

# 2021 REGISTRATION INFORMATION

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## Recording & Submitting Your Performances

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### Video Format

We need to be able to see your instrument as well as your posture to properly adjudicate your performance. Here are some tips from the Provincial Festival on how to film for your particular discipline:

- **PIANO:** camera angled to see body, hands, and pedal
- **VOICE:** torso and head must be visible
- **MUSICAL THEATRE:** blocking and body must be visible
- **INSTRUMENTAL:** hands and body must be visible

### Submitting Your Videos & Sheet Music

You will be sent a Dropbox file transfer link via email for each class you have entered. Please note that you must be paid to receive this download link. All competitors must submit a PDF of sheet music or the material to be performed. Please provide a receipt or proof of purchase for all music purchased online. If music is in the public domain, please provide documentation of proof. If music is from a physical book or sheet music, please put the closed book in view during your performance or hold it up to the camera before beginning your performance. This is a fairly simple process, so just click on the provided link and follow the directions. Your video and sheet music file names must include the name of the performer, the piece, and the class number for ease of sorting. **Please only submit your performance video once. We will not accept new replacement recordings.**

# 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!