festival Start Date** field which must contain the first day of your Festival. Remember, that this date is used to calculate the age of students. This is important for Pre-Primary students as well as any student approaching the age of 19!
7. Enter text in the **Festival Dates** field to note all the days of your Festival if your Festival is held on multiple days. You may enter the information in any format.
8. Next, enter the date Registration opens for this Festival.
   - Registration opens at 12 am Eastern time on that date.
9. Finally, enter the Registration Close Date.
   - Registration closes at 11:59 pm Eastern time on that date.
   It is imperative to inform your teachers of these times—especially if you are not in the Eastern time zone. You will want to inform them of the corresponding times in your zone.
10. Click **Save**. *(Vivace will warn you if you have incorrect or missing information.)*
11. See the green **Success** banner at the top of the page.
   The newly created Festival will be in your Festival Management list.

### B. FESTIVAL MANAGEMENT – Editing an Existing Festival

1. Click **Festivals** under **Navigate** or **Quick Links** on the homepage.
2. To the right of the Festival name, click the **Edit** icon in the **Action** column.
3. In the **Settings** tab, make any necessary changes and click **Save**.

### C. FESTIVAL MANAGEMENT – Editing Festival Area Personnel

![Festival Area Management](image-url)

**Fig. 3 - Festival Settings – Personnel, Fees, etc.**
1. A Festival/Area’s Admins can be authorized only by a State or National Admin. Contact your State Admin if a Festival/Area Admin needs to be changed.

2. Festival/Area Admins can designate Reviewers, Schedulers, and Raters.
   a. A Reviewer can approve Festival registrations [and manually add historical data].
   b. A Scheduler can compile the schedule [and manually add historical data].
   c. A Rater can enter students’ ratings [and manually add historical data].

**NOTE:** By default, a Festival/Area Admin can function as a Reviewer, a Scheduler, and a Rater. Consequently, you cannot enter the Festival/Area Admin’s name in those fields.

Once the personnel have been established in the above roles, their permissions allow them to access various parts of Vivace to perform their functions. If you need to change any of these roles, simply click the **Clear** button to the right of the name. Use **Find** to select a new person for that role, and continue the process outlined above. Click **Save**.

**D. FESTIVAL MANAGEMENT – Entering Festival Fees | State Fee**

In the same Settings tab page (Fig. 3 above), enter the fee amounts.

1. First Event—the fee for the first event for which a student registers.
2. Subsequent Event—the fee for subsequent events for which a student registers. *(Enter the same amount as the First Event fee if all events have the same fee.)*
3. Theory Fee—the fee for the Theory Event registration.
   If you have no Theory Events, enter any amount ($0.01, $1.00, etc.) as a placeholder. *(not calculated on any invoice)*
4. Group Fee—the registration fee for a group of five or more performers.
   If you have no Group Events, enter any amount ($0.01, $1.00, etc.) as a placeholder. *(not calculated on any invoice)*
5. Send Payment Information—to whom and where Festival fees should be sent.

**E. FESTIVAL MANAGEMENT – Entering Cup, Manual Invoice, Duration Options, and Payment Directive**

In the same Settings tab page (Fig. 3 above), enter the remaining Area options.

1. Allow opt out of Federation Cup—choose “Yes” or “No” according to the Area’s practice.
2. Manual Invoice Pricing—choose “Yes” if your teachers actually write in amounts; choose “No” if you entered fees as in D. above.
3. Require Duration at Registration—choose “Yes” or “No” according to the Festival/Area Admin’s directive.
   a. Held in *(city and state or text of your choice)*
   b. Invoice Payment Address *(text of your choice)*

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Section IV: REGISTRATION MANAGEMENT

A. REGISTRATION MANAGEMENT – Declaring A Solo Class

Declaring a **Solo Class** is an action that must be completed by the Festival/Area Admin, not the teacher. This situation occurs when *(in the same Festival year)* a Festival Area holds events with solo correlations earlier than the solo Festival events, or if a student chooses not to enter a solo event in addition to concerto, ensemble, or other events that have solo class requirements.

The Declared Solo Class will be considered identical to a Superior performance rating when Vivace performs analysis for ensemble partners or correlations. In other words, it is as though the entrant received a Superior rating for a solo—if they had performed one.

**EXAMPLE 1**
A student wishes to enter the Concerto Event and Sight Playing/Sight Singing Event but not a solo event. This student will need to have a declared solo class.

**EXAMPLE 2**
A student wishes to enter a solo event and duet event. However, if the duets are held in a separate Festival in the fall and the solo events are in the spring Festival. This student will need to have a declared solo class.

Note: The Festival/Area Admin must communicate to teachers the submission deadline for student declared solo class information. A teacher will not be able to register a student for an event until the solo class has been declared.

**Steps to Declare a Solo Class for a Student:**
1. Click **Festival Areas** under Navigate or Quick Links on the homepage.
2. Click the **Edit** icon in the **Action** column to the right of the Festival.
3. Click the **Teachers** tab.
4. Click the **Edit** icon to the right of the teacher.
5. Click the **Students** tab.
6. From the Students list, click on the **Star** icon in the **Action** column.
7. Choose the **Section**, the **Event**, and the **Class** that you wish to declare.
8. Click **Register** in the floating window.
9. See the new page where you need to check the boxes certifying that the teacher is complying with the rules.
10. Click **Save Changes** and you will see the green success banner at the top of the page.

**B. REGISTRATION MANAGEMENT – Reviewing Registrations**

1. Click **Festivals** under Navigate or Quick Links on the homepage.
2. In the **Action** column, click the **Edit** icon to the right of the particular Festival for which you need to review and approve registrations; see the **Festival Management** page for that Festival.

You are now in the dashboard tab which states information about this Festival. Note **Total Registrations** and the status of **Approved Registrations**.
3. Click the List icon to the right of Approved Registrations; see a list of the remaining registrations that need to be approved.

4. To see all Festival registrations, click the small Show Already Approved Registrations box.
   - The field boxes below the “breadcrumb trail” (Performer, Teacher, Room, Section, Class) allow you to search registrations for specific information.
   - You may use fields independently or in conjunction with each other.

5. To see the details of a single registration, click the Edit icon in the Review column.

C. REGISTRATION MANAGEMENT – Approving, Not Approving, Deleting, Editing, And Unapproving Already Approved Registrations

1. Theory approvals
   These are easy because the system will have already alerted the teacher at the time of registration if they tried to register the student at a level already completed. Click Approved in the Review column.

2. Event approvals
   In the Review column, click Approved if the Bulletin required piece, choice piece and composer rules have been followed. The row will change to yellow.
   - Any unapproved registrations remain in the Festival Review page until approved.
   - If all registrations have been approved, the page will display a message that there are no performances left to review. If you wish to see all approved registrations, click the Show Already Approved Registrations box on the Festival Review page.

   NOTE: A Festival/Area Admin or Reviewer cannot approve their own student registrations.

3. Events not approved
   If Bulletin rule violations exist, click the Not Approved radio button. The row will change to dark pink. Type specific information in Review Notes so the teacher knows exactly what to do to correct the registration.

   Click Save, and the Review Notes text will be automatically emailed to the teacher. Uncheck the Send Notification box if you wish to contact the teacher by alternate means.

   When the teacher has corrected the error(s), click the Approved radio button in the Review column for that registration.

4. Undo icon
   This backward arrow icon appears in the bottom right of the Review column when you click Approved or Not Approved. The undo function is only available before you save! Once you have saved the registration as Approved or Not Approved, only an Admin can delete or edit it.

5. To delete a registration . . .
   click the trash can icon in the Review column. (Only Festival/Area Admins or higher have this capability after registrations have been approved. Teachers can delete registrations before they have been approved, however. Teacher Guide, Section II, F.)

6. To edit an approved registration . . .
   navigate to the student, click Go to Performances icon; click Edit icon in the Action column in the registration you need to edit.

7. To unapprove an approved registration . . .
   go to the Festival Review page and click the Show Already Approved Registrations box on the
Festival Review page; click the “Thumbs down” icon to the right of the approved registration to unapprove it. Confirm in the drop-down window. A green Successfully Unapproved Registration confirmation will appear on the registrations page.

Fig. 4 - Basic Registration Checklist

<table>
<thead>
<tr>
<th>Progression Rule</th>
<th>Confirm the progression rule has been followed. Vivace will check this, but it might make you feel better to do this at first. :) Pay special attention with concerto, alternating, and combining events. (optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Composer Nationality</td>
<td>Confirm a non-American composer for E1 and higher. Vivace will check this, but it might make you feel better to do this at first. (optional)</td>
</tr>
<tr>
<td>Measures Requirement</td>
<td>Confirm the minimum measures requirement are met for the Choice Piece. Use whatever procedure (basic or highly detailed) that suits your Area for this process.</td>
</tr>
<tr>
<td>Same Composer</td>
<td>Check same composer/different composer rule, for the Choice Piece, depending on the event.</td>
</tr>
<tr>
<td>Different Composer</td>
<td>Check for the same level of musicianship between the Required Piece and Choice Piece. Use whatever procedure (basic or highly detailed) that suits your Area for this process.</td>
</tr>
<tr>
<td>Musicianship Level</td>
<td>Check capitalization of the Choice Piece title.</td>
</tr>
<tr>
<td>Alternating/Combining</td>
<td>If alternating/combining, be sure the box is checked indicating this in the registration.</td>
</tr>
<tr>
<td>Scheduling Notes</td>
<td>Review Scheduling Notes (if any) to confirm the information submitted is in the requested format. Example: AM earliest time, or PM latest time. Uniform, consistent formatting will make it easier to sort when scheduling. Example: List siblings by last name, then all first names. Mouse: Mickey, Mini, Mortimer</td>
</tr>
<tr>
<td>Accompanist</td>
<td>If an event is accompanied, check to see if the accompanist's name is entered. (optional)</td>
</tr>
<tr>
<td>Capitalization</td>
<td>Check capitalization of the Choice Piece title.</td>
</tr>
<tr>
<td>Movement Specification</td>
<td>If there is a multi-movement Choice Piece, check that the movement is specified.</td>
</tr>
<tr>
<td>Choice Piece</td>
<td>Check the Choice Piece is not listed in the Bulletin, if indicated.</td>
</tr>
<tr>
<td>Piano Solo Original</td>
<td>For Piano Solo, check the Choice Piece is not an arrangement, folk song, or hymn.</td>
</tr>
</tbody>
</table>

D. REGISTRATION MANAGEMENT – Registering a Student for Another Teacher

1. Navigate to Festival Areas using the Navigate button or Quick Links.
2. Click the Edit icon in the Action column to the right of the desired Festival Area.
3. Click the Teachers tab.
4. Click the Edit icon in the Action column to the right of the desired teacher.
5. Select the Students tab on the next screen.
6. Click the Register for Festival icon for the student, and follow the procedure as listed in Section II of the Teacher Guide.

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Section V: SCHEDULING MANAGEMENT

SCHEDULING INTRODUCTION
Letter “A” in this section gives you prep hints, an overview of the basic procedure for scheduling in Vivace and the scheduling glossary.

Letters “B-D” will give you specific information for each tab in the Scheduling Module. The tabs in the Scheduling Module are: Setup, Pre-schedule, Allocation, Schedule, and Teachers. You will not be able to access the Scheduling Module in Vivace until all your registrations have been reviewed and approved, but it would be good to at least familiarize yourself with the basic terminology and process ahead of time.

A. SCHEDULING MANAGEMENT – Visual Aids | Teacher Prep | The Process | Scheduling Glossary

1. **Visual Helps**
   a. **Columns**
      First of all, Vivace scheduling format is seen in vertical columns as opposed to horizontal spreadsheet columns you may have used previously.

   b. **Filters**
      Because the left column in the Pre-Schedule tab is long if all entrants are listed at the same time, various filters (informational sorts) allow you to narrow down information (time needs, siblings, etc.) so that you have less information to view at a time and can easily schedule only that information. In the Pre-Schedule Tab, there are 7 buttons and 3 search fields. These provide you a great variety of search possibilities, and they help your scheduling work to flow accurately and easily.

2. **Teacher Prep**
   There are several special fields in the registration window teachers must utilize to inform you of specific scheduling issues. If they do not include these when registering a student, you cannot schedule accurately and quickly! Please communicate this to your teachers before the registration process begins!

   **Scheduling Notes (optional) Section**—If a teacher knows of special scheduling needs for a student, the entering of information is not optional as listed in the title!

   a. **Field: Accompanist**
      Teachers should list information in the format you have prescribed.

   b. **Field: Scheduling Notes**
      If you want your teachers to be able to request a time need, tell them exactly how you wish them to enter time information! Have them state “early, late, mid-morning, 9:00, 11:30,” etc. No extra text should be added! Again, they must give complete information when registering a student.

   c. **Field: Siblings**
      Tell your teachers exactly how you wish them to enter sibling information! EX: Bach: Carl, Johann, Wilhelm, etc., OR Carl, Johann, Wilhelm Bach, etc. No extra text should be added! Caution: Siblings should NOT be listed here and in the Scheduling Notes field.
d. **Field: Unavailable Dates/Times**
   Tell your teachers the exact format you prefer.

3. **The Process**
Vivace scheduling is made easy by 1) teachers completing the registration **Scheduling Notes** fields accurately and 2) Festival/Area Admins using the search filters described above. Here are the general scheduling steps of the entire Festival process.

**Fig. 5 - Festival Process Steps**

<table>
<thead>
<tr>
<th>Do this . . .</th>
<th>to . . .</th>
<th>Tab</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Approve</strong> all registrations . . .</td>
<td>to begin the scheduling process</td>
<td>Dashboard Tab</td>
</tr>
<tr>
<td><strong>Review</strong> all registrations . . .</td>
<td>to find “forgotten” siblings, unnecessary text, etc.</td>
<td>Dashboard Tab</td>
</tr>
<tr>
<td><strong>Enter</strong> durations . . .</td>
<td>to set time values for each Event:Class</td>
<td>Setup Tab</td>
</tr>
<tr>
<td><strong>Create</strong> room names and time windows . . .</td>
<td>to create time slots by individual performance times or in recital format</td>
<td>Setup Tab</td>
</tr>
<tr>
<td><strong>Pre-schedule</strong> . . .</td>
<td>to fill time slots with registrations that have “special scheduling issues”; to fill rooms with specific events or levels. (opt)</td>
<td>Pre-Schedule Tab</td>
</tr>
<tr>
<td><strong>Allocate</strong> . . .</td>
<td>to fill time slots (or entire rooms) with remaining, non-pre-scheduled events and/or classes. See entire schedule in right column.</td>
<td>Allocation Tab</td>
</tr>
<tr>
<td><strong>Search and proof</strong> “non-pre-scheduling” issues . . .</td>
<td>to check time slots by events, or classes, or repertoire, etc. Make necessary changes.</td>
<td>Pre-Schedule Tab</td>
</tr>
<tr>
<td><strong>Click</strong> the Allocation Tab . . .</td>
<td>to be sure your time windows are too not full.</td>
<td>Allocation Tab</td>
</tr>
<tr>
<td><strong>Compile</strong> various schedule reports . . .</td>
<td>to further proof 1) your pre-scheduling and 2) Vivace’s automatic allocations.</td>
<td>Schedule Tab</td>
</tr>
</tbody>
</table>

**Send or print** Rating Sheets and Invoices according to your Festival’s practice.

**Enter** ratings; **certify** your Festival’s ratings.

4. **Glossary of Vivace Scheduling Terms**
These terms are sometimes used in other contexts in NFMC, but for the purposes of scheduling, we have provided the definitions as used in the Vivace Scheduling Module.
Fig. 6 - Glossary of Vivace Scheduling Terms

<table>
<thead>
<tr>
<th>Event</th>
<th>One level or class in which one or more students will be scheduled to perform. An event is associated with a specific Festival. <strong>Example:</strong> Piano:Solo: Elementary II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance</td>
<td>An individual student’s approved registration that will be scheduled. A performance is associated with a specific Festival. <strong>Example:</strong> Bob Smith, Piano:Solo: Elementary II</td>
</tr>
<tr>
<td>Duration</td>
<td>Duration is from the beginning of a planned performance of that event until the start of the next.</td>
</tr>
<tr>
<td>Time</td>
<td>[Performances] x [Duration of each] = TOTAL time for all performances for an event.</td>
</tr>
<tr>
<td>Room</td>
<td>The physical location where performances will be held. Each room name must be unique.</td>
</tr>
<tr>
<td>Time Window</td>
<td>The time(s) that the room will be “open” for performances. The Allocation process will only assign events to an allowed time window.</td>
</tr>
<tr>
<td>Allocation</td>
<td>The process of assigning events to one or more time slots after the pre-scheduling of special assignments has been completed.</td>
</tr>
</tbody>
</table>

B. **SCHEDULING MANAGEMENT** – Using the Setup Tab

**Fig. 7 - Rooms Setup Tab in Vivace Scheduling Module**

**COLUMN INSTRUCTIONS**

- To set a duration, select the pencil icon.
- To add a room, select the “Add Room” button.
- To edit, select the pencil icon.
- To copy a room, click the copy icon.
1. **Setting Up Rooms by Individual Time Slots**
   a. Click **Festival Area** under **Navigate** or **Quick Links** on the homepage.
   b. To the right of the Festival you wish to set up, click the **Edit** icon in the **Action** column; see the **Dashboard** tab.
   c. Under **Performances**, review to see that all registrations are approved! If all are approved, you are ready to begin scheduling. If not, review and process. **You cannot initiate scheduling until all are approved.** *(Use the “breadcrumb trail” to return to this page after all have been approved.)*
   d. Click the **List** icon to the right of **Schedule Performances** and arrive at the **Scheduling Module** which has two columns.
   e. In the left column, see the **Event Information Table** with **Event, Perf. #, Number of Performances**, and **Duration** columns.
   f. In the right column, see the **Rooms Table**.
   g. Begin by working with the information in the **Event Information Table** in the left column.

   1) **Table: Event Column**
      In the left column (Event Information Table) you will see the **individual** Records (= **Section:Events**) registered in the Festival.
      Below the table, you will see the **total** number of Records for the Festival.

   2) **Table: Duration Column**
      Now, move to the table’s **Duration** column and click the **Edit** icon for each event and enter the number of minutes per event in the floating window.
      When setting durations, include 1) from the time the student enters the room, 2) any warm-up time, 3) performance/adjudication time, 4) until the student exits the room. In other words, the duration of an event will fill one time slot.
      Click **Save**, and see the green Success banner at the top of the page confirming the durations have been set. *(If you receive an error message in red, please contact your State Admin.)*
      • Unless you change durations at a later date, you will only need to set them for each event/class one time because the system remembers the data from Festival to Festival.

   3) **Table: Perf. # Column**
      In the table’s **Perf. #** Column, you will see how many performances are registered for each event.

   4) **Table: Time Column**
      In the **Time** column, the number value shows you the total/cumulative amount of time you will need for each record/event:class listed in the Event column. This information comes in very handy when scheduling large blocks of time.
      After reviewing the Event Information Table columns, you are now ready to add rooms and create time slots in those rooms.
Fig. 8 - Room Name Tip Chart

<table>
<thead>
<tr>
<th>ALPHABETICALLY</th>
<th>NUMERICALLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>By default, Vivace automatically schedules room names alphabetically if you</td>
<td>By default, Vivace automatically schedules rooms from lowest to highest if</td>
</tr>
<tr>
<td>use text only. For example, Gurlitt Hall, Ashkenazy Hall, and Bach Hall, etc.</td>
<td>you use numbers. If you use ten or more rooms, you must use a 3-digit number.</td>
</tr>
<tr>
<td>would be listed as:</td>
<td>This is extremely helpful if you wish to keep your rooms in Bulletin order.</td>
</tr>
<tr>
<td>Ashkenazy Hall</td>
<td>Here is an example using 25 rooms:</td>
</tr>
<tr>
<td>Bach Hall</td>
<td>001 PP . . .</td>
</tr>
<tr>
<td>Gurlitt Hall</td>
<td>005 P2 . . .</td>
</tr>
<tr>
<td>Hamilton Recital Hall</td>
<td>015 MD1 . .</td>
</tr>
<tr>
<td>Handel Hall</td>
<td>017 Concerto . .</td>
</tr>
<tr>
<td>Morton Hall</td>
<td>019 String . .</td>
</tr>
<tr>
<td>Shostakovich Room</td>
<td>021 Guitar . .</td>
</tr>
<tr>
<td>Stravinsky Hall</td>
<td>023 WW . .</td>
</tr>
<tr>
<td>Wagner Recital Hall</td>
<td>025 Brass</td>
</tr>
</tbody>
</table>

e. Above the Rooms Table column on the right side of the page, click the Add Room button to bring up a floating window to enter room information. Enter a unique room identifier such as the room name and number, the judge, etc. Names likely will vary from Festival to Festival.

f. Now, create large windows of time in each room. This will enable you to pre-schedule individual performances in exact time slots in those large blocks when you work in the Pre-Schedule tab. For example, the first block should be created from the starting time until the first break. Ex: 9:00-10:30 The second block should follow the break until the second break, etc. Ex: 10:45-12:00; 1:00-3:00, etc.

g. When finished adding large Time Windows/Slots, click Save.

2. Setting Up Rooms in a Recital Format
   a. To set up your Festival rooms in a recital format you will need to set up a time window for each group of performers. You will schedule 5, 10, etc. students together in a window. For example, if you create the first window from 8:00 to 8:30, the compiled schedule will show those performers as a group within that time window.
   b. To add more time windows, simply click the + sign. Allow for judge breaks!
   c. When finished adding Time Windows, click Save.
   d. Follow the same procedure for pre-scheduling and allocating as above.

TIPS and TRICKS . . . both room formats
   • By clicking the Edit icon in any room title, you can edit the room name, date, or times.
   • When editing, you also can delete any Time Slot in a room by clicking on the Red Trash Can.
   • If all of your rooms will have the same Time Windows/Slots, you can click the Copy icon to the right of the room which will bring up a floating window with the same date and same time increments. Edit the room’s information as necessary and click Save.
   • The text below the Event Information Table in the left column shows you how many separate events (=Records) are in this Festival. (Showing x to x of x Records)
     The text below the Rooms Table column shows you how many individual Time Windows/Slots (=Records) you created. (Showing x to x of x Records)
   • To delete a room, click its Edit icon and click the red Delete Room button in the floating window. Note: This action cannot be undone!
   • Click Save.
C. SCHEDULING MANAGEMENT – Using the Pre-Schedule Tab

Reminder: Safari has a known issue of displaying military time in the scheduling module, so if you prefer to use Safari as your default browser, you will need to switch to Chrome or Firefox during the scheduling process. Do not use Safari.

Fig. 9 – Pre-Schedule Tab

<table>
<thead>
<tr>
<th>Column Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1: To add a performance to a time slot, check the box.</td>
</tr>
</tbody>
</table>

PRE-SCHEDULING OVERVIEW

Begin the scheduling process after your Festival registrations are closed and all events have been approved.

Your first step will be to make use of the Pre-Schedule tab. In fact, it is imperative that you begin by pre-scheduling registrations with issues, as they form the framework around which Vivace auto-allocates all the other registrations. You will pre-schedule by means of the Radio Buttons (filter) feature and the Search filter in the Pre-Schedule Tab.
Examples of registrations with pre-scheduling issues are students with multiple performances, students with siblings, students who need a specific time of day, and students with an accompanist etc. Pre-scheduling also makes it easy for you to search any event or class and group them in rooms. EX: All Piano P4 entrants in Room 600.

But, Vivace makes it possible to accommodate just about any scheduling issue. Be sure to be patient and allow time to get used to how the scheduling module works. Taking time and thinking about the process will enable you to tailor it to your style of processing registrations and will make it work for you!

Whatever your style of workflow is, (scheduling siblings first or times first, etc.) the system will work in your Festival situation! For the purpose of this Guide, we will begin with Time Requests pre-scheduling.

1. **Navigation to the Pre-schedule Tab**
   a) Click Festival Area under Navigate or Quick Links on the homepage.
   b) To the right of the Festival you wish to pre-schedule, click the Edit icon in the Action column; see the Dashboard tab.
   c) Click the List icon to the right of Schedule Performances and see the Festival scheduling page.
   d) Click the Pre-Schedule tab and note the two columns on the page. The left column contains the Schedule Info | Performer Table and the right column contains the Rooms Table which you set up previously. (Columns with carets can be sorted.)

1) **Radio Button: Other Scheduling Notes (Time Requests)**
   a) Click Other Scheduling Notes and the system will show only the performances with text that were entered in the Notes field during Festival registration. This is the best location for teachers to enter time requests. Scroll through the sorted list and look for any time requests.
   b) Click the checkbox to the left of the student’s name.
   c) Click the List icon in the specific room to the right of the time window.
   d) After the student’s name, enter the requested time in the time field. Either enter the time manually or click the little clock.
   Hints:
   - If you need to change the time, do so manually or click the clock.
   - If you need to totally delete the time, remove the student from that window and reassign.
   - When you place the student in a room and enter a specific time, the system will place the student as close to that time as possible. Most likely it will not be the exact time, but close!
   - When you simply place a student in a large block of time in the Time Window and do not specify the time, this is called scheduling in “recital style” previously discussed in B. 2.
   - As you continue to pre-schedule registrations with scheduling issues, you will gradually begin to see the schedule take shape within the time windows you set up.

2) **Radio Button: Siblings**
   Hint: You may want to schedule families with the most siblings first!
   a) Click Siblings to show all siblings.
   b) Click the Performer column to place in alphabetical order.
   c) Then, further reduce the long list of siblings by searching for just that family by last name.
   d) Place all that family’s siblings in rooms, while considering any time needs, multiple performances, etc. issues they may have. Then, click Save and . . . stop!
   e) In the Rooms Table column on the right, search the family by last name, and carefully go through each placement you have made. Make any corrections, as necessary.
f) Search and proof until you are certain the schedule is correct for that family.
g) Click Save, then move on to the next family with the most siblings. *(recommended)*

### Sibling Scheduling Example

The Bach family has 5 siblings. Each plays a different level or instrument, so they will likely be in 5 different rooms. But, I want their performance times as close together as possible for family convenience. I proceed to place them in rooms and Save.

I have already pre-scheduled quite a few other students which means my list in the right column is getting quite long. In the Search field just above the right column, I type in Bach. Vivace then brings all 5 Bachs to the top of the column and I can now see them as a family and check their times!

I see a mistake! I have scheduled one Bach two hours later than all the rest!
To correct the error, I simply click the circled arrow to the left of the student's name, and this places him back in the left column. After clicking Save, I click the box next to the Bach sibling name and pre-schedule him in the correct room and time.

**Note:** Be aware that if a particular time was requested and you pre-scheduled the performance in that specific time, Vivace could possibly schedule the performance slightly before or after the requested time.

3) **Radio Button: Multiple Performances**
   a) Click **Multiple Performances** to see all instances of this issue.
   b) First, perform searches to alphabetize, or group events or levels, etc.
   c) Place in rooms as indicated above; click **Save**.
   d) Search and proof *(and save frequently!)* until you are certain the multiple performances are correct; click **Save**.

4) **Radio Button: Unavailable Times**
   Click **Unavailable Times** to see all instances of this issue, then place in rooms as indicated above.

5) **Radio Button: Accompanist**
   Click **Accompanist** to see all instances of this issue, then place in rooms as indicated above.

6) **Search/Filter: Event:Class**
   If you wish to fill a room with a specific event and/or class, type this in the Search field. EX: Piano P1 or Violin Solo PP, etc.
   Once in the Allocation Tab, Vivace will warn you if you have scheduled too many events within a time window. Therefore, to avoid this scenario, it is good to use a time chart as reference when pre-scheduling. The sample Excel chart is based on having one event class with all same-length performances in a room.
Fig. 10 - Sample Time Chart

<table>
<thead>
<tr>
<th>6 Minutes</th>
<th>7 Minutes</th>
<th>8 Minutes</th>
<th>9 Minutes</th>
<th>10 Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00</td>
<td>9:07</td>
<td>9:08</td>
<td>9:09</td>
<td>9:10</td>
</tr>
<tr>
<td>9:30</td>
<td>9:35</td>
<td>9:40</td>
<td>9:45</td>
<td>9:50</td>
</tr>
<tr>
<td>9:36</td>
<td>9:42</td>
<td>9:48</td>
<td>9:54</td>
<td>10:00</td>
</tr>
<tr>
<td>9:42</td>
<td>9:49</td>
<td>9:56</td>
<td>10:03</td>
<td>10:10</td>
</tr>
<tr>
<td>9:54</td>
<td>10:03</td>
<td>10:12</td>
<td>10:21</td>
<td>10:30 BREAK</td>
</tr>
<tr>
<td>10:00</td>
<td>10:10</td>
<td>10:20</td>
<td>10:30 BREAK</td>
<td>10:40</td>
</tr>
<tr>
<td>10:12</td>
<td>10:24</td>
<td>10:36 BREAK</td>
<td>10:48</td>
<td>11:00</td>
</tr>
<tr>
<td>10:18</td>
<td>10:31 BREAK</td>
<td>10:44</td>
<td>10:57</td>
<td>11:10</td>
</tr>
<tr>
<td>10:24</td>
<td>10:38</td>
<td>10:52</td>
<td>11:06</td>
<td>11:20</td>
</tr>
<tr>
<td>10:30 BREAK</td>
<td>10:45</td>
<td>11:00</td>
<td>11:15</td>
<td>11:30</td>
</tr>
<tr>
<td>10:36</td>
<td>10:52</td>
<td>11:08</td>
<td>11:24</td>
<td>11:40</td>
</tr>
<tr>
<td>10:42</td>
<td>10:59</td>
<td>11:16</td>
<td>11:33</td>
<td>11:50</td>
</tr>
<tr>
<td>10:48</td>
<td>11:06</td>
<td>11:24</td>
<td>11:42</td>
<td>12:00</td>
</tr>
<tr>
<td>10:54</td>
<td>11:13</td>
<td>11:32</td>
<td>11:51</td>
<td></td>
</tr>
<tr>
<td>11:00</td>
<td>11:20</td>
<td>11:40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:06</td>
<td>11:27</td>
<td>11:48</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:12</td>
<td>11:34</td>
<td>11:56</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:18</td>
<td>11:41</td>
<td>12:04</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:24</td>
<td>11:48</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:30</td>
<td>11:55</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:36</td>
<td>12:02</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Click **Save** frequently and be sure to save after you have finished all pre-schedule issues.

2. Checking Pre-Scheduled Performances
   While still in the Pre-Schedule tab, now is the time to thoroughly check all the pre-scheduling work you have done!

   You have the functionality to move performers in time slots or rooms at any time during the process. However, it is best to work slowly and carefully during this first, pre-schedule phase to avoid lots of changes.

   If you discover any scheduling errors, click the arrow to the left of the event to return the student to the Schedule Info/Performer Table. Repeat the scheduling process stated above to place in a new room or time slot.

   All other remaining registrations will be auto-scheduled by Vivace when utilizing the Allocation tab.

**Reminder:**
Because pre-scheduled registrations affect in which room and time slots you place all other registrations, it is imperative that you use the 7 buttons and 3 search fields to place and proof various criteria, i.e., siblings, events, classes, etc., and make certain they are correct before you utilize the Allocation Tab.
**D. SCHEDULING MANAGEMENT – Using the Allocation Tab**

If you are already in the Scheduling Module, click the Allocation Tab. If not, begin with #1 below.

**Fig. 11 - Allocation Tab**

<table>
<thead>
<tr>
<th>COLUMN INSTRUCTIONS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1: To add an event to a time slot, check the box next to the section name.</td>
<td>Step 2: Then, click the list icon in a time window to add an event to it. To remove an allocated event, click the blue arrow. Click Save.</td>
</tr>
</tbody>
</table>

1. Click **Festivals** under **Navigate** or **Quick Links** on the homepage.
2. To the right of the Festival you wish to pre-schedule, click the **Edit** icon in the **Action** column; see the **Dashboard** tab.
3. Click the **List** icon to the right of Schedule Performances and see the Festival scheduling page.
   a. Click the **Allocation** tab and note the two columns in this window.
      • The **left** column has the Allocation/Events Table, and the **right** column has the **Rooms** Table.
      • The **coral, highlighted** events in the **Rooms** Table are the ones you pre-scheduled, and they **cannot** be removed while in the Allocation Tab.
      • But, the events **with a left arrow** are ones Vivace automatically populated/allocated in your schedule *(when you followed the column instructions above)* to fill the remaining time in each time window. If there are any unallocated events *(left column above)*, Vivace will warn you when you try to compile the schedule.
   b. To move any **allocated** event back to the **unallocated**, Allocation/Events Table *(to place it in a different Time Window)*, click the arrow.
   c. When an event is back on the **unallocated** side, click the event’s checkbox, then click on the **List** icon in the **Time Window** where you wish to place it.
      • This event is now highlighted in blue indicating a new change in the schedule.
      • The system does not warn you when you try to place too many events in a Time Window. It will only let you add enough events to a time window for the allotted time you set up under the Setup tab. This is why a Time Chart comes in handy when you pre-schedule.
The text below the Allocation/Events Table in the left column shows you how many events remain to be allocated. (Showing x to x of x Records)

d. Continue until there are no more events on the allocation side, then move to the Schedule tab.
   • Not to fear! Schedule changes can still be made after you compile the schedule.

E. SCHEDULING MANAGEMENT – Using the Schedule Tab

Fig. 12 - Schedule Tab

1. Click Festivals under Navigate or Quick Links on the homepage.
2. To the right of the Festival you wish to schedule, click the Edit icon in the Action column; see the Dashboard tab.
3. Click the List icon to the right of Schedule Performances and see the Festival scheduling page.
4. Click the Schedule tab.
   • If you receive a message that you have failed to complete durations for any event(s), you must return to the Setup tab and finish. The system will not let you continue until this is finished.
   • If this is the first time you are going to compile the schedule, you will see a message on the screen telling you to click Compile Schedule. (If you have already compiled the schedule before, you will see the last version you made. Click Compile Schedule again to update if you have made changes.)
5. Choose a Schedule compiling option.
   • Compile by Alternating Group Classes means the system will rotate through the classes in that time window and schedule a performance from each class, (alternating the classes) until all performances for all classes for that time window have been scheduled. Using this method, your classes will be a mixture. So, you could possibly have a P1 student playing followed by an advanced student, etc.
   • Compile by Grouping Events Classes Together means the system will group together all the same classes in that time window. If you forget what those options mean, just hover over the name, and a glossary pop-up will appear with an explanation.
6. Click Compile Schedule after you have chosen one of the options above.
7. Proof the Schedule and Select Report(s)
   a. Click Previous and Next to preview your schedule.
   b. Double-check that all scheduling issues have been addressed.
   • If you see changes that need to be made, they will fall into two scenarios. Here is how you should proceed:
ERROR SCENARIO #1: General Scheduling Errors

To correct an error, return to the Pre-Schedule tab and make your adjustment(s).

- Do not be alarmed when you return to the Pre-Schedule tab, click All Performances and see a list of students! These are the non-pre-scheduled students who were automatically scheduled in the Allocation process. Since they were allocated, simply leave them. Vivace will always remember what to do with them.

1) Using the Search field above the Rooms Table, locate the performance(s) requiring a change. Follow the instructions in SECTION V, C., 1.
2) After re-scheduling the performance(s), click Save.
3) Click the Allocation tab to check for any unallocated events.
4) Click the Schedule tab and compile the schedule again.

ERROR SCENARIO #2: Time Window Errors

If you receive an error message regarding exceeded time in a time window, know that Vivace gives priority to pre-scheduled performances over event allocations. Therefore, if you exceed a room time window allotment, you must make an adjustment(s).

Return to the Pre-Schedule tab and make your adjustment(s). We suggest these possible solutions:

1) Move students to another time slot, another time window, another room or,
2) Move event allocations or,
3) Adjust a time window(s).
4) Click the Allocation tab to check for any unallocated events.
5) Click the Schedule tab and compile the schedule again.

The tab sequence is always:

Pre-Schedule, Allocation, Schedule,
return to Pre-Schedule (reassign as necessary), Allocation, Schedule.

Only print once you are satisfied with the scheduling and have corrected both types of errors above.

Finally, go to the Schedule tab and see Select A Report on the right side. Click the down arrow to display all the PDF report options. Vivace has the capability to compile a great variety of reports to suit your Festival needs! The description of each one can be read at help.nfmc-music.org/quick_help/scheduling-reports/, or by clicking the Get Help button at the bottom of the Schedule tab.

You are now ready to continue to Section VI: Pre-Festival Reports | Emailing Schedules and Invoices.

◆ ◆ ◆
Section VI: PRE-FESTIVAL REPORTS | EMAILING SCHEDULES and INVOICES

A. **PRE-FESTIVAL REPORTS | EMAILING SCHEDULES and INVOICES** –
   Compiling Pre-Festival Reports (Schedule Tab)

   In the Schedule Tab, you can easily compile all pre-Festival reports! If you have left the Scheduling Module you can easily return from the homepage:
   
   1. Click Festivals under Navigate or Quick Links on the homepage.
   2. To the right of the Festival for which you wish to print reports, click the Edit icon in the Action column; see the Dashboard tab.
   3. Click the List icon to the right of Schedule Performances.
   4. Click the Schedule tab and choose a report from the Select a Report dropdown menu.

   ![Fig. 13 - Schedule Tab](image)

B. **PRE-FESTIVAL REPORTS | EMAILING SCHEDULES and INVOICES** –
   Emailing Schedules and Invoices (Teachers Tab)

   ![Fig. 14 - Teachers Tab](image)
In the Teachers tab of the Scheduling Module you will see a listing of each teacher’s ID number, their name, email address, and two columns labeled Schedule and Invoice.

1. First, click the radio button for how you have scheduled the Festival . . . Standard Reporting (individual time slots) or Recital Reporting (in recital format).
2. Then, click the PDF icon in either column to download a PDF of the teacher’s schedule or invoice.
3. Click the Envelope icon in either column to automatically email the teacher a copy of the teacher’s schedule or invoice.

Section VII: RATING SHEETS | REPORTS | INVOICES

A. RATING SHEETS | REPORTS | INVOICES – Downloading | Printing Rating Sheets

1. Click Reports under Navigate or Quick Links on the homepage.
2. Click the Festival tab.
3. Click Find, then Select in the Action column to the right of the Festival.
4. Under Select Report, click the downward arrow.
5. Choose Rating Sheets and click Download Report. Wait! Depending upon your browser, the report will appear in your Downloads or a dialogue window will appear for you to select the download location. In the All Users Guide, see Section I: General Information, B. Device | Browser, and C. Pop-Up Function.

General information:
• When the system has finished compiling the report, a pop-up window may appear (PC users) asking if you would 1) like to download the file or 2) open in a PDF viewer app.
• If you select the “open with” option, the file will automatically be downloaded to your downloads folder as it opens.
• If you do not see a pop-up window appear, that means you have previously set your preferences for what to do with downloaded files. Change the preferences on your computer to change this preference.
• If you choose the Save File option, you will be able to navigate to where you would like the file saved on your computer. (HINT: You might want to save this file in a folder with all other items for the current Festival year.)
• The above procedure will include all Rating Sheets for all students in the Festival.
• All registration information is pre-entered on the Rating Sheet by the system!
• At the top, you will see the teacher number as well as a barcode used by a scanner to facilitate entering ratings.
• Click this link for barcode reader recommendations: https://itismart.com/products/barcode_scanner.php.

6. First method to download (then print) a single Rating Sheet
   a. Click Festival Areas under Navigate or Quick Links on the homepage.
   b. Click the Edit icon in the Action column to the right of the Festival Area.
c. Click the Teachers tab and click the Edit icon in the Action column to the right of the teacher’s name.
d. Then click the Students tab.
e. Click the Performances List icon in the Action column.
f. Click the PDF icon in the Action column to download (then print) the rating sheet for that performance.

7. Second method to download (then print) a single Rating Sheet
a. Click Festivals under Navigate or Quick Links on the homepage to navigate directly to the Festival(s).
b. Click the Edit icon in the Action column to the right of the Festival.
c. Click on the List icon after Approved Registrations.
d. Click the checkbox for Show Already Approved Registrations.
   You can a) scroll to the performer or b) use the fields at the top of the page to quickly find the registration you need.
e. Click on the PDF icon in the Review column.

B. RATING SHEETS | REPORTS | INVOICES – Downloading | Printing Reports

Vivace has the capability to compile a great variety of reports to suit your Festival needs! The description of each one can be read at help.nfmc-music.org/quick_help/scheduling-reports/, or by clicking the Get Help button at the bottom of the scheduling tab.

1. Festival Area Reports
   a. Click Reports under Navigate or Quick Links on the homepage.
   b. Click Festival Area.
   c. Under Select Festival Area/Year, first select a JR 3-3 or JR 3-4 report (Junior or Adult), or a Federation Cup Report (Junior or Adult).
   d. Then, select a Festival Area and finally the Festival Year.
   e. Click Download.

2. Student History Reports
   Under the Student tab and Student History, select the specific teacher followed by the Festival Year.
   3. Click Download Report to see each student’s complete history of events, classes, ratings, Consecutive Superiors, points to-date, then print the report.

C. RATING SHEETS | REPORTS | INVOICES – Invoicing Teachers

1. Click Festival Areas under Navigate or Quick Links on the homepage.
2. Click the Edit icon in the Action column to the right of the Area. This opens the Settings tab for that Festival area.
3. Scroll down to the bottom of the page and you will see Festival Settings/Costs. The left side contains the option for an area to allow teachers to opt-out of the Official Federation Cup Award Plan (Junior or Adult).
4. By default, Yes is selected. That means all students are participating in the Plan.
   • If you select Yes (under Allow opt-out of Federation Cup) for your Festival Area, that means each teacher will have to uncheck the Federation Cup Participant? box for every registration.
5. At the bottom, note the Manual Invoice Pricing choices.
   • If you click Yes, this means the system will print a list of registrations for each teacher. However, you will have to manually 1) fill in the entry fee amounts and 2) calculate the totals for each invoice.
   • You will want to use this option if you have a pricing model that has different amounts for different events.
6. Note the Festival Fees fields on the right. (Section III, D.)
7. Click the **Festivals** tab.
8. Click the **Edit** icon in the **Action** column to the right of the Festival.
9. Click the **List** icon to the right of **Schedule Performances**.
10. Click the **Teachers** tab. Note the **Invoice** column on the far right.
11. Click the **PDF** icon to download *(then print)* the teacher’s invoice or, Click the **Envelope** icon to *email* the teacher the invoice.
   - These icons function the same as those in the **Schedule** column.
   - If you wish to download *(then print)* a complete listing of all teachers’ invoices, click the **Schedule** tab.

Under **Select a Report**, click the downward arrow and click **Teachers’ Registration Invoices - All Teachers**. You also may download invoices through the **Reports** module.

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**Section VIII: RATINGS MANAGEMENT**

**A. RATINGS MANAGEMENT – Entering Performance Ratings - Keyboard Entry**

1. Click **Festivals** under **Navigate** or **Quick Links** on the homepage.
2. Click the **Edit** icon in the **Action** column to the right of the Festival.
   - To ensure accuracy, ratings must be entered into the system *twice* by two different people.
     - The Festival Area designated “Raters” will each perform a “pass” of the ratings.
     - The passes can be completed in *either* order. So, with two people doing different passes, the second person can do Pass 2 before Pass 1 even starts.
3. In the **Ratings** section, click the **List** icon after **First Pass** or **Second Pass**.
   - Please note that Admins are not allowed to enter ratings for their own students. In fact, no individual is permitted to enter ratings for their own students.
   - This list is in student *alphabetical order* with each student’s event(s) appearing in **Bulletin** section order.
4. Scroll down to the Performer. In the **Performance Info** column, compare the **Event Info** on the screen to what is listed on the **Rating Sheet**.
5. Click the radio button next to the rating that matches the rating on the bottom of the Rating Sheet. It will turn blue with a white center. Also, the entire row/event record will change to yellow.
   - When you hover over each rating, a pop-up will appear with its definition.
6. If you click on a rating, and suddenly realize you need to confirm something about this rating, click the **Undo Rating** icon on the right side.
   - The event will now be unrated, and the entire row/event will change back to white.
   - You will notice that one of the rating options is **NR** meaning **No Rating**. If you select this rating, *be sure to write an explanation in the Rating Notes box*. This could include illness, disqualification, or “no show.”
   - If a performance has been designated as NR, that student will be able to enter a subsequent Festival at the same class and with the same pieces.
   - Checking and re-checking ratings by a second person might save you time later!
7. After entering 25 ratings, the system will show a nice little reminder to save your work. Vivace will not let you enter any more ratings until you *save*! Saving *often* will ensure you will not have to re-do anything later! Scroll to the top of the page and click **Save**.
8. After both passes have been completed, note in the Dashboard tab after Reconciliation: the number of conflicts remaining. A conflict is created when the first and second passes indicate two different ratings.
9. To resolve conflicts, click the List icon after Reconciliation.
10. On the next page you will see the performances where the first and second pass ratings were entered differently; see those ratings in the Ratings column.
11. Always use the Rating Sheet to resolve a conflict, then click the correct rating in the Rating column. Do not rely on ratings that have been recorded on other reports! Remember, you can always use the “undo” button as you record ratings during the “passes.”
13. When the floating window message asks you if you are sure you want to certify the ratings for this Festival, click Yes only when you are confident all ratings have been entered accurately. Once you click Yes, another floating window message will state the ratings have been certified successfully.
14. Click OK to exit from that window.

B. RATINGS MANAGEMENT – Entering Performance Ratings | Barcode Scanner-Facilitated Entry

- A TaoTronics brand scanner was used in the testing, and it functioned quite well. (Amazon; about $35; 4-star rating) It has a base so that it does not have to be handheld. You may purchase any scanner that can function as a keyboard replacement. As with any device, plug into the USB port on your computer and navigate through any instruction screens.
- Click this link for barcode reader recommendations: https://itismart.com/products/barcode_scanner.php.
1. Click Festivals under Navigate or Quick Links on the homepage.
2. Click the Edit icon in the Action column to the right of the Festival.
3. Click the List icon in the First Pass or Second Pass.
4. Click in the Rating Barcode field so that your cursor appears there.
5. Scan the barcode on the rating sheet.
6. A floating window will appear with the registration information. Check to make sure the information matches the Rating Sheet.
7. Click the radio button next to the rating. After making one last check that the ratings match, click Save.
   • Remember: Unlike the manual entry keyboard process, there is no “Undo Rating” option! Incorrect ratings must be corrected by a National Admin.

C. RATINGS MANAGEMENT – Certifying Ratings | Editing a Certified Performance Rating

1. After completing the First Pass, Second Pass, and Reconciliation, you will notice a Certify Ratings button on the Dashboard tab. Click Certify Ratings.
When the floating window message asks you if you are sure you want to certify the ratings for this Festival, click Yes only when you are confident all ratings have been entered accurately. Once you click Yes, another floating window message will state the ratings have been certified successfully.
   • Caution: Only a National Admin can change a rating that has been certified!

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Section IX: PARTICIPATION and CONSECUTIVE SUPERIOR CERTIFICATES

A. PARTICIPATION and CONSECUTIVE SUPERIOR CERTIFICATES – Downloading Certificate Data

1. On the Vivace homepage, click Reports in the Navigate button or Quick Links.
2. Click the Festival tab.
3. Click Find for the Festival Area & Festival, then click Select in the Action column.
4. Click the downward chevron (or anywhere in that field) in the Select Report field and click the appropriate report.
   - The PDF files (for printing) are listed as “Certificates-Participation-Junior,” etc.
   - The Excel files (for merging, then printing) are listed as “Certificates Export-Participation-Junior,” etc.
5. Click Download and the report will download in your downloads folder or a folder you have designated.
   To be certain you have the correct report, click the Get Help? button at the bottom of the Reports page.

B. PARTICIPATION and CONSECUTIVE SUPERIOR CERTIFICATES – Activating Pop-Up Reminder

You will need to enable pop-ups (to download certificate data) from festivals.nfmc-music.org. PC users can learn how by doing an internet search for your particular computer and preferred browser. For Mac users, see the step-by-step procedure at the Support Center: help.nfmc-music.org/mac-users/.

Please note . . .

All Vivace Guides are updated and posted on the Support Center beginning August 31 for the current Festival year (July 1-June 30).
New features and functionalities are added to Vivace from time to time after publication, however, and notification is sent via our customary memo procedure.
Stay up-to-date by also checking:
help.nfmc-music.org/new-vivace-functionalities/