



Registration Helpful Hints

(Please be sure to fully review the Rules for your day of performance)

Starting a Registration:

1. **Registered in 2012:** if you registered with the LHJF in 2012, you will be able to use the same login email and password
 - a. If you have forgotten your password, you may select the Reset Password option
2. **New Directors:** please click the START NEW REGISTRATION button to begin
3. **Director for More Than One School:** you will need to register separately for each school
4. **Participating Musician Names:** will be required for Combos and those accompanying Soloists
 - a. This information is critical during the scheduling process, and we really appreciate your assistance.
 - b. If you do not have the students' names at the time of registration, you may login once you set the personnel and add their names.
5. **Canadian Schools:**
 - a. Canadian Junior Secondary Grades 9-10 must indicate the size (number of students at their school) of their school.
 - b. The size of your school determines which classification/bracket your school will be scheduled with during Festival performances.
6. **Vocal & Instrumental Registrations:** each registration type has a separate and distinct tab at the top of the page
7. **Naming a Combo or Ensemble:** Directors are able to add specific names for their Combos and Ensembles
8. **Elementary, Middle School & JR High Schools:** Directors may elect to perform on the Friday (vocals) or Saturday (instrumentals) of Festival week.
 - a. Please use the CHOOSE PERFORMANCE DATE dropdown menu at the top of the page on both the Vocal Groups and Instrumental Groups tabs.

Completing a Registration:

1. The online registration process is complete after one has selected the payment method
2. **Note:** if you do not receive an automatically generated registration confirmation by email, your registration was not completed

Changing or Adding to an Existing Registration:

1. Should you need to add an Ensemble, Combo or Soloist, you may simply login and add the new registration!
2. A summary of your previously completed registration will appear at the top of the page
3. **Please Note:** the first Ensemble or Combo registered will be your select group

Do you still have questions? Feel free to contact Tia Christiansen, the Student Performances Coordinator, via her direct office line at (415) 331.224 or email at tiac@uidaho.edu