SoloChair.com

The Better Way t
Solo and Ensemble

Registration Directions
Part A - Create an Account
If you have already created an account, go to Part B

1. Go to SoloChair.com. Click the "Go" button in the burgundy box labeled "Create an Account" in the left column

2. Validate your email address. **Enter your email address** in the text box and click submit. (If the system finds a possible error with your address, you will be asked to check it and try again)
   Once your address is confirmed, **Enter the State** in which you teach/taught, then click the "Continue" Button.

3. On the 'Region' page, select the appropriate information for the **drop down menu**. If it is not listed in the drop-down menu then enter it in the text box.
   • Step 1 - enter Zone
   • Step 2- enter County
   • Step 3- enter District
   - Important - Check the drop down menu carefully.

4. Complete the form on the 'Create an Account' page. Fields marked with a red asterisk (*) are required. You will receive an error message if you do not complete these fields, and your account will not be created. Click the "Submit" button. (click only once)

5. You should receive an email shortly that includes a randomly created password. You may then log on with your email address and password in the burgundy box in the left column of the "My Account" page. If you do not receive an email, please contact the webmaster at mail@solochair.com

6. After logging on, change your password to something more personal using the "Change Password" tool in the blue box.

Part B. - Register Students for a Festival

6. After logging on, scroll down the page until you see the "Festivals" table.
    - Click the "Register" button next to the appropriate festival.

7. Check the Scrolling List of Accompanist to the left. If your Accompanists are <u>not</u> listed, enter their names in the (yellow) section.
    *this step does not apply to festivals without accompanists

8. In the Blue Section, enter the number of Soloists, Ensembles, or Audition Quartets in the appropriate field. Click "Continue."

9. If you teach in more than one school, and you are registering students for a school other than the one listed in your account: Change the school information in the light blue box (on the right side.)

10. Complete student information for soloist in the light blue box, and ensembles in the purple box.

11. Select your payment method in the yellow box. Click the "Continue" Button.

12. You will see an unofficial copy of what you typed. If it is correct, click the "Finalize" Button. If not, click "Make Corrections."
    -Your students are not entered until you finalize the entries!

13. Click the link to the "Invoice" page

14. Print two copies of your invoice, and send one to the address listed.