Bulk Modify Performance Information

Register Students · https://dcmfdocs.dacapowebdevelopment.com/doc/dcmf-teachers/bulk-modify-performance-information/

Da Capo Music Festivals allows you to modify the piece, composer, arranger, movements, and page number of student performances in an efficient manner!

Embedded media: https://www.youtube.com/embed/f5A_4GxnPEo?feature=oembed

1. Click **Register/Modify Students** or **Registrations, Schedules & Ratings** from the menu on the left.
2. If you clicked ‘Register Students’, select the correct festival and school building.
3. If you clicked ‘Registrations’, select the correct festival.
4. Near the bottom of the page, search for 'Flute' and sort by level.
5. Click all of the students who will be playing 'Summer Song'
6. Click the Blue Eighth Note button  beside the Search Bar.
7. Enter the performance information (Summer Song, Billingsley, Page: X-X, etc.
8. All of the students whom you clicked will now have their performance data updated.