

## Vivace Festivals/Area Admin Beginning-of-Year Checklist

### 1. Archiving Students

Archive teachers who are no longer participating in Festival. **First, archive their students,** then the teacher. This way, the student can be added by a different teacher.

### 2. Deactivating a Teacher

For teachers who have not yet paid dues, but will probably be participating, you may click on the green circle, changing it to red. This will deactivate the teacher, removing the access to register for Festivals. When dues are paid, you can check the red circle and change it back to green, and they will again have all access.

### 3. Setting Festival Dates

When setting up your Festivals for the year, make sure to open registration several months ahead of the Festival. When teachers understand the benefit of registration in Vivace, they ask for registration to be open early. Then, if the teacher has made a mistake in repertoire, it is flagged immediately and there is time for the teacher to make a new selection, resulting in the mistake being painless or even unknown to the student.

### 4. Ordering Federation Cups

Before ordering Federation Cups using your JR 4-10 Federation Cup Report (Junior or Adult), make sure to review the Student History Report for your Festival. Look at all events where alternating or combining may be possible and make sure the teacher remembered to check the boxes at the time of registration. If not, it should be fixed prior to ordering your Federation Cups. Area admins now have the ability to check the alternate and combine buttons after a rating has been certified for the CURRENT year. Changes to prior years must be done by a national admin.

### 5. Using Newly Available Federation Cup Reports

- JR 4 -2 **Area Federation Cup Fees Due to State**

This form is required by states where separate checks are sent for fees and cups.

- JR 4-3 **Area Federation Cup Ordering Report for Crown Awards**

We are working with Crown Awards to make it possible to upload this form directly. This will be a huge time saver so that you will no longer need to type individual names for engraving. The list of students will be the "Name for Official Documents" if names *differ* from the First, Middle and Last Name listed in the Student Info tab.

- JR 4-4 **Federation Cup Report for Engraving (Junior or Adult)**

Select this report if you wish it to be used by your *local* engraver. Again, the list of students will be the "Name for Official Documents" if names differ from the First, Middle and Last Name entered in Student Info tab.