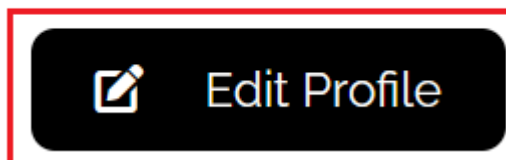




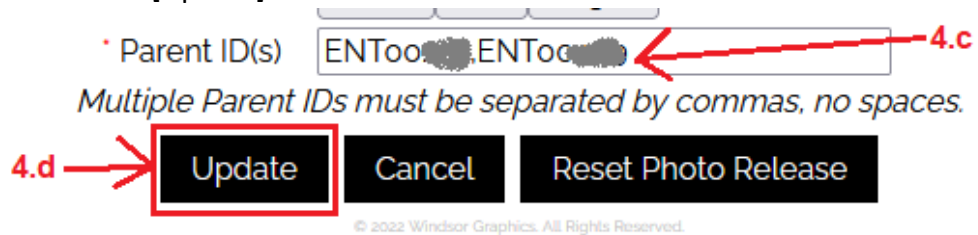
Duet Registration in Music Festival Suite

Currently, students are unable to register themselves for duets in Music Festival Suite. This document provides instructions on how parents can register their child for a duet.

1. Visit <https://pamf.musicfestivalsuite.com> to create a Profile as an Entrant's Parent or to log in to your Profile. If you've already done this take note of your ID and skip to step 2.
(If you are encountering difficulties creating a profile (or would like detailed Instructions) please open <https://pamfa.ca/ParentParticipantProfileFirstTimeCreation.pdf> on our web site.)
2. Visit <https://pamf.musicfestivalsuite.com> to create a Profile for your child. If you've already done this, take note of the child's ID and skip to step 3.
(If you are encountering difficulties creating a profile (or would like detailed Instructions) please open <https://pamfa.ca/ParentParticipantProfileFirstTimeCreation.pdf> on our web site and go to the second section.)
3. Have the parent of the other child in the duet visit <https://pamf.musicfestivalsuite.com> to create a Profile first for themselves and then for their child. If they have done this please have them give you the child's ID and then skip to step 4.
(If they are encountering difficulties creating a profile (or would like detailed Instructions) please have them open <https://pamfa.ca/ParentParticipantProfileFirstTimeCreation.pdf> on our web site.)
4. Give the parent of the other child your ID (noted in step 1) and ask them to link their child to you as follows:
 - a. Tell them to log on as the child
(i.e. their email address with the child's password)
 - b. Click on [Edit Profile] Button:



- c. At the very bottom to the right of Parent ID(s) place a comma and the ID given. (i.e. the ID noted in Step 1)
- d. Click on the [Update] button:



Note: Since the link is not a legal statement, this is merely a work-around to allow duet registration to proceed.

- 5. Register the Duet as you normally would. When you select the class that is a duet - you should not get an error, and should be able to select 2 performers - yours and the other child.
If there is an error - please review the messages and confirm that the other child does indeed have you linked as a co-parent.
 - a. Be sure to click on each performer and indicate the teacher;
 - b. Be sure to click on the final details and indicate who will be paying.

You have successfully registered your child and another child in a duet!

Please contact us at pamusicfestival@gmail.com if you have questions or require assistance.