

# 2021 FCMTA Fall Festival Teacher Packet

This is your Teacher Packet. It outlines registration instructions for your students and includes the scheduling sheet you will print and fill out to list all of your entered students. If you have questions, please email Joe at [harkinspianostudio@gmail.com](mailto:harkinspianostudio@gmail.com)

## Registration

- Each teacher must register their students online by the **October 18th, 8 pm deadline** <https://fcmta.org/piano-festival>
- You MUST be logged in to the FCMTA site to access the registration form. Silvana and Don have all login instructions for members. Please reach out to them if you need assistance logging in to our site.
- **Online Form:** Fill out the registration form for each student you would like to enter. Your responses will be saved when you click "Submit" at the bottom of the form. <https://fcmta.org/webform/piano-festival-registration>
- Judges Sheets will auto-populate from the Online Registration form you filled in for each student.
- **Printing Judges Sheets.** Members Area >> My Piano Festival Registration. Go to the table with your registrations and click "judge sheet" Please make sure you print **two** judges sheets for each student.

## Fees

- \$30 per student for members, \$45 per student for non-members. Submit one check for the total registration fees for all of your students. Checks made out to FCMTA.

## Document Deadline

- Each teacher must print out and turn-in the following documents listed below by the **October 18th, 8 pm deadline** either to Joseph Harkins at 4020 Berwick Ln 80524, or to Piano Center of the Rockies 2721 S. College Ave. 80525

## Your Festival Document Envelope Should Include:

1. One check made out to FCMTA with total registration fees for your students.
2. Two completed judge sheets **for each student**
3. One completed scheduling sheet (page 2 of this PDF) which will be used to write in awards to each student

Joe will handle all registration forms, as they will be auto-organized into an Excel sheet from our online form submission page. **Thank you** to Alejandro Cremaschi for streamlining the process!

