



2021 Registration Guide

As registration for the 2021 Virtual Festival looks a bit different this year, our team has created a step by step registration guide to help you navigate this new process.

Register **Sept 8 – Dec 18** to participate in this exciting event!

Step 1 – Review Registration Info & Criteria

Important dates, pricing, and performance rules and regulations can all be found on the [registration](#) page of our website.

Step 2 – Complete the Online Form

- Fill out information on the [registration form](#) as well as you are able.
 - Note: while the first solo or combo performance is free as part of the Base Educational Experience Package, participants are not required to register for a performance.
- Once the form is complete, you will receive a confirmation email stating the Jazz Festival office has received and is processing your registration.

Step 3 - Pay

- Once the Jazz Festival office has processed your registration, a follow up email with an attached invoice and final steps will be sent.
- Utilize this invoice to make your payment via check, purchase order, or credit card.
 - Send checks to the address in the email signature.
 - Send purchase orders via mail or email.
 - Use the payment link in the email to pay with a credit card (invoice # needed).

Step 4 – Submit Credential Information

- Only registrants with multiple participants need to submit this information (i.e. directors with multiple student participants).
- Create an Excel spreadsheet with the following information:
 - Column A Student Last Name
 - Column B Student First Name
 - Column C Grade or Year in School
 - Column D Student Email
- Rename the file School_Director Last Name (i.e. *University of Idaho_Vandal*)
- Submit the file using the link provided in the invoice email by December 18, 2020.

**This information will be used for security, scheduling, and webinar purposes.*

Step 5 – Submit Performance Video(s)

- Record a video that follows the rules and regulations provided on our website.
- Rename your video file School_Director Last Name_Group/Performer Name
- Submit the file using the link provided in the invoice email by February 5, 2021.
 - Ensure your file is an MP4 no larger than 100 GB

**Tips and tricks for recording and video file conversion will be sent out in future emails.*

Stay up to date!

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Reach out to our office at jazzinfo@uidaho.edu or 208-885-5900