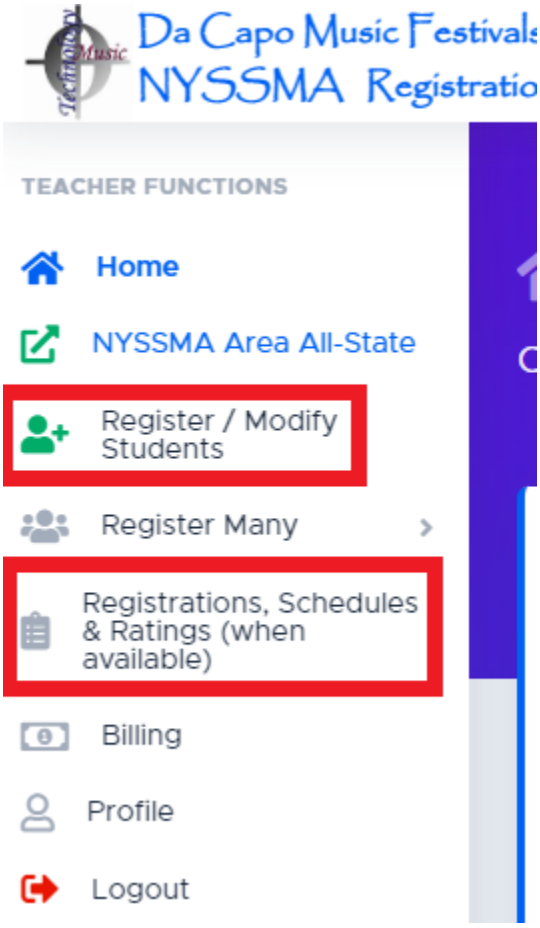
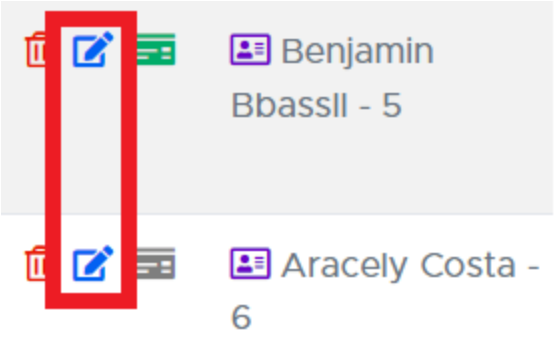
Modify a registration

Register Students · https://dcmfdocs.dacapowebdevelopment.com/doc/dcmf-teachers/modify-a-registration/

1. Click **Register/Modify Students** or **Registrations, Schedules & Ratings** from the menu on the left.

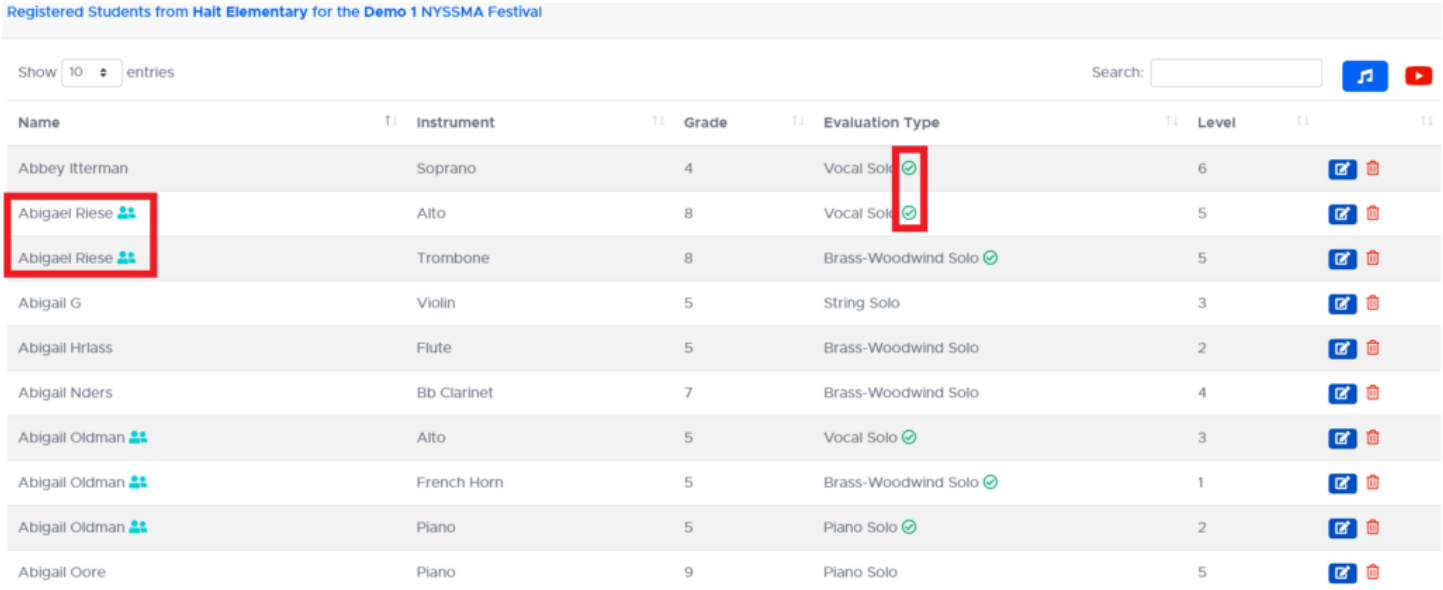


2. If you clicked ‘Register Students’, select the correct festival and school building.
3. If you clicked ‘Registrations’, select the correct festival.
4. Then, click the blue ‘modify’ button to modify your student.



5. You may then update the various data fields accordingly.

Icons at the bottom of registration pages



- The blue multiple audition icon will appear beside the name of students whom you have marked as performing Multiple Auditions. It is important that the student's name be spelled the same, and that they be listed in the same grade for this feature to work correctly.
- The green check beside the Evaluation Type shows that the title of the piece and the page number have been saved for the student.