Register a student for an audition

Register Students · https://dcmfdocs.dacapowebdevelopment.com/doc/dcmf-teachers/register-a-student/

1. After you log in with your username and password that was just created, click

   

   from the menu on the left.

2. Choose the festival that your school district is participating in.
   - While other festivals may be available on this list, you are supposed to register your students in *your district or area* festival. If you need to register a student for another festival, please be sure to speak with your supervisor and the director of the other festival.

3. Choose the school building from which you will register the student. If your school building is not listed, you may modify your user profile.
4. Fill in the following fields:
   - Evaluation Type*
   - Level*
   - Instrument* (**The instrument field will populate after level is selected**)
   - Student Name*
   - Grade*
   - If the student is performing a Violin or Piano solo and is in Grades 1-3, you will be able to select whether the student is Suzuki trained.
   - Multiple Auditions: If you know that a student is performing another audition (or, if you want to check to see), click the multiple audition box. If the system notices that a student has been registered for another audition, you will notice the students name pop up. If you are reasonably confident that this is the correct student, select the check mark next to that student's name. If you are confident that this is not the same student, uncheck the 'Multiple Auditions' checkbox.
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5. Accompanist: When you click in the accompanist field, a dropdown will populate that lists all of the accompanists currently working at this festival. To ensure correct spelling and linking, you may simply click the name of the accompanist. You may also simply type in the name of a new accompanist if yours is not on the list. ***DO NOT type 'tape' or 'recording' in this field. Only type in the name of the person who will be playing piano.**
6. Click the

   

   button.

NEW, January 2026: NYSSMA Manual Integration

Embedded media: https://www.youtube.com/embed/dw_XaiCNEB4?feature=oembed

Instructions

The NYSSMA Manual Integration is designed to simplify the piece selection process during registration. This tool allows users to quickly locate approved selections while completing a student's registration.

Important Note:

This tool is provided for ease of registration only and is **not** intended to replace the official NYSSMA Manual. The official NYSSMA Manual remains the authoritative source for all repertoire requirements and rules.

1. **Select the Evaluation Details**
   Begin by choosing the evaluation type, level, and instrument from the available dropdown menus.
2. **Enter Student Information**
   Enter the student's name and grade level as prompted.
3. **Search for the Assigned Piece**
   In the piece search field, type **at least four characters** of the book title or piece title.
   A list of matching results will automatically populate below the search field.
4. **Select the Correct Piece**
   From the populated list, select the piece the student will be performing.
5. **Optional: Refine by Composer**
   If needed, you may further narrow the results by entering the composer's name.

Additional Notes

Always confirm that the selected piece aligns with the current NYSSMA requirements for the chosen level and instrument.

If you have questions or encounter difficulty locating a selection, please contact your school's music department or festival administrator for assistance.

Frequently Asked Questions:

Question: I selected the publisher "X" for this solo, but Da Capo saved it as publisher "Y".

Answer: If more than one publisher is listed and selecting one results in the wrong publisher being saved in Da Capo Music Festivals (NYSSMA Registration), **it is not an issue**. See the statement below from the official NYSSMA Manual. Students must perform from the correct edition if the NYSSMA manual states that a specific edition is required. (As per NYSSMA Manual Chairperson, Jan 9, 2026)

> **From the NYSSMA Manual (**https://manual.nyssma.org/manual/rules/all-state-solos, accessed Jan 9, 2026**)**:
>
> **Any standard edition will be permitted unless a Manual listing specifically states which edition to use (ex. “Only IMC,” “No Suzuki,” “This ed. only,” etc.).** Editions listed are recommended because of excellence in editing. Musical reductions, changes in instrumentation or vocal scoring along with arrangements are not considered standard editions.

Question: The manual states that the student must play TWO (or more) selections for a given level, but the Da Capo Music Festivals Manual Integration only allows one piece. What do I do?

Answer: In this case, please select one of the pieces using the radio button selection. For the other piece(s), type in the title of an approved piece in the MOVEMENTS section of the registration page.