How to Pre-Register Your Child for NYSSMA

Parent Portal · https://docs.dacapoinventory.com/doc/parent-pre-registraion/

Da Capo Inventory allows parents and guardians to submit a pre-registration request for their child to participate in a NYSSMA Solo and Ensemble Festival.

Important: A parent pre-registration is not yet an official NYSSMA registration. Your child's music teacher will review the information and approve the registration before it is officially submitted.

Before You Begin

You will need:

- A Da Capo Inventory Parent Portal account
- Your child linked to your account
- The festival, level, instrument or voice part, and teacher information provided by your school music department

Your child's music teacher will provide instructions for creating your account and linking your child.

Submit a Pre-Registration

1. Log in to the **Da Capo Inventory Parent Portal**.
2. Select the appropriate child.
3. Click **Pre-Registration**.
4. Select the festival approved by your school district.
5. Select the music teacher who should receive the request.
6. Choose the appropriate:
    - Evaluation type
    - NYSSMA level
    - Instrument or voice part

7. Enter any additional information requested, such as the composition, composer, arranger, movements, NYSSMA Manual page, accompanist, or scheduling preference.
8. Review the information and submit the request.

Do not worry if you are uncertain about some of the musical information. Your child’s music teacher will review the request before approving it.

Complete Payment

When online payment is available, you may pay the participation fee by credit card through the Parent Portal.

When your district accepts cash, check, or money order, print the payment certificate and submit it with your payment according to the instructions provided by the music department.

What Happens Next?

Your child’s music teacher will review the pre-registration, verify the festival and musical information, and complete the official registration.

Questions about eligibility, repertoire, levels, deadlines, payments, refunds, or district policies should be directed to your school music department. Da Capo Inventory Support is available for technical assistance with the Parent Portal.