Da Capo Music Festivals Account Types

Initial Setup · https://dcmfdocs.dacapowebdevelopment.com/doc/dcmf-teachers/da-capo-music-festivals-account-types/

> All users of this software should have One (1) account, only. Individuals with a higher level of access will have a KEY icon which will allow them to switch between their various access levels.
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> If you require elevated access to the program, reach out to the Da Capo Music Festivals Support after you create your account.

- Teacher Access: 99% of the users on this system will use the 'Teacher Access Level' to register students for a NYSSMA Solo or Small Ensemble Audition. Teachers can perform the following actions:
  - Register Students
  - View Schedule (once the Festival Chairperson has published the schedule)
  - View Ratings(once the festival is complete and the Festival Chairperson has published the ratings)
  - View billing information for the students that you have registered
  - Download Excel Spreadsheets including all available information for your students
  - And a few more functions depending on the features your Festival Chairperson has enabled
  - Please read School Music News or check the NYSSMA® Website to determine which festivals are using 'Da Capo Music Festivals' for NYSSMA Registration
  - The Teacher 'Access Code' can be obtained HERE. You may also ask your Director of Music or the Developer for the access code to register for a Teacher Account

- Director of Music Access (School Administrator Access): Each school district should have one (1) 'Director of Music' or 'Liaison'. This person need not be an administrator of music, but this person should be the lead teacher or liaison for their school district. There should only be one of these people per school district. A Director of Music can perform the following actions:

    - See all students registered in the school district, and modify their registrations
    - View the medal count after ratings have been posted
    - View billing information for the school district
    - Download Excel Spreadsheets including all available information for your district
    - And a few more functions depending on the features your Festival Chairperson has enabled
    - You will also receive Teacher Access to register students.
    - Please read School Music News to determine which festivals are using 'Da Capo Music Festivals' for NYSSMA Registration
    - After creating your teacher account, you may contact the Developer to ask that your account be granted Director of Music Access

- Festival Chairperson Access: The person in charge of a 'Midweek / Satellite' or Area ASE should register for a Festival Chairperson Access Level. The Festival Chairperson can perform the following actions:
    - Create a new festival
    - View all registrations for a festival
    - Perform all scheduling features
    - Perform all printing features
    - Manage the complete festival
    - After creating your teacher account, you may contact the Developer to ask that your account be granted Festival Chairperson Access

- Festival Co-Chairperson Access: If the person in charge of a 'Midweek / Satellite' or Area ASE would like to share the responsibility with a Co-Chair, the Co-Chair should request an upgrade to Festival Chairperson Access Level.