Vivace

Teacher
Guide

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

It's purpose is to guide you through Student Management and Festival Registration.
The All Users Guide should be read before attempting to manage or register students.
<mark>New features or clarifications are in yellow.</mark>

2022-2023

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Section I: STUDENT MANAGEMENT
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Fig. 1 Vivace Student Management Page

A. STUDENT MANAGEMENT – Overview

1. On the homepage, click **My Students** (*under Quick Links*) or click **Navigate** and choose **My Students** from the menu items.
   Note the dark blue, horizontal ribbon *(under the header)* called the "breadcrumb trail." See **My Students** in bold. No matter how deeply you go into each module, this "trail" of text will let you know where you are *currently* and where you *have been*, so you can click and return quickly to any previous page in the "trail."
   Always use the "breadcrumb trail" *instead* of the "back" icon or arrow on your browser.

2. Enter a student's name and click **Search** to help you quickly find a student.
   HINT: If a long list appears, entering just *part* or unique part of the name will quickly shorten the list.

3. Click **Entries per page** to adjust how many entries you wish to view on that page.

4. Check **Include Archived** if you wish to see your archived students; their names will appear in red. Archived stude

5. **Columns**
   a. **Caret**
      This small, subtle, light-gray triangle appears in the right-top corner of a column header cell in sortable columns.
      Click the caret (or cell text) to activate the column you wish to sort, and the caret will change to blue.
      On this page, you can sort by the criteria in the header cells: by ascending or descending in the alphabet, age, instrument or name of Junior Club.

    b. **Camera icon**

Click the **Camera** and a floating window will appear with the student's entire performance history.

If the student has a long history, you may need to scroll down. The **Close** button is in the bottom right corner.

6. **Action Column**

This column is the starting point for most of your work! The icons help you go deeper into the system to perform many functions pertaining to student management.

    a. #1 **Edit Student** icon—you may correct spellings, add the exact "Name on official documents" to appear on certificates and the Federation Cup.

      HINT: Do this *before* registering a student!

    b. #2 **Register for Festival** icon—this means exactly what the description says.

    c. #3 **Person with a list** icon—click to see a student's performance history as a web page rather than a floating window.

    d. #4 **Red File Box** icon—click to archive a student who 1) discontinued lessons, 2) graduated, 3) transferred to another teacher, etc.

B. **STUDENT MANAGEMENT – Adding a New Student | Instrument | Discipline**

1. On the homepage, click **My Students** (*under Quick Links*) or click **Navigate** and choose **My Students** from the menu items.

2. Adding an Individual Student's Name and date of birth.

Note: Because of display issues, Mac users may need to switch to Chrome or Firefox when adding any date of birth.

    a. Click **+ Add New Student** and a floating window will appear.

    b. Spell the new student's **first**, **middle**, and **last** name correctly. Click the box **This person doesn't have a middle name** if applicable.

    c. Enter the correct **month**, **day**, and **year** of the student's birth.

      CAUTION: After a DOB is saved in the Vivace database, only a National Admin can make a correction. *You will be required to submit documentation. Double check the DOB!!!*

      Vivace is specifically designed to eliminate the duplication of a student already in the database if you have entered the correct information. However, you, the teacher, must take the first step in preventing a duplication. This error is most likely to occur in the case of a transfer student. You will not be able to add the student if the transfer student has not been archived by the previous teacher. Stop and contact your Area Admin for assistance.

    d. The names that match any part of the data you entered appear on this list, as well as the *percentage* of the data that matches. If you see a student with the **exact** information and you are **absolutely** sure this is the same/your student, then click **Select**.

      If there is not an **absolute 100% match**, click **I Don't See My Student** to add the new student.

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If you are unsure of any of the above, do **not** add the student! Confirm *complete* information with the parent or student. Then, begin the process again. When you have confirmed all information and try to enter the student a second time and the information you entered does *not* correspond to a **90%** match or higher, contact your Festival/Area Admin who will be able to assist you.

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3. Selecting an Instrument | Discipline

    a. In the **Select Instrument** floating window, type in piano, voice, etc. and click **Search**.

    b. Click **Select** the instrument or discipline from the **Action** column.

      Theory Event:

1) <u>Scenario 1</u>: Theory students are typically registered for festivals through their instrument (Instrument>Musicianship>Theory), so it is not essential to establish a separate Theory relationship.
2) <u>Scenario 2</u>: If a teacher wishes for Theory to be shown as an instrument/discipline in the **My Students** list, Theory must be added as a current relationship by registering Musicianship>Theory.
3) <u>Scenario 3</u>: If the student will *only* participate in the Theory Event, select Musicianship>Theory as their instrument when registering. Review D. <u>STUDENT MANAGEMENT</u> – Adding a Student's Multiple Instruments/Disciplines

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NOTE: If you accidentally choose the **wrong instrument** when adding a student, first archive the student with the *incorrect* instrument. Then, repeat steps 1 and 2 and enter the *correct* instrument.

Vivace will not allow a student to have more than one student-teacher relationship for the same instrument! Read E. EDITING STUDENT INFORMATION in this section to learn how to check the status.

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c. In the **Add Student Information** floating window, confirm all fields and correct any information as necessary.
d. Enter the **Junior Music Club Name**.

NOTE: The small blue and white NFMC Festival Participation Certificate template for printing certificates already contains the following text in the Junior Music Club line:

"Member of **the** _____ **Club**."

Consequently, do not repeat the word "the" or "Club" as you enter the Junior Music Club name!

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e. Click **Save**. You will be taken back to your student list, and the student you just entered will appear on the list.
f. If the student has more than one instrument or discipline relationships (i.e. piano, voice, etc.), see D. ADDING A STUDENT'S MULTIPLE INSTRUMENTS/DISCIPLINES.

C. **<u>STUDENT MANAGEMENT</u> – Adding a Group (Five or More Performers)**

1. Click + **Add New Student** and the floating window will appear.
2. "Has this student already been registered in the NFMC Festival System?" Click the appropriate answer.
3. Click **Group**, enter **Group Name** and click **Next**.
4. In the **Select Instrument** window, enter an instrument and click **Search**.
5. See the instrument and click **Select** in the **Action** column.
6. See the **Add Student Information** window and complete all fields; click **Save**.

D. **<u>STUDENT MANAGEMENT</u> – Adding a Student's Multiple Instruments/Disciplines**

Students need to have a "relationship" established with each instrument/discipline in which they enter Festival events. This means that students may appear multiple times in your **My Students** list, i.e., once for each instrument/discipline. To add additional **student instrument relationships,** click **My Students** (*under Quick Links*) or click **Navigate** on the homepage and choose **My Students** from the menu items. You will now see the **student instrument** relationship for *each* of your students in the **Instrument** column.

1. Click the **Edit** icon in the **Action** column to the right of the student's name.
2. Click the **Current Relationships** tab and you will see the student's current teachers and instrument/discipline relationships.
3. Click +**Add New Relationship**.
4. In the **Select Instrument** box, enter the instrument/discipline and click **Search**; in the **Action** column, click **Select**.

NOTE: Review the Theory-specific information in B., #3.In the **Add New Relationship** Junior Club window, enter the **Junior Club Name**; click **Save**. If a student studies *different* instruments with different teachers, each teacher should add that student to their own My Students list.

> NOTE: Vivace allows a student to be listed in only one My Students list for each instrument/discipline relationship. Consequently, if a student switches teachers, the previous teacher *must archive* that student before the new teacher can *add* the student to their My Students list.

E. <u>STUDENT MANAGEMENT</u> – Editing Student Information | Viewing Teacher Relationships | Viewing Performances List

1. Editing Student Information
   a. On the homepage, click **My Students** (*under Quick Links*) or click **Navigate** and choose **My Students** from the menu items.
   b. Click the **Edit** icon to the right of the name.
   c. Enter the *preferred name* by which the student would like to be addressed *(nickname, etc.)*. Enter text in **Name for Official Documents** if *different* than the First, Middle, Last Name fields. Note: Entering the **Name for Official Documents** is time sensitive. It must be entered (if ncesssary) BEFORE a student is registered for a Festival. If left blank, Vivace will, by default, use the First Name-Last Name for certificates, rating sheets, and Festival schedules for the current year's festival.

2. Viewing Teacher Relationships
   a. On the homepage, click **My Students** (*under Quick Links*) or click **Navigate** and choose **My Students** from the menu items.
   b. Click the **Edit** icon to the right of the name.
   c. Click **Current** or **Previous Relationships** and view teacher name(s) in the first two columns.

3. Viewing Performances List
   a. On the homepage, click **My Students** (*under Quick Links*) or click **Navigate** and choose **My Students** from the menu items. Click **My Students**.
   b. Click the **Performances List** icon in the **Action** column to the right of the student's name. Clicking the **Camera** icon *(left of the student's name)* will show the same list in a floating window.
   c. OR, download the Student History Report. (See G. Downloading the Student History Report, etc. in this section.) This report lists all the Teacher's students with their history rather than an individual student's history. An individual Student History is not available at this time.

F. <u>STUDENT MANAGEMENT</u> – Archiving a Student | Unarchiving a Student

1. On the homepage, click **My Students** (*under Quick Links*) or click **Navigate** and choose **My Students** from the menu items.
2. Click the **Red File Box** icon for the student/instrument(s) relationship you wish to archive.
3. Confirm your action in the pop-up.
   ==CAUTION: Only archive students after the current Festival year as ended (June 30). Archiving a student before then will remove their Festival participation in your Festival Area for that year, thus resulting in inaccurate reports.==
   • To **view your archived students**, check the "Include Archived" box, and archived students will appear in *red* on your list. In the **Action** column, the beginning and end dates of the association are noted.
   • If another teacher adds that student to their **My Students** list, your previous association will be shown in the **Previous Relationships** tab.
4. To unarchive a student, simply complete the steps in B. STUDENT MANAGEMENT – ADDING A NEW STUDENT | INSTRUMENT | DISCIPLINE.

G. STUARYNT MANAGEMENT – Downloading the Student History Report
   (Ratings | Cup Points | Alternating Points)

1. Click **Reports** under **Navigate** or **Quick Links** on the homepage.
2. In the **Student** tab, choose the current **Festival** <mark>Year in which the student has most recently performed if you want Consecutive Superiors also calculated for an Event.</mark>
3. Click **Download Report**; open and print the PDF.
   - REMINDER: The Student History Report *(all the students for a single teacher)* are not updated until *all* ratings have been *certified* following a Festival. Your Festival/Area Admin will notify you when the certification has been done. (Individual student histories are not available at this time.
   - ENSEMBLE PARTNER RATINGS: Vivace automatically enters *all ratings for ensemble partner(s).*

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Section II: FESTIVAL REGISTRATION

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IMPORTANT THINGS TO KNOW BEFORE YOU BEGIN
All registrations follow the same basic process: 1) select the student, 2) choose the event/class, 3) enter required and choice piece information, 4) note scheduling issues, and 5) confirm rules compliance. Several specific registrations are given in this document.

It is important to have a student's complete registration information before you begin the process. This includes the event, class, required piece, choice piece and composer, any scheduling concerns, i.e., times, siblings, and the accompanist, if applicable. *Gather all the information before you start.*

If you begin a registration and discover you *cannot* finish it; you will have to use the "breadcrumb trail" to get back to a previous page. None of your work will be saved, however, and you will have to start the registration all over again!

If your student is going to be registered for more than one event, have *all* of the information for each event before you begin. In other words, it is easier and faster if you enter all of the events for that student at one time.

TIME ZONE CHECK
Please note that Festival open and close times are *Eastern* times. Make sure you know what time that is in *your* Festival Area's local time. Do not wait until the last minute to register your students! The registration process always takes longer than you think, even though you may be experienced. Get it done well before your local deadline.

DATE CHECK
First, *check if registration is open for your Festival*. Navigate to the **Festivals** module using the **Navigate** button or the **Quick Links**. Check the registration open/close date column to see when your Festival registration opens and closes.

STUDENT AGE CHECK
The system uses the Festival Start Date when calculating a student's age for registration. Make sure you check the Festival Start Date for your Festival so you will know the impact it will have on students who may be pre-primary age or students who are approaching the age of 19. If you have any questions about this, contact your Festival/Area Admin.

SEARCH STRATEGIES | ACCENTS | DIACRITICAL MARKS

There are many search fields throughout Vivace. Knowing *effective* search strategies will help you find the information you need easily and quickly!

Entering complete names in the search field may be necessary at times. However, just the first or last name will often be sufficient. Many times, you will not even need to type an entire name. Generally, less is better, and using only 4-5 letters will be successful most of the time. Also, if you select unique letter combinations in the name (or word), those are optimal search criteria. For example: Stravinsky— use "vins." Adjust your criteria as needed.

If you wish to find a name of a composer, teacher, piece, etc. that contains an **accent or diacritical mark**, you must type the accent mark in your search, or it will not find it in the database. However, searching the *unaccented* part of the name will find what you need.

Sample searches and results for the composer Barés, Basile Jean:
1. search for "bar" — the search finds the composer
2. search for "Baré" — the search finds the composer
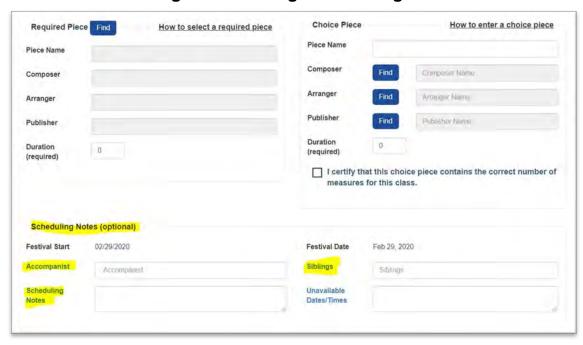3. search for "bare" — the search does *not* find the composer

* * * Never, never, never use 1) **quotation marks**, 2) **&**, or 3) a **comma** in a search. * * *

A. REGISTRATION – Registering a Solo Event

1. **Selecting the Correct Event and Class**
   a. On the homepage, click **My Students** (*under Quick Links*) or click **Navigate** and choose **My Students** from the menu items.
   b. In the **Action** column in the row of the student's name, click the **Register for Festival** icon; see the floating window.
   c. Click the **Select** button for the Festival in which the student will be participating. For most teachers, there will be just one Festival listed. However, if your Area holds different events at different times, i.e., a fall ensemble Festival and a spring solo Festival. Consequently, there may be more than one listed with the **Select** option. In other words, be certain to select the correct Festival.
   d. In the next window, select the **Section** (in *Bulletin* order); see the specific Event categories appear to the right.
   e. In the **Action** column, select the *down* arrow in the **Event** column, then see the **class** listings.
   f. Click **Select** to choose the class. *Pause and check all the information which appears in the floating window!* If you see an error, use the **Find** buttons to change the information in the respective fields. If the information is accurate, click **Register**.
   g. See the new window! Under the blue "breadcrumb trail," you will see the name of the Festival and the **Event:Class**. Again, double-check the **Event:Class** field for correct information. If you need to change the class, use the **Find** button in this field to select another class.
   h. If your Festival Area allows students to "opt out" of the Official Federation Cup Award Plan and your students wants to opt out for this Event, uncheck the blue box to the right of **Federation Cup Participant** (*upper-right of Performer section*).
   i. Note: If a student is alternating events *(LFO piano solo, ensembles, etc.),* be sure to check the **Alternate?** checkbox in the **Performer** section. Likewise, if a student is combining events *(Piano Solo & Piano Concerto, etc.)* be sure to check the **Combine?** checkbox in the **Performer** section, and select the current grade from the drop-down menu if one appears.
   j. **Optional short-cut to the Registration window**:
      1) From **Navigate** or **Quick Links** on the homepage, click **Festivals**.
      2) In the **Action** column to the right of the Festival, click the **Register for Festival** icon.
      3) Perform a search for the student and proceed as outlined above.

Fig. 2 Vivace Registration Page

2. **Selecting the Required Piece**
   a. Click **Find to the right of Required Piece,** and a floating window will appear.
      • Type any *part* of the *title* or a *unique word* in the title in the **Search** box; click **Search**.
      • For a concerto, also enter the name of the key or just the number (854) to help narrow your search.
   b. Lastly, contact your Festival Admin if you believe a piece is missing in the Vivace database.
   c. **Duration:** This is optional feature set by each Festival Area. If you see this box, you are required to enter the duration of the **Required Piece**.

3. **Entering the Choice Piece**
   a. Accurately enter the *complete* title in the **Piece Name** field.
   b. **Choice Piece Composer | Accent or Diacritical Marks**
      1) Click **Find** next to **Composer**.
      2) Utilize the search strategies *(pgs. 8-9)* to enter part of the name of the composer in the **Search** field, then click **Search**.
      3) If you see the composer, click **Select**, and you will be taken back to the registration page.
      4) If you do not see the composer in the search results, check to see if you have correctly entered the search criteria and try again. If the composer is not in the database, you will not be able to register the student at this time.

> NOTE: It is the teacher's responsibility to follow all search steps above before asking for a composer to be added to the database. If you do request a composer be added, it is the teacher's responsibility to provide the 1) full name, 2) year of birth, 3) year of death (if applicable) and nationality to your Festival/Area Admin who will forward this request to the Bulletin Admin. Please research before asking!
>
> After you receive confirmation that the new composer has been added to the database, you will be able to register the student.

      5) If a composer name, a piece, an arranger or a publisher contains an **accent or other diacritical marks**, please carefully follow the steps above *before* submitting a request for the item to be added to the database.

    c. **Arranger and Publisher**

      You are encouraged to enter an arranger *(for events that allow arrangements)* and a publisher for all pieces.

    d. Enter the Duration if this is visible.

4. **Certifying correct number of measures**

   Click the checkbox after you have confirmed the **Choice Piece** contains the correct number of measures.

   • If the choice piece performed does not contain the correct number of measures, unfortunately, the student will be disqualified. So, be very diligent to make sure the piece contains the right number of measures.

5. **Entering Scheduling Notes**

   Enter all applicable notes such as accompanist's name, siblings participating in the same Festival with you or another teacher, special time concerns, and any other scheduling notes that the Festival Admin needs to know.

   • To make scheduling easier, find out the exact input format preferred by your Festival/Area Admin.

   • If you need extra space, click the 3 diagonal lines in the lower right-hand corner and drag downward.

   • **Never, never, never** enter 1) "none," 2) "n/a" or 3) **anything else** in this field which is not a scheduling issue! In other words, **leave blank** if there are no scheduling issues.

6. **Finally. . .**

   • **Click the checkbox confirming compliance with Festival rules** and then click **Save Changes**. If you have forgotten to fill in any required information, an error message in red will notify you of anything missing.

   • If you have started a registration and cannot finish, use the "breadcrumb trail" to return to a previous page. You will get a message confirming you want to leave the current page.

   • If you have done everything correctly, there will be a message in green at the top confirming your successful registration.

   • This is the *only* confirmation of the registration you will receive at this time. <mark>However, you may always view a to-date list of your registrations! See G. below: REGISTRATION – Viewing All Registrations</mark>

   • Use the **Quick Links** above the "breadcrumb trail" to complete further registrations.

   • TIP: Do *all* the events for the same student at the same time.

B. REGISTRATION – Registering a Duet, Trio, or Quartet Event | "Visiting" Student

1. On the homepage, click **My Students** (*under Quick Links*) or click **Navigate** and choose **My Students** from the menu items.

2. In the **Action** column in the row of the first student's name, click the **Register for Festival** icon and see the floating window.

3. Click the **Select** button for the Festival in which the students will be participating.

   • <mark>For most teachers, there will be just one Festival listed. However, if your Area holds different events at different times *(a fall ensemble Festival and a spring solo Festival)*, there may be more than one listed with the **Select** option. In other words, be certain to select the correct Festival.</mark>

4. In the next window, select the **Section** (in *Bulletin* order); see the *specific* Event categories appear to the right.

   a. In the **Action** column, select the *down* arrow**,** then see the **Class** listings. Click the **Select** button to choose the **Class**.

      • *Pause and check all the information which appears in the floating window!* If you see an

error, click **Close** and begin again with the correct information; if the information is accurate, click **Register**.

5. On the next page to the right of the performer, you will see **Alternate?**. This refers to ALTERNATING EVENTS in the **Official Federation Cup Award Plan** section of the *Bulletin*. Check the box if the students are alternating ensemble events.

6. Under **Performer 2**, **Performer 3** (if trio), or **Performer 4** (if quartet), click **Find**. The system will search all students in the Festival Area database.

7. In the **Students** window, enter the name (or part of the name) and click **Search**.

8. Find the student and click **Select** in the **Action** column.

9. Continue by entering information in each field as described for solo events—A: REGISTERING A SOLO EVENT.

- Occasionally, students from different Festival Areas play duets or ensembles together. Please contact your Festival/Area Admin to add a "visiting" student if this situation occurs.

C. <u>REGISTRATION</u> – Registering a Specially Capable Musician (SCM)

Regular rules regarding memorization, progression and choice of materials may be altered in any event for entrants who have been identified as physically or mentally challenged. An override may or may not be necessary to register a student in Vivace, but the SCM JR 3-18 must be submitted to the Area Admin >State Admin >National Admin for approval and possible override. Please begin this process *well in advance* of your Festival. The Festival/Area Admin will give instructions regarding any issue to the judge.

D. <u>REGISTRATION</u> — Registering a Theory Event

NOTE: The theory test administered at Festival may or may not cover all elements given in a theory *practice* test. Therefore, it is extremely important that teachers review all Theory requirements in the *Bulletin*. Levels are cumulative; entrants are required to know information from any lower level.

1. To enter a student in the Theory Event, complete the steps in **A. REGISTERING A SOLO EVENT**, **1, a-c**.
2. Click **Select** to the right of the Festival.
3. Click **Musicianship Section** at the bottom of the **Bulletin Section** list on the left.
4. In the **Action** column on the right, click the downward arrow to the right of **Theory**.
5. Choose the **Level** by clicking **Select** and you will automatically return to the **Register for a Performance** window.
6. Click **Register** which will take you to the registration screen; register the student.
7. Check "**By checking this box. . .**" and click **Save Changes**.

E. <u>REGISTRATION</u> – Registering a Declared Solo Class (Concerto, Ensemble, Etc.)

Declaring a <u>Solo</u> Class is an action that must be completed by the Festival/Area Admin, not the teacher. *(A National Festival Admin must declare a solo class for the student of a Festival Admin.)* This situation occurs when *(in the same Festival year)* a Festival Area holds events with solo correlations earlier than the <u>solo</u> Festival events, or if a student *(without a previous year's solo performance and rating)* 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 when Vivace performs analysis for ensemble partners or other correlations. In other words, it is just like the entrant received a Superior rating for a solo if they *had* performed one. For entrants who *will* be performing a solo in a later Festival, it is advisable to have the Declared Solo Class be *one class lower* than the class they will be entering.

NOTE: Any previous Festival year's Declared Solo Class must be deleted by a National Admin before a Solo Class can be declared in a current Festival.

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. 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.

Your Festival/Area Admin will give you the deadline for submitting student Declared Solo Class information.

F. **REGISTRATION – Using the "Combine" Option**

When the option to "combine events" is allowed as described in the *Bulletin* such as combining Concerto/Solo or Vocal Art Song/Musical Theater, the school grade field will automatically display. Enter the student's current school grade in the field.
OF VITAL IMPORTANCE: If the "combine" box is left unchecked, Vivace will not know to combine and calculate event points.
NOTE: Be certain to review *Bulletin* rules for combining Concerto/Solo or Vocal Art Song/Musical Theater before registration.

G. **REGISTRATION – Using the "Alternate" Option**

When the option to "alternate events" is allowed as described in the *Bulletin*, such as ensembles, Lynn Freeman Olson/Piano Solo, and most Solo/Concerto events starting in 9th grade, be sure to check the "alternate" box.
OF VITAL IMPORTANCE: If the "alternate" box is left unchecked, Vivace will not know to alternate event points.

H. **REGISTRATION – Editing or Deleting a Registration**

1. On the homepage, click **My Students** (*under Quick Links*) or click **Navigate** and choose **My Students** from the menu items.
2. To the right of the student's name, click the **Go to Performance** icon in the **Action** column.
3. See **Registered** in the **Status** column for that student.
4. Click the **Edit** icon.
5. Click **Find** to search for new repertoire; choose repertoire; click **Save**.
6. To delete a registration *before* it has been approved, click the **Trash Can** icon in the Action column.
7. If an *approved* registration needs to be deleted, you will need to contact your Festival/Area Admin.

G. **REGISTRATION — Re-registering a Student with an NR Rating**

When a student enters a Festival scheduled early in the Festival year, *but does not perform*, an NR rating should be entered and certified. If the student wants to enter a Festival later in the same Festival year, the student registration must be deleted by a National Admin, allowing the student to register again.
This is not necessary when a student registers for the same event in a *subsequent* year, as Vivace will *allow* the previous year's registration with the NR rating.

H. REGISTRATION – Viewing All Registrations

1. On the homepage, click **Festivals** (*under Quick Links*) or click **Navigate** and choose **Festivals** from the menu items.
2. See the Festival in the **Festival Name** column and click the **Performances List** icon in the **Action** column; view all students you have registered and see the registration status in the **Status** column.

I. REGISTRATION – Downloading Invoices, Schedules, Rating Sheets

After you have completed all registrations, your Festival/Area Admin will email you an invoice and your student schedule. This email will not arrive until after registrations have closed and scheduling is completed for your entire Festival, so please be patient.

In your Festival Area, if teachers may print their own Rating Sheets, follow these steps:
1. On the homepage, click **My Students** (*under Quick Links*) or click **Navigate** and choose **My Students** from the menu items.
2. Scroll *(or do a search)* for the student whose Rating Sheet you wish to print.
3. Click the **Go to Performances List** icon in the **Action** column to the right of the student.
4. Click the **PDF** icon in the **Action** column, download and print.
   NOTE: If you have trouble downloading documents, be sure your browser has the "Allow Pop-Ups" enabled in your browser settings. Additional help is available at FAQs https://help.nfmc-music.org/help-documents-and-videos/frequently-asked-questions/

NOTE: To ensure the barcode prints on Rating Sheets, be sure to test print first!
If the barcode does not fully print, adjust the scaling settings to <u>NO SCALING</u> or <u>100%</u> or <u>FIT</u> in your print dialogue window. Depending on your printer or system, you may need to experiment.

H. POST-REGISTRATION – Certificates (Printing)

In order to print student **Participation** and/or **Superior Certificates**, please contact your Festival/Area Admin who will send you a file of your choice. A PDF file will print from Adobe, and an Excel file is for use as a mail merge.
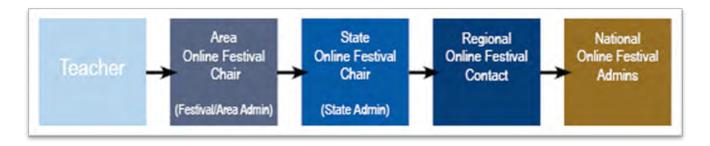
◆   ◆   ◆

Need help?

If you are working in Vivace and need help, hovering over various words or icons will make a **tooltip** *(informational text box)* appear. Also, there is a **Get Help button** at the bottom of many pages. As a reminder, always refer to this Guide, and view the videos at the Support Center. If you still have an issue, please escalate to the contact person *one* level above you as seen in the Support Flow Chart.

Support Center: help.nfmc-music.org/

Fig. 3 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/