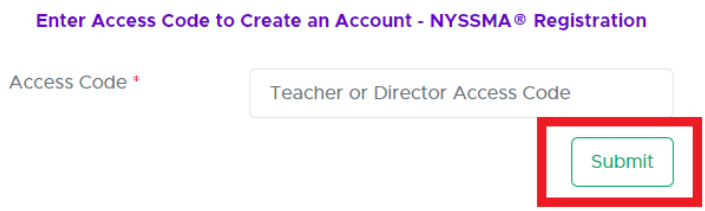
Register for a new account

Initial Setup · https://dcmfdocs.dacapowebdevelopment.com/doc/dcmf-festival-chair/register-for-a-new-account/

Register for a new account



1. Using any modern browser that has JavaScript enabled, visit https://www.dacapomusicfestivals.com and click the yellow Register for New Account button.
2. The access code to register for a teacher account can be found by clicking '**Teacher Access Code can be Requested Here**' near the bottom of the Registration Page. Type that access code into the white box and click Submit.



3. Enter your demographic information.
4. When you choose a county, a list of districts will populate.
5. When you choose a district, a list of school buildings will populate.
    - If your **district** is not listed, you **cannot complete** your registration. Please submit a support ticket at https://forms.dacapowebdevelopment.com/addschool and ask for a building to be added.
    - If your school is not listed, you can complete your registration. Please submit a support ticket at https://forms.dacapowebdevelopment.com/addschool and ask for a building to be added.
6. Choose a unique username and strong password. Password should be a combination of lowercase, uppercase, numbers, and symbols.
7. Click the green button to submit your registration.
8. You may print the confirmation page if you choose. Please remember your password.

> It is best practice to use a strong, unique password for each site on the Internet. We recommend that you use a password manager to maintain your list of password lists. Most password managers, including those built into Chrome and Safari, can sync between all of your devices. Simply search for 'password manager' online and you can read reviews about many different password managers including 1Password, LastPass, Dashlane, and others. Many of these password managers have free tiers with many features.