

District/State Choir Registration Help Sheet

- Download the **Vocal Application Worksheet** from www.ksmea.org and have your applicants complete and turn in
- Log on to www.ksmea.org and under **High School Choir Audition Registration** click on **Learn more about the SFG Manager**
- Under: **What do I do if I do not have director ID account, or I cannot remember my director ID or password** click on the **create or retrieve** link
- Follow the process of creating a new account if you are a new user or retrieving your username and password (they will be emailed to you)
- Once you have secured your username and password click on the **State Festival Group Manager** link found on the www.ksmea.org home page. Enter your username and password.
- Once you have logged in take note of the information located in the message box regarding your account affiliation.
- Click on **Students**
- From the **Students** page you will see a side menu—choose **Add a Student**
- Students you registered last year will be stored in your roster—you should only need to add new students who will be auditioning
- Use your **Vocal Application Worksheet** to enter the information requested in the **Add a Student** fields
- Once you have completed all fields for a given student click **Save Changes**—repeat until all auditioning students have been entered
- Click on **Auditions** from the top menu
- From the **Auditions** page side menu click on **Create a New Audition**, then click on **Register an audition for choir**
- Choose the students you wish to register
- Select the appropriate information for that student and click **Save Audition Record**
- You can view your registrations by choosing **Auditions** from the top menu.
- **If, after following these steps, you are still struggling with registration please feel free to contact me (dustincates@smsd.org - 816.304.0073) or the KMEA webmaster (webmaster@ksmea.org).**