

November 29, 2017

Dear Music Teachers, Parents, Accompanists and Students,

We at the **Lethbridge and District Music and Speech Arts Festival** are gearing up for a fantastic 2018 season. We thank the Kiwanis for their hard work in creating such a longstanding tradition for our community. The festival provides an incredible opportunity for students by giving them not only a venue to perform in, but also a chance to work with some top quality adjudicators to help them improve. It also gives them an opportunity to inspire and be inspired by other musicians in our area.

This year we have shifted our registration process to a new online option known as **MusicFestivalSuite.com**, or MFS. This software allows our volunteers to maximize their efforts in scheduling and planning our festival while keeping your personal information exceptionally secure. Our festival's version of MFS is located at <http://lethmsf.musicfestivalsuite.com>.

The software has many desirable features. First, and foremost, **it protects your privacy**. It was designed in Alberta, and meets all the requirements of the Personal Information Privacy Act and Canada's Anti-Spam Legislation. It does this by requiring every user to create a profile, thereby giving our organization permission to contact you regarding the festival. Having data stored on servers in Canada further solidifies the security of the information we use for everyday festival activities.

As MFS requires everyone to create a profile, it also gives Teachers, Parents, Accompanists and Students the ability to interact with their registrations long after they've been submitted. Your **schedule times** will be visible there, and will remain available for years to come. Teachers will be able to see **all their students' registrations** on one screen. **Paying for all registrations at once** is possible through PayPal, whether you have an account with them or not. All aspects of the information can be **accessed from any device** with Internet connectivity, whether it is a computer or mobile phone.

We know there will likely be a learning curve. MFS has tried to make this learning curve a little easier. First, they have a **help website at <http://www.musicfestivalsuite.com>**, where you can peruse the Festival Participants section for "How-To" use the software, and even find a few **extra resources** to help you communicate about the software with your teachers, parents and students. **Videos** available on that help site also walk you through the process of creating your profiles, and completing your registrations. All of those resources are at <http://www.musicfestivalsuite.com/extra-resources.html>. Our MusicFestivalSuite.com representative will also be available every step of the way.

We want this process to be as enjoyable as possible, and will work with you to make participating in our festival easy, and perfectly geared for your students' learning. If you have any questions, you can contact either Natasha Tompkins, General Manager of the Lethbridge and District Music and Speech Arts Festival at [generalmanager@lethmsf.org](mailto:generalmanager@lethmsf.org) or our MFS representative Joel Windsor at [support@musicfestivalsuite.com](mailto:support@musicfestivalsuite.com). In the meantime, we invite you to **set up your profiles in advance** of the registration period to make sure you are as setup as possible for this festival year.

We urge you to consider registering online instead of paper. This is the most efficient use of our staff and volunteers. **PLEASE NOTE: Even if you register by paper, you will still need to create an online profile so that we can complete the registration and scheduling process.** We will be happy to help you with this.

Entry fees must accompany each entry and are non-refundable. The deadline for online registration is midnight on January 10, 2018, and 6:00pm for mail/delivery to the office on January 10, 2018.

Sincerely,

Natasha Tompkins  
General Manager  
Lethbridge and District Music and Speech Arts Festival

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## Setting Up Your Profiles

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**EVERY Teacher, Parent, Accompanist, Student and Large Ensemble needs a profile.** Teachers are responsible for understanding the syllabus of the festival, and students under the age of majority must be linked to a parent profile. Accompanists need to be linked to registrations as well. **Teachers and Parents must create their profiles before students or ensembles do.**

Here is how you create your profile.

1. Visit <http://lethmsf.musicfestivalsuite.com> on your Internet connected device.
2. On the "Create a Profile" section, check all the checkboxes that apply to you (you will use the same profile whether you are a teacher, parent, accompanist or entrant).
3. Read through the Terms and Conditions, click that you have read them, and choose Proceed.
4. Complete all the contact information fields shown on the screen.
  - a. **Students** will also need to enter the User IDs for their Parent(s) and Teacher(s), which they can get from their parents and teachers. User IDs tend to look like "ENT00008".
  - b. **Passwords** should be written down somewhere so you don't lose them. If you are using the same email address as another user on the software, it is more difficult to recover your password if you lose it (it's possible, but more difficult).
5. Once you have filled out all required fields and chosen "Create Profile", you will be sent a confirmation email to the email address you provided. Click on the confirmation link in that email, and you have finished creating your profile!