# AT-A-GLANCE Festival Timeline & Who Can Do What in Vivace

| COLOR KEY: | Pre-Festival | Registration Period | Festival Day | Post-Festival | Anytime |
|---|---|---|---|---|---|

This timeline is a suggested procedures order. However, feel free to adjust to your Festival Area's timeline. Contact your Festival/Area Admin if you have any questions.

| TIMELINE Who can do what . . . | Teachers | Festival/ Area Admins | Reviewer | Scheduler | Rater | State Admins | Bulletin Advisors | National Admins |
|---|---|---|---|---|---|---|---|---|
| Authorize **Vivace** users | | ✓ | | | | ✓ | | ✓ |
| Review current **Guides** and **Videos!** | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ |
| Edit teacher profiles | ✓ | ✓ | | | | ✓ | | ✓ |
| Archive teachers | | ✓ | | | | ✓ | | ✓ |
| Archive students | ✓ | ✓ | | | | ✓ | | ✓ |
| Edit current student profiles | ✓ | ✓ | | | | ✓ | | ✓ |
| Add new students | ✓ | ✓ | | | | ✓ | | ✓ |
| Review previous year's students' records and choose repertoire | ✓ | | | | | | | |
| Order NFMC Festival certificates | | | | | | ✓ | | |
| Order Theory Event tests and answer keys; send to Festival/Area Admins | | | | | | ✓ | | |
| Authorize a Festival Area | | | | | | | | ✓ |
| Designate new Festival Admins | | | | | | | | ✓ |
| continued below . . . | | | | | | | | |

| TIMELINE<br>Who can do what . . . | Teachers | Festival/<br>Area Admins | Reviewer | Scheduler | Rater | State<br>Admins | Bulletin<br>Advisors | National<br>Admins |
|---|---|---|---|---|---|---|---|---|
| Enter Festival fee amounts | | ✓ | | | | ✓ | | ✓ |
| Enter amount for State fee | | | | | | ✓ | | |
| Edit Festival Area, name, dates, etc | | ✓ | | | | ✓ | | ✓ |
| Create a new Festival | | ✓ | | | | ✓ | | ✓ |
| Set Festival registration open and close dates | | ✓ | | | | ✓ | | ✓ |
| Designate Reviewers, Schedulers, Raters | | ✓ | | | | ✓ | | ✓ |
| Give teachers specific guidelines for entering registration issues: time needs, multiple performances, siblings, accompanists, etc | | ✓ | | | | ✓ | | |
| Register students | ✓ | ✓ | | | | ✓ | | ✓ |
| Approve registrations *(not one's own students)* | | ✓ | ✓ | | | ✓ | | ✓ |
| Non-approve registrations *(not one's own students)* | | ✓ | ✓ | | | ✓ | | ✓ |
| Send system email with reason for non-approval | | ✓ | ✓ | | | ✓ | | ✓ |
| Declare a Solo Class as needed | | ✓ | | | | ✓ | | ✓ |
| Edit or Delete *"not approved"* registrations | ✓ | ✓ | ✓ | | | ✓ | | ✓ |
| Edit, Delete, or Unapprove *"approved"* registrations | | ✓ | | | | ✓ | | ✓ |
| Edit or Delete a certified rating | | | | | | | | ✓ |
| *continued below . . .* | | | | | | | | |

| TIMELINE Who can do what . . . | Teachers | Festival/ Area Admins | Reviewer | Scheduler | Rater | State Admins | Bulletin Advisors | National Admins |
|---|---|---|---|---|---|---|---|---|
| Submit materials and payments | ✓ | | | | | | | |
| Schedule performances | | ✓ | | ✓ | | ✓ | | ✓ |
| Email schedules and invoices to teachers | | ✓ | | | | ✓ | | ✓ |
| Print reports, schedules needed for Festival day | | ✓ | | | | ✓ | | ✓ |
| Print Theory Event roster | | ✓ | | | | ✓ | | ✓ |
| Enter ratings manually OR scan and enter ratings (not one's own students) | | ✓ | | | ✓ | ✓ | | ✓ |
| Compile student history reports | ✓ | ✓ | | | | ✓ | | ✓ |
| Compile Festival reports | | ✓ | | | | ✓ | | ✓ |
| Email teachers Federation Cup ordering procedure | | ✓ | | | | ✓ | | |
| Correct certified ratings | | | | | | ✓ | | ✓ |
| Correct student histories | | | | | | | | ✓ |
| Enter/Edit Bulletin pieces | | | | | | | ✓ | ✓ |
| Add composers and publishers in the Vivace database | | | | | | | | ✓ |
| Program the rules for Events | | | | | | | | ✓ |
| Merge duplicate students, teachers, and composers | | | | | | | | ✓ |
| Enter historical performances | | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ |

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