



Vivace

Festival/Area Admin Guide

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

The purpose of this document is to guide you through the management procedures
for Teachers, Students, and Festivals.

New features or clarifications are in yellow.

2022-2023

The All Users Guide and Teacher Guide
should be read and thoroughly understood
before attempting to manage Teachers, Students, or Festivals.

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Section I: TEACHER MANAGEMENT

A. TEACHER MANAGEMENT – Adding a New Teacher

1. Click **Festival Areas** 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 appear.
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. Review the list of possible matches in the system that appear in the floating window. 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 upper 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, middle name, and last name.
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, middle name, and last name.
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

The screenshot displays a floating window titled "Add Teacher" with a sub-header "Teacher Info". On the left side, there is a yellow button labeled "I Don't See My Teacher" and a search field for "First Name". Below the search field, it says "Showing 0 to 0 of 0 Records". The main form area contains the following fields: "Title" (dropdown), "First Name" (text), "Middle Name(s)" (text), "Last Name" (text), "Suffix" (text), "Communication Email Address" (text), "Date of Birth (mm/dd/yyyy)" (calendar), "Address" (text), "City" (text), "State" (dropdown), "Zip" (text), "Password" (text), "Confirm Password" (text), "Home" (text), and "Mobile" (text). There are "Clear" and "Save" buttons at the bottom right. On the right side of the window, there is a "Possible Matches" section with a search field and an "Action" column containing "Previous", "Next", and "Close" buttons.

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. Scroll down to the **Table of Contents**. Click **HELPS for AREA and STATE ADMINS**. Click **Helping 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.

CAUTION: Only archive teachers after the current festival year has ended (June 30). Archiving a teacher will remove their Festival participation from your Festival Area, thus resulting in inaccurate reports.

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 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 **Include Archived** checkbox and the teacher’s name will then be visible in red.

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

EXAMPLE 1

If a teacher deems it necessary to not register students in a current Festival, deactivate the teacher and archive the students.

EXAMPLE 2

When a teacher is a member of your club or Area, but has not paid dues or Festival fees, this teacher may be deactivated to prevent them from being able to register students for festivals in your Festival Area.

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.” **This teacher will no longer be visible in your active list. However, if you ever want to see that teacher’s information, click the **Include Archived** checkbox, and the teacher’s name will be visible in red.**
6. To reactivate a teacher, follow steps 1-3 above.
7. **Click the **Include Archived** checkbox, and the teacher’s name will be visible in red.**
8. Select the teacher you wish to reactivate and click the **Red Circle/Slash** icon.
9. 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.

D. 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 below “breadcrumb trail”.
4. Click the Edit icon to the right of the teacher’s name.
5. Click the Area Memberships tab to see the membership information.

E. TEACHER MANAGEMENT – Adding a Teacher’s Student

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 **Students** tab to see the students of the teacher.
6. Now, follow the procedure in the Teacher Guide:
Section I: STUDENT MANAGEMENT
B. STUDENT MANAGEMENT – Add a New Student | Instrument | Discipline
Begin with #2.

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. Immediately after the registration is successfully completed, archive the teacher relationship for the “Visiting” Teacher.



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 – Setting Up a New Festival

- It is important that you create a NEW Festival each year. In other words, DO NOT change the dates of a previously completed Festival to try to create a new one.
- You may add a new Festival (or Festivals) beginning July 1 at any time during *that* Festival year.
- If you accidentally create a duplicate Festival, re-name and correct the date for a *future* Festival. *You cannot delete a Festival.*

Fig. 2 - New Festival Setup

1. Click **Festivals** 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 **Select 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 **after you complete Step 9 below**.
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 notate 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 field.
 - 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.*) See the green **Success** banner at the top of the page.

The newly created Festival will be in your Festival Management list. Next, set up personnel, fees,

rating sheets, etc. for your Festival.

NOTE: All completed, certified Festivals are archived (*removed from active display*) and considered “historical” Festivals as of July 1 of every calendar year. On the Vivace Festival Management page, click “Include Historical” to see all archived Festivals. Click the “up” or “down” chevron in any column to sort.

B. FESTIVAL MANAGEMENT – Setting Up | Editing Festival Area Personnel

Fig. 3 - Festival Area Settings – Personnel, Fees, etc.

The screenshot displays the 'NFM Festival Area - Northwestern District II' settings page. At the top, there is a breadcrumb trail: 'Home / Festival Areas / Northwestern District II'. Below this is a navigation bar with tabs for 'Settings', 'Festivals', 'Teachers', and 'Manual Entry'. The 'Settings' tab is active. The main content area is divided into several sections:

- Area Name:** A text field containing 'Northwestern District II'.
- State:** A dropdown menu set to 'South Carolina'.
- Admin 1:** A text field with 'Finis, Janice Marie' and 'Find'/'Clear' buttons.
- Admin 2:** A text field with 'Dye, Donna' and 'Find'/'Clear' buttons.
- Reviewer 1:** A text field with 'Reviewer 1 Name' and 'Find'/'Clear' buttons.
- Reviewer 2:** A text field with 'Reviewer 2 Name' and 'Find'/'Clear' buttons.
- Scheduler 1:** A text field with 'Scheduler 1 Name' and 'Find'/'Clear' buttons.
- Scheduler 2:** A text field with 'Scheduler 2 Name' and 'Find'/'Clear' buttons.
- Rater 1:** A text field with 'Rater 1 Name' and 'Find'/'Clear' buttons.
- Rater 2:** A text field with 'Rater 2 Name' and 'Find'/'Clear' buttons.

Below these fields are two columns of settings:

- Festival Settings/Costs:**
 - Allow opt out of Federation Cup:** Radio buttons for 'Yes' and 'No', with 'No' selected.
 - Manual Invoice Pricing:** Radio buttons for 'Yes' and 'No', with 'No' selected.
 - Require Duration At Registration:** Radio buttons for 'Yes' and 'No', with 'Yes' selected.
 - Held In:** A text field containing 'Greenville, South Carolina'.
 - Invoice Payment Address:** A text area containing: 'Submit ONE check made payable to "Northwestern Area II" (along with your other paperwork) by February 1, 2021. Mail to: 21 Merry Nebra Lane, Greenville, SC 29615'.
- Festival Fees:**
 - First Event \$:** 0.75
 - Subsequent Event \$:** 0.75
 - Theory Fee \$:** 0.75
 - Group Fee \$:** 1.00

1. Click **Festivals** under **Navigate** or **Quick Links** on the homepage.
2. Find the Festival you wish to edit and click the icon in the **Action** column.
3. Click the **Settings** tab.
4. A Festival/Area's Admins can be authorized *only* by a State or National Admin. Contact your State Admin to add or change.
5. However, 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 do not need to 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 personnel, 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**.

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

In the same Settings tab page in the text fields (*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 (*\$.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 (*\$.01, \$1.00, etc.*) as a placeholder. (*not calculated on any invoice*)
5. Send Payment Information—Complete text field to whom and where Festival fees should be sent.

D. **FESTIVAL MANAGEMENT** – Entering Cup, Manual Invoice, Duration Options, Payment Directive, Rating Sheet Printing Options

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*)
4. Click **Save**. (*Vivace will warn you if you have incorrect or missing information.*) The newly created Festival will be in your Festival Management list.

E. **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**.
4. After all registrations have been approved, See **Rating Sheets Available for Printing**. Choose “Yes” if Teachers may print their students’ Rating Sheets; choose “No” if only the Festival/Area Admin may print Rating Sheets.



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 the lowest class that can be entered when the student actually registers for the solo event. The student will not be able to register for a lower solo class.

NOTE: For entrants who will be performing a concerto, the Declared Solo Class should be the lowest in the correlation.

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. If the duets are held in a separate Festival in the fall and the solo events are in the spring, these students may 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 **Solo Event**, and the **Solo Class** associated with the Event needing the Declared Solo.
NOTE: For concerto, choose the lowest level on the correlation list; one level below the event's actual solo class will not work.
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.
11. **Notify the teacher that the student may now be registered in the Ensemble or Concerto Event because the Declared Solo step has been completed.**

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.

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 type in criteria and 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. This will open a new tab in your web browser.

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

1. Theory approvals
These need no further review as Vivace will have already prevented the teacher from registering the student at a level already completed. Click **Approved** in the **Review** column.
2. Registration 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.

TIP: Click the magnifying glass icon to the right of the Choice Piece composer’s name to search if the piece appears elsewhere in the Bulletin.

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

3. Registrations 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 a floating window will appear which shows the summary of the unapproved registration. Click **Save** for Vivace to automatically email the **Review Notes** to the teacher. Uncheck the **Send Notification Email to Teacher(s)** 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. However, teachers can delete registrations before*

they have been approved. 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 floating window that appears. A green **Successfully Unapproved Registration** confirmation will appear on the Festival Review page.

Fig. 4 - Basic Registration Checklist

Measures Requirement	Confirm the minimum measures requirement are met for the Choice Piece. Use whatever procedure (<i>basic or highly detailed</i>) that suits your Area for this process.
Musicianship Level	Check for the same level of musicianship between the Required Piece and Choice Piece. Use whatever procedure (<i>basic or highly detailed</i>) that suits your Area for this process.
Alternating/Combining	If alternating/combining, make certain the teacher has checked the appropriate box. (D1 + Solo and JR3SR Concerto)
Scheduling Notes	Review Scheduling Notes (<i>if any</i>) 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
Accompanist	If an event is accompanied, check to see if the teacher has entered an accompanist's name. (<i>optional</i>)
Capitalization	Check capitalization of the Choice Piece title.
Movement Specification	If there is a multi-movement Choice Piece, check that the movement is specified.
Choice Piece	Check the Choice Piece is not listed in the Bulletin, if indicated. Click the magnifying glass icon to the right of the Choice Piece composer's name. A floating window will appear where you can search the current Bulletin for the Choice Piece. Enter the name of the Choice Piece in the Search field and click Search.
Piano Solo Original	For Piano Solo, check the Choice Piece is not an arrangement, folk song, or hymn.

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.

E. **REGISTRATION MANAGEMENT – Registering a Student Performing in Another Festival Area**

1. The teacher should register the student in the “home” Festival Area.
2. Fees should be paid to the “home” Area, and certificates and Federation Cups should be awarded from the “home” Festival area.
3. The teacher should make arrangements for the scheduling accommodation, and pay any additional fees necessary to the “host” Festival Area.
4. When the performance is completed, the “host” Area Admin will contact the Area Admin of the teacher and verify the performance was completed and the rating received.



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

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

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

B. SCHEDULING MANAGEMENT – Using the Setup Tab

Fig. 7 - Rooms Setup Tab in Vivace Scheduling Module

Home / Festivals / 2020 Wayne Festival / Festival Scheduling

Setup Pre-Schedule Allocation Schedule Teachers

Event

To edit a duration, select the pencil (✎) icon. The duration should take into account the entire amount of time it takes to complete a performance.

Search:

Event	Perf. #	Duration	Time
Piano:Solo:P3	3	7 ✎	21
Piano:Solo:E2	2	7 ✎	14
Piano:Solo:E1	2	7 ✎	14
Piano:Solo:PP	2	6 ✎	12
Piano:Solo:P1	2	6 ✎	12
Piano:Solo:P2	1	6 ✎	6

Showing 1 to 6 of 6 Records

Room

To add a room, select the "Add Room" button. To edit, select the pencil (✎) icon. To copy a room, click the copy (📄) icon.

Search:

Time Window / Room Name / Date	Room	Date
8:00am-10:00am 10:15am-12:00pm	Room: Center 2 ✎	01/01/2020
8:00am-10:00am 10:15am-12:00pm	Room: Center 3 ✎	01/01/2020
8:00am-10:00am 10:15am-12:00pm	Room: Center 1 ✎	06/30/2020

Showing 1 to 6 of 6 Records

Column Instructions for Fig. 7

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.

NOTE: Durations are important. Once durations are assigned, keep the list readily available for scheduling. Vivace will refer to these durations to reduce "holes" in your schedule and give you warnings if you scheduled too many minutes in a window.

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

ALPHABETICALLY	NUMERICALLY
<p>By default, Vivace automatically schedules room names alphabetically if you use text only. For example, Gurlitt Hall, Ashkenazy Hall, and Bach Hall, etc. would be listed as:</p> <ul style="list-style-type: none"> Ashkenazy Hall Bach Hall Gurlitt Hall Hamilton Recital Hall Handel Hall Morton Hall 	<p>By default, Vivace automatically schedules rooms from lowest to highest if you use numbers. If you use ten or more rooms, you must use a 3-digit number. This is extremely helpful if you wish to keep your rooms in Bulletin order. Here is an example using 25 rooms:</p> <ul style="list-style-type: none"> 001 PP . . . 005 P2 . . . 015 MD1 . . . 025 Concerto . . .

- 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 in **C. SCHEDULING MANAGEMENT – Using the Pre-Schedule Tab**.

TIPS and TRICKS . . . both room formats

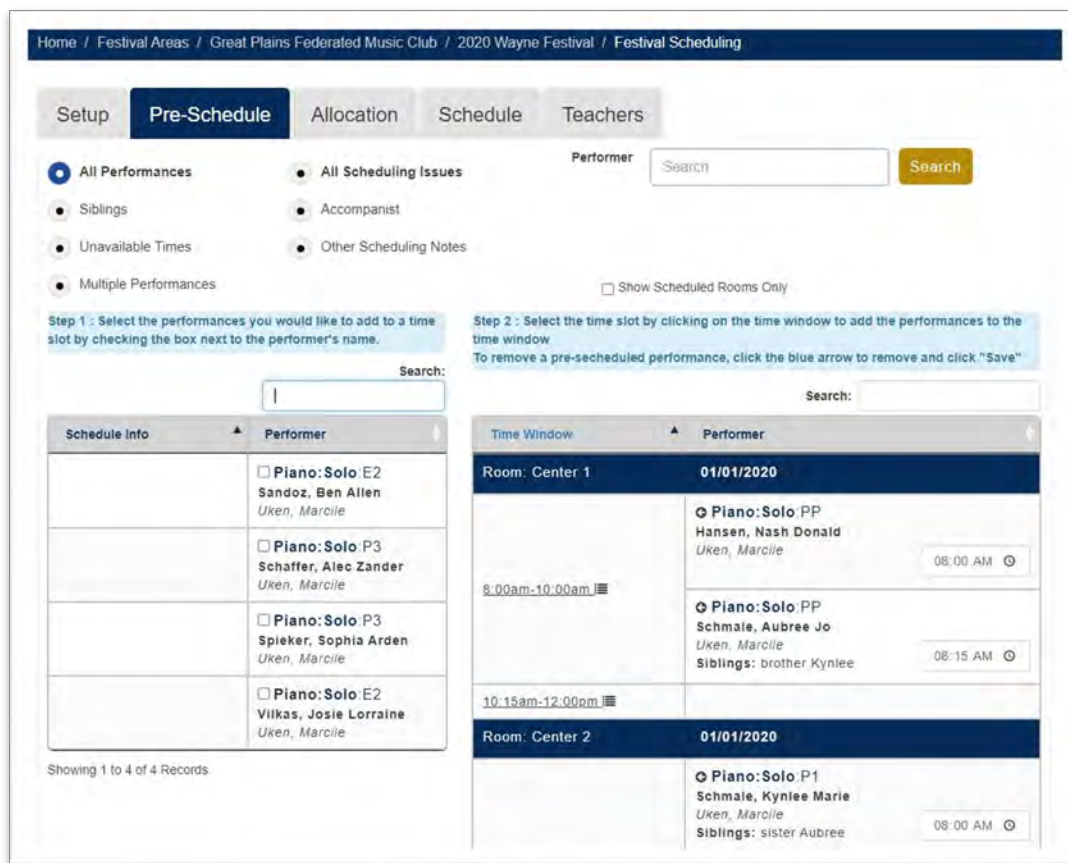
- By clicking the **Edit** icon in any room title, you can edit the room name, date, or times.
- When editing, you also can delete any **Time Slot** in a room by clicking on the **Red Trash Can**.
- If all of your rooms will have the *same Time Windows/Slots*, you can click the **Copy** icon to the right 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**.
- **Special Hint:** Create a *cancellation room*, so that cancelled students can be moved into that "room" and not be rescheduled by Vivace.

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.

Reminder: Scheduling must be done on a computer. Vivace will not display scheduling and most functions if done on a phone, iPad or similar device.

Fig. 9 – Pre-Schedule Tab



Column Instructions for Fig. 9

Step 1: To add a performance to a time slot, check the box.

Step 2: Then, click the list icon in the time window. To remove a pre-scheduled performance click the blue arrow. It will return to the Schedule Info/Performer table in the left column.

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. Note the student has now been moved into that room. (*If you wish to change to a different time window or room, click the turquoise text to return the student to the **Schedule Info/Performer Table**. Repeat the process above to place in a new room or time slot.*)
- 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

6 Minutes	7 Minutes	8 Minutes	9 Minutes	10 Minutes
9:00	9:00	9:00	9:00	9:00
9:06	9:07	9:08	9:09	9:10
9:12	9:14	9:16	9:18	9:20
9:18	9:21	9:24	9:27	9:30
9:24	9:28	9:32	9:36	9:40
9:30	9:35	9:40	9:45	9:50
9:36	9:42	9:48	9:54	10:00
9:42	9:49	9:56	10:03	10:10
9:48	9:56	10:04	10:12	10:20
9:54	10:03	10:12	10:21	10:30 BREAK
10:00	10:10	10:20	10:30 BREAK	10:40
10:06	10:17	10:28	10:39	10:50
10:12	10:24	10:36 BREAK	10:48	11:00
10:18	10:31 BREAK	10:44	10:57	11:10
10:24	10:38	10:52	11:06	11:20
10:30 BREAK	10:45	11:00	11:15	11:30
10:36	10:52	11:08	11:24	11:40
10:42	10:59	11:16	11:33	11:50
10:48	11:06	11:24	11:42	12:00
10:54	11:13	11:32	11:51	
11:00	11:20	11:40	12:00	
11:06	11:27	11:48		
11:12	11:34	11:56		
11:18	11:41	12:04		
11:24	11:48			
11:30	11:55			
11:36	12:02			

- 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



Column Instructions for Fig. 11

Step 1: To add an event to a time slot, check the box next to the section name.

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.

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.
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. And . . . your must click the Compile Schedule button after any change is made so that the changes are updated on all scheduling forms.

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

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.

NEW FEATURE! You now have the option to select a schedule with students in alphabetical order as seen in Figures 14 and 15.

Fig. 13 - Schedule Tab

Time	Student Entry ID	Teacher	Event	Class	Piece/Composer	Scheduling Notes
8:00am	Hansen, Nash Donald 177707	Uken, Marcile	Piano-Solo	PP	Pete, the Repeat Bird; Faber, Nancy Upside Down Underella; Vogt, Janet	Notes: Needs earliest time
8:00am	Schaffner, Alec Zander 177714	Uken, Marcile	Piano-Solo	P3	Sports Car Boogie; Matz, Carol Mr. Cat; Johnson, Pat Heidman	

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

In the **Teachers** tab of the Scheduling Module, you will see a listing of each teacher's ID number, their name, email address, and three columns labeled Registrations, **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 (*in time order*) or invoice.

NEW FEATURE: Click the Envelope icon in the **Registrations** column to email the teacher a teacher's schedule arranged in student alphabetical order!

Fig. 14 - Teachers Tab

Teacher's Festival Number	Teacher's Name	Email	Registrations	Schedule	Invoice
149	Lundon, Julie	soundsofmusic@msn.com			
164	Mason, Zachary	echovibrations@hotmail.com			

NEW FEATURE: Select a schedule with students in name order. (*Registrations column*)
 Download (*Adobe icon*) or mail to the teacher (*envelope icon*).

Fig. 15 - Teachers Tab

Student Entry ID	Teacher	Event	Class	Piece: Composer	Room Date/Time
Cohen, Judy		Piano:Concerto	J2	Concerto Romantique, mvt. 1: Rollin, Catherine	318 11/12/2022 1:00pm-1:30pm
Hopkins, John		Piano:Concerto	J3	Concerto No. 2, Op. 102, mvt. 2: Shostakovich, Dmitri	11/12/2022 10:00am-10:30am
Jensen, Peter		Piano:Concerto	J3	Concerto in A Minor, mvt. 3: Williams, Jean	11/12/2022 12:00pm-12:30pm
Jensen, Karen		Piano:Concerto	J2	Little Blues Concerto: Rocherolle, Eugénie	11/12/2022 8:30am-11:30am
Lyman, John		Piano:Duet	MD1	Jumpin' with Mr. Jordan: Baumgartner, Eric Hava Nagila: Folk Song	11/12/2022 2:00pm-2:30pm

View of schedule with students in name order order. (*far-left column*)
 Download (*Adobe icon*) or email to the teacher (*envelope icon*).



Section VII: RATING SHEETS | REPORTS | INVOICES

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

Reminder: Please first review Section III-Festival Management, E. regarding printing Rating Sheets. Before you print, the print option must be set on the screen shown in Fig. 2.

1. Click **Reports** under **Navigate** or **Quick Links** on the homepage.

2. Click the **Festival** tab.
3. Click **Find**, and a floating window will appear with a list of festivals. Click **Select** in the **Action** column to the right of the Festival for which you want to print rating sheets.
4. Under **Select Report**, click the downward arrow.
5. Choose either **Rating Sheets-Schedule** or **Rating Sheets-Alphabetical** depending on the sort order you want Vivace to use to create the PDF report. 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, or **nothing will happen**. 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. **Some preferences have Downloads shown on the bottom left of your web browser, stored in a download folder in “Finder” (Mac) or “Windows Explorer” on a Windows-based PC, or just completely blocked so you never see anything.**
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 of each Rating Sheet, 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:
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 **Go to 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. (*See suggestions in #5 regarding downloads if you don’t see the download.*)
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 **Go to Performances List** icon in the **Action** column to the right of the Festival.
 - c. 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.
 - d. Click on the **PDF** icon in the **Action** column and print.

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 All*), 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.
Note: Be aware that if you choose a Festival year for which the student hasn't yet performed, the **Consecutive Superiors** column will reflect having not received a superior for that year.
3. Click **Download Report** to download a PDF which shows the complete history of events, classes, ratings, Consecutive Superiors, and points to-date for all students of that teacher.

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, **No** is selected. That means all students *are* participating in the Cup Award 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 student that does not want to participate in the Cup Award Plan.**
5. At the center, note the **Manual Invoice Pricing** choices.
 - If you click **Yes**, this means the system will create a PDF with a list of registrations for each teacher with a blank field for each **Total** column. This means 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.



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 Admins and/or 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 neither Admins or Raters are 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 complete name.
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.”
CAUTION:
12. After completing the **First Pass**, **Second Pass**, and **Reconciliation**, you will notice a new **Certify Ratings** button on the **Dashboard** tab.
13. Review C. RATINGS MANAGEMENT below to certifying ratings.

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**.

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

1. After completing the **First Pass**, **Second Pass**, and **Reconciliation**, you will notice a new **Certify Ratings** button on the **Dashboard** tab. Click **Certify Ratings**.
2. 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 successfully certified.
3. Click **OK** to exit from that window.

CAUTION: Only a National Admin can change a rating which has been certified!



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, (or Adult)” etc.
 - The Excel files (*for merging, then printing*) are listed as “Certificates Export-Participation-Junior (or Adult),” etc..
5. Click **Download Report** and the report will download 1) in your downloads folder or 2) a folder you have designated or 3) your web browser’s preferences.

Some preferences have Downloads shown 1) on the bottom left of your web browser, 2) stored in a download folder in “Finder” (Mac), or 3) “Windows Explorer” on a Windows based PC, 4) or just completely blocked so you never see anything. If you suspect your downloads are blocked, change the preferences on your computer to enable downloads from NFMC to be seen.

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 your web browser to allow 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/