



Vivace

State Admin Guide

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

Its purpose is to guide you through administration of your state's Festival Areas.
The All Users Guide, Teacher Guide, and Festival/Area Admin Guide and this Guide
should be read and thoroughly understood before attempting to manage Festivals.

2022-2023

Introduction

Currently the State Admin's role in Vivace is minimal. You can designate Festival/Area Admins, set the State portion of the Festival fee, and compile the State JR 3-3 report.

You should be familiar with all the Teacher and Festival/Area Admin procedures in order to provide support as needed, which is the larger function of your role.

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Section I: AUTHORIZING A NEW FESTIVAL AREA

Note: Only a National Admin may authorize a new Festival Area. Once an Area has been authorized, the National Admin will set it up in Vivace and authorize a State Admin (*if there is not a State Admin already*) who will designate Admins 1 and 2.

Section II: DESIGNATING FESTIVAL AREA ADMINS

1. Click **Festival Areas** under **Navigate** or **Quick Links** on the Vivace homepage.
2. Click the **Edit** icon in the **Action** column to the right of the Festival Area.
3. In the **Settings** tab, see the **Admin 1** field and click **Find**.
4. Type part of the name of the person you wish to designate and click **Search**.
5. Click **Select** in the **Action** column to select the person from the list.
6. Repeat the process for **Admin 2** and click **Save**.

Section III: ENTERING THE STATE FEE

1. In the **Navigate** button on the homepage, select **States** from the drop-down menu.
2. Click the **Edit** icon in the **Action** column to the right of the state.
3. Enter the State's amount for each Festival registration fee in the **State Festival Fee** field and click **Save**.

Section IV: ACCESSING REPORTS

Click **Reports** under **Navigate** or **Quick Links** on the Vivace homepage. Click the **State** tab to access the JR 3-3 reports.

By making yourself Admin 2 of an Area and clicking the **Student**, **Festival**, or **Festival Area tab**, you can view, download, then print any report in any tab.

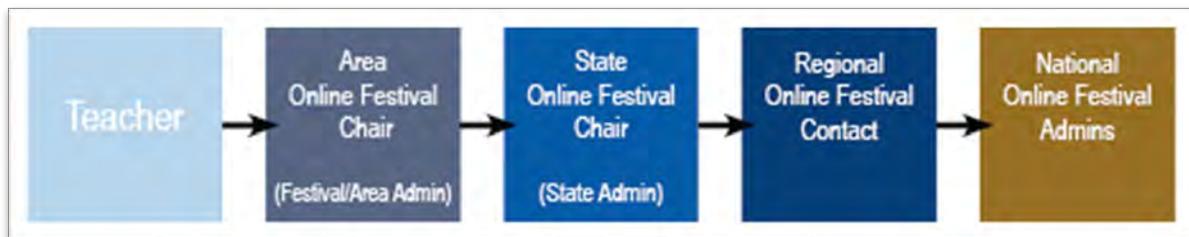
Section V: VIEWING/MANAGING FESTIVAL AREAS, TEACHERS, and STUDENTS

1. To view/manage all **Areas** in your state, click **Festival Areas** in the **Navigate** drop-down menu; click **All**.
2. To view/manage all Teachers in your state, click **Teacher Management** in the **Navigate** drop-down menu.
3. To view/manage all Students in your state, click **Student Management** in the **Navigate** drop-down menu.

Fig. 1 - Navigate Drop-down Menu



Fig. 2 - Vivace Support Flow Chart



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/