Process Overview & Final Review

State Festival Pre-Registration · https://docs.dacapoinventory.com/doc/process-overview/

Da Capo Inventory provides **New York** school districts with a workflow that allows parents to pre-register students for NYSSMA Solo and Ensemble Festivals and, when enabled by the district, pay the applicable participation fee online.

District Setup:

1. Each teacher who wishes to have pre-registrations sent to them needs to link their Da Capo Music Festivals account to their Da Capo Inventory account
2. The Department Leader must enable Pre-Registration on the Administrator Dashboard
3. The Department Leader should notice which teachers have linked their DCMF accounts to DCI
4. The Department Leader must select at least one festival that parents will have access to and set a parent pre-registration deadline
5. The Department Leader should decide whether credit cards will be accepted and communicate with Da Capo Inventory Support to complete setup
6. The Department Leader should communicate to parents that the music department will answer all policy related questions. Da Capo Inventory Support will only be available for technical inquiries.

Teacher Actions :

1. Each teacher who wishes to have pre-registrations sent to them needs to link their Da Capo Music Festivals account to their Da Capo Inventory account
2. Teachers should communicate with the parents of their students and ask them to create a Parent Portal Account on Da Capo Inventory. Instructions for this are at the top of the Manage Enrollment page on Da Capo Inventory.
3. Teachers should communicate the deadline, festival information, and level information with the student's family.

4. Teachers should notice the new 'Pre-Registration' block on their Da Capo Inventory Homepage



5. Teachers should notice the payment status of each entry, review each entry, and submit the data package to Da Capo Music Festivals - State Registration System
6. The teacher should communicate to parents that the music department will answer all policy related questions. Da Capo Inventory Support will only be available for technical inquiries.

Parent Actions:

1. Parents will create a Parent Account on the Parent Portal
2. Parents will link students to their Da Capo Inventory Parent Portal account using instructions provided by the teacher (from step 2, above)
3. Parents will click 'Pre-Registration', select an approved festival, select the teacher who should receive the pre-registration
4. Parents will choose:
    - Evaluation Type (Normally Voice Solo, Brass/Woodwind Solo, String Solo, Percussion Solo)
    - Level (1-AS)
    - Instrument
    - Optionally include Composition, Composer, Arranger, Movements, Page in Manual, Time Preference, Accompanist
5. Parents can then submit payment via Credit Card if enabled by the Department Leader - Or print out a payment certificate and submit the certificate with cash/check/money order to the teacher.
6. The school music department will answer all policy related questions. Da Capo Inventory Support will only be available for technical inquiries.

Final Review:

As your pre-registration period in **Da Capo Inventory** wraps up, this is the ideal time to verify that your official registrations in **DaCapoMusicFestivals.com** are accurate before invoices and NYSSMA submissions are finalized. Any corrections must be completed before the "official deadline listed in DaCapoMusicFestivals.com." for each individual festival.

Please take a few minutes to complete the steps below:

Step 1: Review Pre-Registrations in Da Capo Inventory

Log in to **https://www.dacapoinventory.com** and confirm that all pre-registrations linked to your account have been properly handled:

- **Incorrect teacher selected by parent:**
  Reassign the registration to the correct teacher.
- **Incorrect festival selected by parent:**
  Choose the correct festival and click **Update**.
- **Duplicate registrations for the same student:**
  Void the duplicate transaction(s).
- **If your district uses Da Capo Music Payments (credit cards):**
  Confirm with your Director of Music whether you are expected to act only on **PAID** transactions.

Step 2: Verify Official Festival Registrations

Log in to **https://www.dacapomusicfestivals.com** and review your registered students for each festival:

- Confirm that your student lists appear accurate.
- Sort by **Student Name** to identify any duplicate entries.
- Duplicate students increase your district's invoice because each entry generates an official NYSSMA registration under your account.

Director of Music - Additional Review

Directors can view a more complete, district-wide picture of registrations in both **DaCapoMusicFestivals.com** and **DaCapoInventory.com**.

On **Da Capo Music Festivals**, I recommend:

- Switching the view to **Director of Music**
- Sorting alphabetically by **Student Name**
- Reviewing the list for duplicate students

Duplicate student entries will increase your district's invoice, as each entry results in an official NYSSMA registration.

Taking a few minutes now to verify your data will prevent billing errors, duplicate NYSSMA registrations, and downstream corrections later.
Thank you for your attention to detail and for helping keep the registration process smooth for everyone.