

How to Gain Access on CTFest.net and Login Message Explanations.

Three things need to be in place before access to CTFest.net is granted: Your individual NAFME/CMEA membership must be current; your school's School Association Fee (SAF) payment and the SAF Invoice form with teacher info completed must be received in the CMEA office

The SAF form was mailed to schools in June and is also posted to cmea.org.

SAF payment is due by the end of **September** to the CMEA office, check or school purchase order.

If your school is slow to process, send a copy of the official school PO form by mail or fax to 860-632-1853.

We can accept that for CTFest access pending payment and it will also allow us to bill them directly.

We will accept SAF payments/forms after the posted deadline, but that will give you is a shorter window of time to register students for auditions, since CTFest access **will not** be granted until all is received.

Once online registration closes, onsite registration is possible for a \$50 per student fee.

The quickest way to check on whether or not your school payment has arrived at CMEA is to log on to CTFest.

If you forgot your password, please use the link "Need Password" on the home page, the site will send it to you automatically.

If your SAF has not been received you will see a **RED** message. **Your School is Blocked...contact CMEA.**

Please contact your school's business office first if your school shows up as blocked in this way, even if you thought that your district sent this some time ago. CMEA records payments within two days of receiving them.

If your school has paid the SAF but your own individual membership has lapsed then you will also see a **RED** message when you log on "**Your Teaching Areas are blocked....**" Go to nafme.org and renew. Forward a copy of your receipt to the office at cmea@snet.net for quickest ctfest access, we do not receive automatic renewal notices from NAFME on our end.

If you log on and see a **BLUE** message "**Your school is not permitted to enter students in certain areas at this time.....**" You are NOT blocked. This message means that not all subject areas on the site have been opened to your school, but your area is. For example, when the choral teacher is a CMEA member and signs up to participate but the instrumental teacher is not participating. CTFest is open to register only choral students. Another example is when the school has paid SAF but only some of the teachers' individual memberships are current. You see this **BLUE** box because your membership is current, but someone else at your school may not be (Their log in shows them a red message). So if the blue box comes up, go ahead and register your kids! Contact the CMEA office if you have difficulty.

Audition Registration Closing and Payment Due Dates

You may add or subtract students yourself on your ctfest page, as much as needed up until the registration closing date. After that date, you are responsible for sending in a payment that matches the entire amount indicated on your school's invoice whether or not all the students listed on it actually audition. Please do not cross out students and alter the total on your invoice. We commit time and hire judges based on the total signed up at the time registration closed. It is in your best financial interest to be certain of your students' commitment *prior* to the registration closing date.

Please mail a copy of the CTFest invoice with your audition payment, check or school purchase order form to the CMEA office by the postmark deadline on the invoice.

Check your region page on cmea.org for audition registration closing dates and other important dates and deadlines.

* Please do not register students that you do not teach yourself. CMEA student festival participation policy states that participating students "**must be a member of his/her school's performing group under the direction of a CMEA member in good standing**". We try very hard to keep fees as low as possible for your students and depend in part on the small portion of your NAFME membership dues that CMEA gets in order to do so. Registering a non-member colleague's students truly undercuts our efforts in this area.