

Vivace Teacher Beginning-of-Year Checklist

1. Archiving Students

Archive all students who are no longer studying with you. (This should only be done once a year at the end of the Festival year.) Please make sure it is done *after July 1* and *prior to the beginning of the school year* so that transferring students can be added to the new teacher's studio list.)

2. Reviewing Student Name

Review each student record and make sure that the "Name for Official Documents" is completed if the student does not wish to use the First, Middle and Last Name in the Student Information tab. Example: Will Baggaley instead of William Therian Baggaley.

3. Archiving Theory Relationships

If you made a separate "Theory" relationship for a student, archive that relationship. Theory is open to all instruments and the only time you will create a "Theory" relationship is if that student is ONLY doing the theory event and will never do anything else. (very rare)

4. Checking Bulletin Updates

Check the Bulletin **Updates** and note those changes in your Bulletin. There is a link on the NFMC home page, the Vivace home page, and at the Support Center. Make sure to check it now AND before selecting repertoire for your students to make sure you have the latest information.

5. Reviewing New Features

Note these new features under Reports. You will be able to generate these additional reports once your Area Admin has completed the tasks necessary to make them available:

- **Student History Report** for your studio.
- **Festival Invoice** (once your Admin has approved the registrations)
- **Festival Registration.** (It will include the schedule once completed by Admin)
Two formats: Room and Alphabetical.
 1. Student Registration List (alphabetical)
 2. Performance Schedule (by time)
- **Theory Event Registration:** An added check beyond the Festival registration.
- **Sight Playing/Singing Registration:** Another check beyond registration.
- **Rating Sheets:** Download of the ratings sheets for ALL of your student registrations in one PDF. Available in schedule order or alphabetical order.
Note: The rating sheet is to be printed from Vivace because it contains all verified information. A rating sheet with information added by hand is NOT official although we know that sometimes this has to be done on the day of Festival.
- **Federation Cup Report:** Listing of all cups earned by your students (once all ratings for the Festival year have been entered and *certified* by your Area Admin)

6. Saving Rating Sheets

Make sure you and your students understand the importance of saving the rating sheets from Festival. Should there be any questions, a scan of the **rating sheet** is required to make corrections in Vivace.