

NATIONAL HONOR CHOIR REGISTRATION INSTRUCTIONS FOR DIRECTORS & SPONSORS

Parents/Guardians should use the Parent/Guardian set of instructions

BEFORE YOU BEGIN:

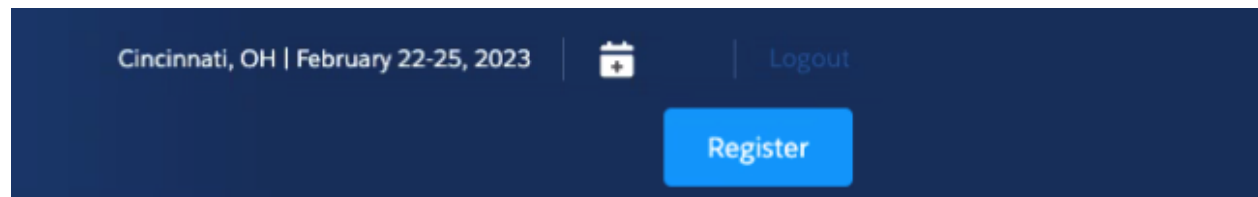
- You will need your ACDA member number
- You will need the following personal information for each student:
 - T-Shirt Size
 - Height in Inches
 - Home mailing address. Music packets often arrive after school is out for Winter Break. Home addresses are required.
 - Primary email address for the student. This might be theirs or it could be their parent/guardian or even yours. This email address will be used for important communication. Consider how to best meet this need before registering students.
 - The name and phone number of the parent/guardian.
 - Any food allergies or health concerns of the student
- The student's name exactly as it should appear in the program
- The student's two required forms for upload
- If high school, whether the student is registering with or without quad occupancy housing. Housing option is only provided for HS students in SSAA and SATB choirs.
- The names and phone numbers of any additional chaperones. A chaperone is a person who is not the parent/guardian who may be responsible for the student while in Cincinnati. This could be you, the Director, or could be someone else

If you have any trouble with the Registration process, please contact us at membership@acda.org. Email is the fastest and best way to receive support.



STEP 1 GETTING STARTED:

1. Click the “Register” button on the Honor Choirs Landing Page (under Step 3)
<https://acda.org/conferences/honorchoirs/2023-honor-choir-participation-details>
2. Click “Login” in the upper right
3. Sign in to your ACDA account
 - a. Use the “Forgot Your Password” if you need assistance. Be advised that sometimes the retrieval email goes to your junk folder. Still need help? Email us at membership@acda.org
4. If necessary, click the link provided on the webpage again.
5. Click the Blue Register Button



Continued next page

STEP 2 REGISTERING ONE STUDENT:

To see information about registering multiple students, skip to STEP 4

1. Find your Registration Type. What choir will this student participate in?
2. Change the quantity to 1
 - a. Note: If registering high school students, you have the option to register without housing or with housing.
 - b. The additional cost for housing is included upon final checkout.
3. Click the yellow CONTINUE button and be patient as the system loads the information you need.

The screenshot shows a registration interface with a navigation bar at the top containing '1 Tickets', '2 Agenda', and '3 Checkout'. A timer in the top right corner shows '36:25'. Below the navigation bar, there are two registration options:

	Elementary Honor Choir	USD 350.00	Quantity: 0
	Jr. High / Middle School Honor Choir	USD 350.00	Quantity: 1

To the right of these options is a 'Registration Summary' panel with the text 'You currently have no items in your order.' Below this panel are two buttons: 'Cancel Order' and 'Continue'. Two red arrows point to the 'Continue' button and the quantity input field for the 'Jr. High / Middle School Honor Choir' option.

Continued next page

READ CAREFULLY

4. The registration form will load. The information on the **RIGHT side** of the form is **for the student**.

- a. As the Director, you will notice your name is in Blue on the left.
- b. **The Right Side should all relate to the student's information.**

As you look at the RIGHT side of the form:

- i. **If you notice this information is auto-filled with your information, DELETE the information and fill it in WITH THE STUDENT'S INFORMATION.**
- ii. ATTENDEE INFORMATION refers to the STUDENT'S INFORMATION
- iii. Pay close attention to the email field. This is where you want all correspondence to go. This might be the student OR the parent/guardian email address or even your email address
- iv. Chaperone information is to provide the information for the person who will be responsible for the student while on-site in Cincinnati. This may be the parent/guardian, you, or someone else.
- v. Some sections may seem redundant. Remember that everyone's registration circumstances are different. Repeat information as necessary.
- vi. Image below for reference
- vii. Click the Green CONTINUE button to proceed to the payment section

Jr. High / Middle School Honor Choir

Attendee Information

*First Name
Clark

*Last Name
Grissold

*Email
scottadavis.cb@gmail.com

Singer Details

*Singer Height (in Inches)
-- Please Select --

*Singer T-Shirt Size
-- Please Select --

Singer Mailing Address

Mailing Address: This needs to be the HOME ADDRESS of the student to receive their honor choir music. Do not use a school address as this music often arrives after schools have gone on Winter Break. Music will be shipped directly to the singer via J.W. Pepper.

*Address 1
Address 2
Address 3

Close Continue

added at checkout (additional \$230)

STEP 3 PAYMENT BY DEBIT/CREDIT CARD

1. For credit/debit card payments, enter your card information.
2. If we have an address on file for you, it may be listed under “Billing Address.” It is required that the address listed here matches the one you are using for your credit/debit card exactly.
3. If you need to add a new address, simply click the “New Address” button.

You will notice a summary of your registration information on the right side. High school students, who selected the housing option, will see the additional housing charge here.

4. Click PROCESS PAYMENT when you are done.
5. A receipt will be emailed to the address you indicated in Step 2. An additional confirmation email will also follow. Please advise the student/parent/guardian to check their spam/junk folder for these emails.

1. Choose a Payment Method

Credit Card

Proforma Invoice

* Card Holder Name

* Card Number * CVV

* Expiry MM / YY

Would you like to save this payment method for future use?

Billing Address

[+ New Address](#)

Clark Griswold 1234 Main, London, 11111, GB [Edit](#)

Clark Griswold 545 Couch Drive, Oklahoma City, OK, 73102, US [Edit](#)

Clark Griswold Main Street, Chicago Heights, IL, 60411, US [Edit](#)

[Process Payment](#)

Registration Summary

Discount [Apply](#)

Rusty Griswold
Jr. High / Middle School Honor
Choir [Edit](#) USD 350.00

Subtotal: USD 350.00

Total USD 350.00





[Cancel Order](#) [Back](#)

ALL FINISHED!

STEP 4 REGISTERING MULTIPLE STUDENTS:

1. Find your Registration Types. What choirs will these students participate in? You can register students in multiple choirs at the same time.
2. Change the quantity on each choir type to reflect the number of students you wish to register under that choir.
 - a. Note: If registering high school students, you have the option to register without housing or with housing. The additional cost for housing is included upon final checkout.


Continued below

	Elementary Honor Choir	USD 350.00
		Quantity 0
	Jr. High / Middle School Honor Choir	USD 350.00
		Quantity 0
High School SATB		
	High School SATB Honor Choir	USD 350.00
		Quantity 1
	High School SATB Honor Choir + Hotel	USD 350.00
	Housing—Choose this option if you want housing included; cost is added at checkout (additional \$230)	Quantity 1

Registration Summary
You currently have no items in your order.

Cancel Order

Continue



3. Click the yellow CONTINUE button and be patient as the system loads the information you need.

4. The registration form will load. The information on the **RIGHT side** of the form is **for the student**.

- As the Director, you will notice your name is in Blue on the left and the additional students are also listed on the left.
- The Right Side should all relate to the student's information.** As you look at the RIGHT side of the form:
 - If you notice this information is auto-filled with your information, **DELETE** the information and fill it in **WITH THE STUDENT'S INFORMATION**.
 - ATTENDEE INFORMATION refers to the STUDENT'S INFORMATION
 - Pay close attention to the email field. This is where you want all correspondence to go. This might be the student OR the parent/guardian email address or even your email address
 - Chaperone information is to provide the information for the person who will be responsible for the student while on-site in Cincinnati. This may be the parent/guardian, you, or someone else.
 - Some sections may seem redundant. Remember that everyone's registration circumstances are different. Repeat information as necessary.

- vi. Image below for reference
- vii. Click the Green CONTINUE button to proceed to the next student. Again, you may have to overwrite pre-populated information. You should see the student names over on the left side of the page. The name that is in blue is the current student you are working on.

High School SATB Honor Choir

Attendee Information

*First Name
Fraser

*Last Name
Crane

*Email
fcrane_acda@mailinator.com

Singer Details

*Singer Height (in Inches)
65

*Singer T-Shirt Size
Adult Large

Singer Mailing Address

Mailing Address: This needs to be the HOME ADDRESS of the student to receive their honor their music. Do not use a school address as this music often arrives after schools have gone on Winter Break. Music will be shipped directly to the singer via J.W. Pepper.

*Address 1

Address 2

Address 3

Close Continue

STEP 5 PAYMENT BY DEBIT/CREDIT CARD:

1. For credit/debit card payments, enter your card information.
2. If we have an address on file for you, it may be listed under “Billing Address.” It is required that the address listed here matches the one you are using for your credit/debit card exactly.
3. If you need to add a new address, simply click the “New Address” button.

You will notice a summary of your registration information on the right side. High school students, who selected the housing option, will see the additional housing charge here.

4. Click PROCESS PAYMENT when you are done.
5. A receipt will be emailed to the address you indicated in Step 4. An additional confirmation email will also follow. Please advise the student/parent/guardian to check their spam/junk folder for these emails.

Cincinnati, OH | February 22-25, 2023

1. Choose a Payment Method

Credit Card

Proforma Invoice

* Card Holder Name

* Card Number * CVV

* Expiry /

Would you like to save this payment method for future use?

Billing Address

+ New Address

- Clark Griswold 1234 Main, London, 11111, GB Edit
- Clark Griswold 545 Couch Drive, Oklahoma City, OK, 73102, US Edit
- Clark Griswold Main Street, Chicago Heights, IL, 60411, US Edit

Process Payment

Registration Summary

Discount

Rusty Griswold
Jr. High / Middle School Honor
Chair Edit

Subtotal: USD 350.00

Total USD 350.00

[Cancel Order](#)

ALL FINISHED!