

Using Northeast Missouri District Choir Website

1. Launching the website

- To launch the website, Start Internet Explorer and enter the web address listed below in the Address Bar: <http://catnet.centralia.k12.mo.us/distchor/> (**notice NO www**)
- This will open a new IE window with the website in it.

Note: *This website was designed for use in **Internet Explorer**. If you do not have IE, you can download it from www.microsoft.com. Do not try to use the website with Netscape or any other browser.*

2. Logging onto the website (**first time**)

- Click the Director Login link at the bottom of the screen
- Select your school from the drop down list and click Continue
- You will be alerted of the computer-generated password given to your school. You will need to jot this down for future use. You will be able to change it to something you can remember in a few steps. Click OK
- Enter all of your information in the School Information screen that follows. You will need to enter a method of payment, either a PO number or a check number. This can be changed later if need be. Click Submit Information.

2A. Logging onto the website (**after first time**)

- Click the Director Login link at the bottom of the screen
- Select your school from the drop down list and click Continue
- On the next screen enter your name and your password and click Login
- This will send you to the school information page. Please double-check that nothing has been changed. You may also change anything you need to at this time. Click Continue when finished.

3. The Main Menu

- The Main Menu features links to various information and activities. Listed below are descriptions of each link's features:
 - District Choir Guidelines & Procedures
 - * Important listing of all guidelines/procedures followed at the District Choir auditions, rehearsals, and performance. Please read these carefully.
 - About the Rehearsal/Performance
 - * This screen will provide you with the dates, times, and other important specific information about the rehearsal/performance.
 - District Choir Repertoire
 - * Detailed listing of the music to be performed by the choirs along with links to several music dealers.
 - Add/Edit Entries
 - * A form for you to use to enter your students into the District Choir process. No postal services mailing will be needed to submit students.
 - Print Invoice for My School
 - * A printable invoice including the number of students you entered to audition, the purchase order number you entered, and a total amount due. Please print this and submit it to your accounts payable department.
 - Change Password
 - * This screen allows you enter your old password and change it to a password that you choose.

- Maps
 - * Printable maps to the audition and rehearsal sites as well as room by room maps of the sites are provided on this page.
- Edit My School Information
 - * This allows you the opportunity to change any information about you or your school. Please double check this information carefully.
- About the Clinicians
 - * Detailed information that you can read and print regarding the clinicians of the festival. Great to share with your students prior to the festival.
- View the Audition Schedule
 - * After the entry deadline is passed, an audition schedule will be generated on this page. You will need to print it off as it will not be mailed to you. Please remember to check the times carefully.
- Contact Festival Manager
 - * Click this link to email questions or comments to the Festival Manager
- Help Index
 - * The help index contains step by step directions in using this site.

4. Add/Edit Entries

Note: Students will be scheduled in the order they are entered.

So...if you want an early time, enter your students early!

- a. Click the Add/Edit Entries link on the Main Menu
- b. This takes you to the Add/Edit Entries page.
- c. Click in the First Name box and enter the student's first name and hit Tab
- d. Enter the student's last name and hit tab
- e. Using the down arrow on your keyboard select the student's grade and hit Tab
- f. Using the down arrow select the student's voice part and hit Tab
- g. Hit the Enter key to submit the student
- h. That student should now be listed below the entry form along with two buttons: Modify and Delete
 - Click the MOD button to fix a mistake in the student's name, grade, or voice part
 - Click the DEL button to permanently delete a student from the database
- i. Repeat steps c thru g until you've entered all of your students.
- j. Click the Done button to view your entries
- k. At the Entry Confirmation screen, select Print from the File Menu to print this listing of the students you entered. This will serve as a reminder of who you entered and allow you to double check spelling, grades, and voice parts.

Note: After the entry deadline date you will not be permitted to add students or edit students already entered. You will be able to delete students, however you will still need to pay for that student's entry fee. **Entry fees are non-refundable.**

5. Things to remember to do:

- Enter your students and double check their information carefully
- Print the Confirmation listing of the students for your records
- Print a copy of your invoice and submit it to your accounts payable department
- After the entry deadline, print a copy of the audition schedule
- Read the District Choir Guidelines and Procedures VERY CAREFULLY!!
- Do NOT bookmark any page on the site except for the first one. This could lead to an error in your entries!