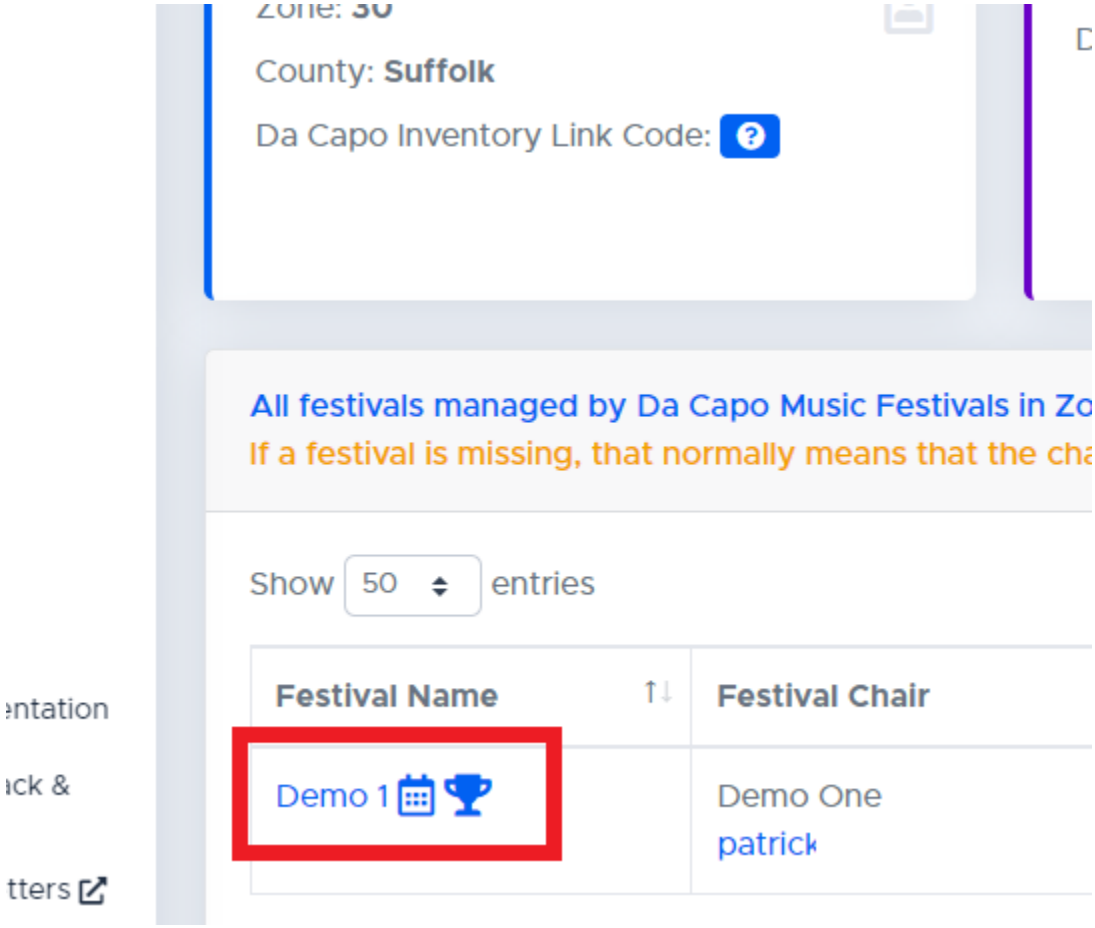
View Schedule, Playing Permits, Scores, etc.

View Registrations · https://dcmfdocs.dacapowebdevelopment.com/doc/dcmf-teachers/view-student-registrations/

1. Once scheduling information has been posted by the festival host, playing permits will become available.

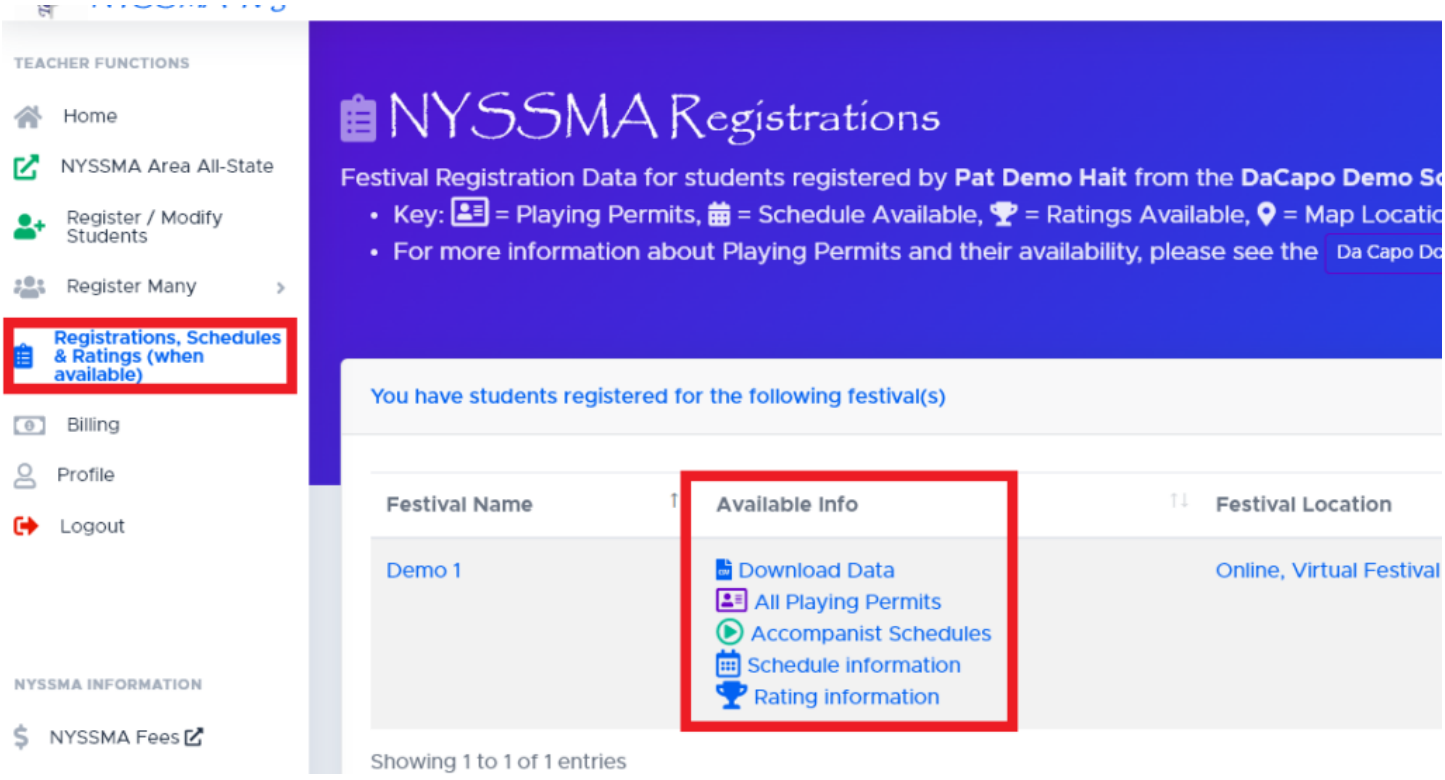


2. After the registration period has closed, you may see various icons beside the name of the festival.
   - The calendar icon means that the schedule has been posted.
   - The trophy icon means that ratings have been posted.

View Schedule Information

NOTE: Some festival chairs only show schedule information and playing permits if payment has been received. Please communicate with the festival chairperson to ensure timely payment.

1. If the schedule has been posted, click '**Registrations, Schedules & Ratings**' on the left menu.
2. Click on the name of the festival for which you'd like to see the schedule. The list of students that you have registered will appear near the bottom half of the screen. You can sort this list by clicking on any heading. You can also search this list using the search field.
3. You can Download an Excel CSV Spreadsheet of all of your registrations, scores, accompanist schedule and ratings from links at the top of this page.
4. Schedule information will be displayed on the bottom half of the page.



Enter Student Payment Information (Optional)

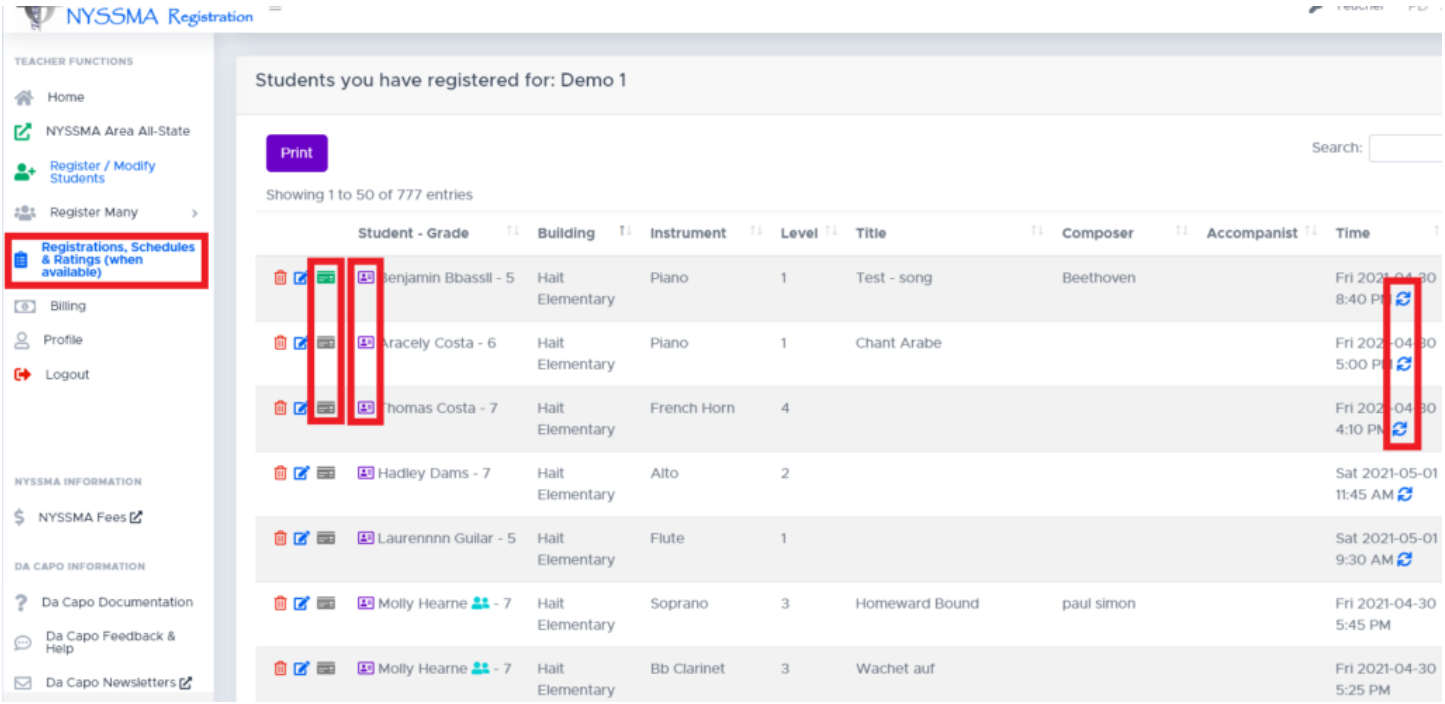
- You may also enter in any payment information that you receive from the student. This information will be shared between you and your "Director of Music" / Chairperson / Liaison. This is only designed to help you to keep track of your own accounting - and to share check numbers with your music department leader / secretary.

Print Playing Permits

- Students generally need to bring the playing permit with them to their audition room.
- Playing permits are often released by the festival chairperson 1-2 weeks before the festival. If you do not see the playing permit link available for a festival in that timeframe, please reach out to the festival chairperson. Sometimes, festival chairs withhold playing permits if payment is not received. Payment is generally due immediately after the close of registration. Chairperson contact information can be found on your 'Da Capo Music Festivals' main page - in the festival list.
- You can print all playing permits for students that you registered for a festival by clicking the purple Playing Permit icon or the word 'All Playing Permits' (image above).
- You can also print individual playing permits by clicking the purple Playing Permit icon beside the student name in the list (image below).

Switch Audition Times

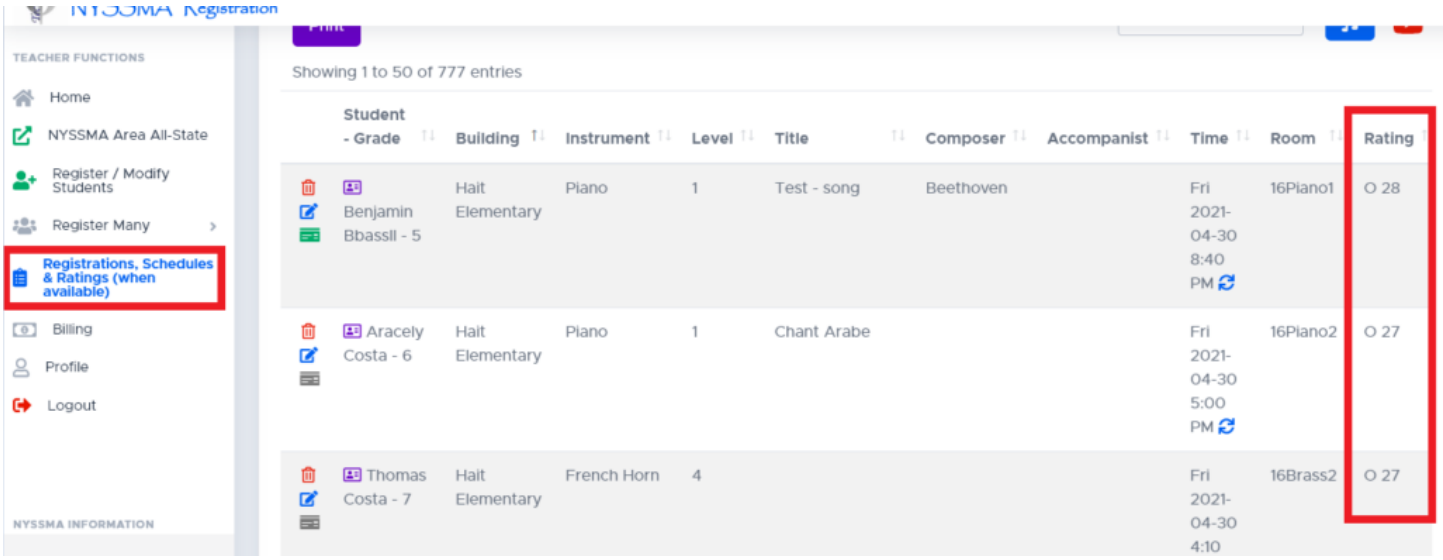
- If the festival chairperson has given teachers the ability to switch audition times between your own students, you will see a blue circle icon beside the assigned time. More information about this feature can be found here.



View Scores

- If the festival chairperson published the ratings, they will be viewable in the right-most column of this screen (image below).
- Scores are often released one or two days after the festival is complete.
- The procedure for obtaining your NYSSMA sheets should be shared with you or your district's contact person shortly after the festival. Sometimes they are mailed, sometimes it is expected that a contact person retrieves them from the festival site.
- If your scores do not appear within a few days, please contact the festival chairperson. Chairperson contact information can be found on your 'Da Capo Music Festivals' main page - in the festival list.
- You can also click the 'Download Data' button (image above) to download your scores and save them in an excel file.

> Important: All scores and student data are removed from this system on or about July 1 each year. Teachers, Administrators, and Festival chairs are encouraged to download the score data for their students at the conclusion of the festival season.
> Important: NYSSMA Sheets are never handled or stored by Da Capo Music Festivals (NYSSMA Registration). They get sent directly to the school from the Festival Chairperson. Clients of Da Capo Inventory, however, can upload scanned NYSSMA sheets and attach them to student records with great ease. These records will follow the student throughout their career in your school district.



Downloading Data

To Download an Excel Spreadsheet of your data, click "Download Data" near the top of the Registrations, Schedules, and Ratings screen. You should do this for each of the festivals your students attended. If the file says "Ratings not available", please contact the festival chairperson and ask that the ratings be released. You can find their email address on your Teacher Homepage (Dashboard).

