

## NATIONAL HONOR CHOIR REGISTRATION INSTRUCTIONS FOR PARENTS & GUARDIANS

Directors/Sponsors should use the Parent/Guardian set of instructions

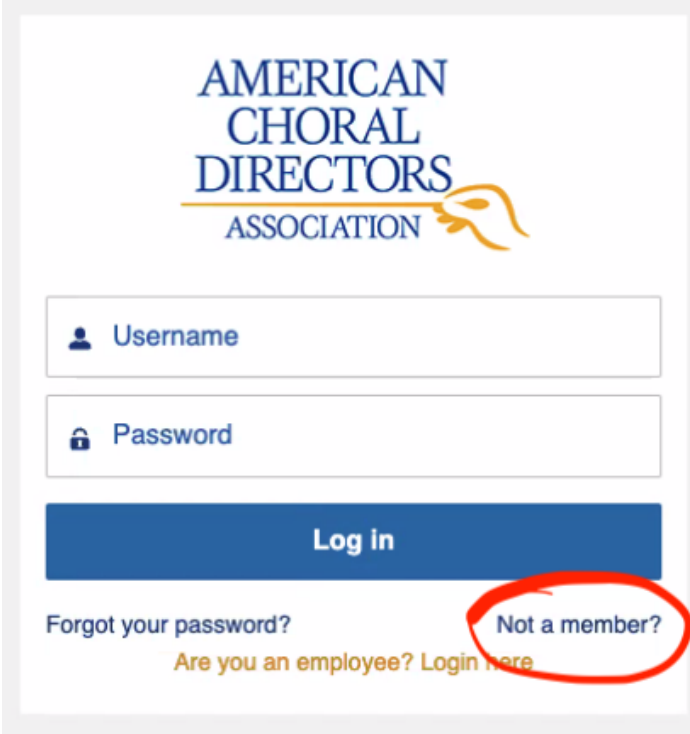
### **BEFORE YOU BEGIN:**

- 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](mailto:membership@acda.org). Email is the fastest and best way to receive support.

## **STEP 1 GETTING STARTED:**

1. Click the link on the Honor Choir Landing Page that says “Register” (under Step 3)  
<https://acda.org/conferences/honorchoirs/2023-honor-choir-participati-on-details>
2. Click “Login” in the upper right corner
3. Create your Account
  - a. At the Sign In page, Click “Not a member” in the lower right



AMERICAN  
CHORAL  
DIRECTORS  
ASSOCIATION

Username

Password

Log in

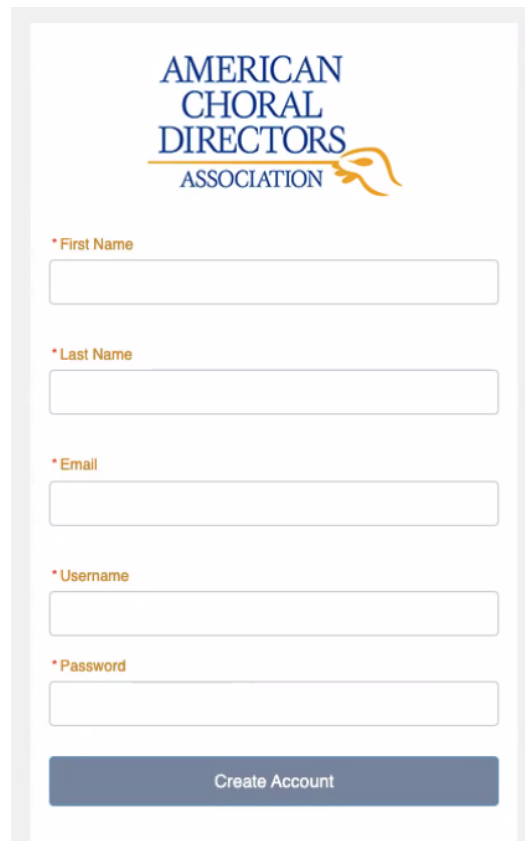
Forgot your password?

Are you an employee? Login here

Not a member?

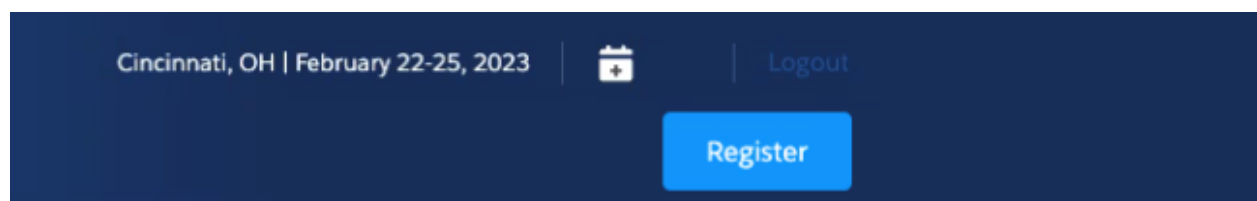
Continued next page

- b. Fill out the account creation form. You should fill this information out using the Parent/Guardian's information.
- c. When done, take note of your Username and Password and create "Create Account"



The image shows a web form for creating an account with the American Choral Directors Association. At the top, the logo features the text "AMERICAN CHORAL DIRECTORS ASSOCIATION" in blue, with a stylized orange hand icon to the right. Below the logo are five input fields, each with a red asterisk and a label: "\* First Name", "\* Last Name", "\* Email", "\* Username", and "\* Password". At the bottom of the form is a blue button with the text "Create Account".

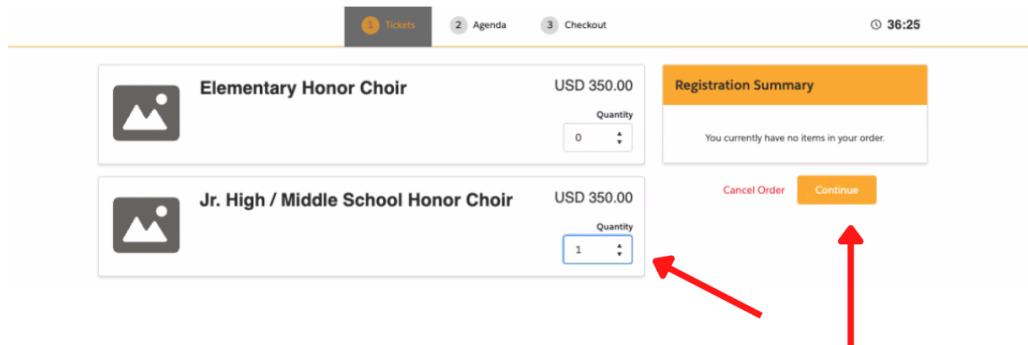
4. Proceed back to the link from the Honor Choir landing page under Step 3 and use use your new Account information to Log In
5. Click the Blue Register Button



## **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.



*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. The name on the account 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
- 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, Director, 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

Clark Grissold

\*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.

Cincinnati, OH | February 22-25, 2023

Tickets

15:53

### 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 USD 350.00 Edit

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*

38:58

1 Tickets    2 Agenda    3 Checkout

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <span style="font-weight: bold;">Elementary Honor Choir</span> <span style="float: right;">USD 350.00</span> <div style="text-align: right; font-size: small;">Quantity 0</div> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <span style="font-weight: bold;">Jr. High / Middle School Honor Choir</span> <span style="float: right;">USD 350.00</span> <div style="text-align: right; font-size: small;">Quantity 0</div> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <span style="font-size: small;">High School SATB</span> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <span style="font-weight: bold;">High School SATB Honor Choir</span> <span style="float: right;">USD 350.00</span> <div style="text-align: right; font-size: small;">Quantity 1</div> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <span style="font-weight: bold;">High School SATB Honor Choir + Hotel</span> <span style="float: right;">USD 350.00</span> <div style="text-align: right; font-size: small;">Quantity 1</div> <p style="font-size: x-small; margin-top: 5px;">Housing—Choose this option if you want housing included; cost is added at checkout (additional \$230)</p> </div> </div>
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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.**

- a. The name of the account is in Blue on the left and the additional students are also listed 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
  - 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, Director, 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 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  
fraser\_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 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

## **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

Tickets **Payment** 15:53

### 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](#)

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

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Subtotal: USD 350.00

**Total USD 350.00**

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

**ALL FINISHED!**