Vivace
Online Festival Management

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Why Vivace is Exceptional

• One place for up to date Teacher, Student and Festival Information
• Festival Registration is streamlined
• Quick and easy Schedules, Invoices, Certificates and Reports
• Several people can have roles for Festival Management
Vivace Timeline

Beginning Fall, 2022
See At A Glance - help.nfmc-music.org

First Tasks
- State Admins Authorize Festival Area Admins
- All Admins Complete Teacher and Student Profiles*

Pre-Festival Tasks
- Admins Create New Festivals
- Enter Festival Information (Fees, Dates, Guidelines, etc.)

Registration Period Tasks
- All Admins and Teachers Register Students
- Submit Materials and Payments
- Admins Approve Registrations, Complete Schedules,
  Notify Teachers of Schedules and Invoices, Print Festival
  Reports Needed for the Day

Festival Day
- Admins Enter Ratings Manually or by Scan**

Post-Festival Tasks
- Admins Compile Festival Reports and Notify Teachers of
  Festival Cup Procedures
- Teachers Compile Student History Reports

*There is help and instruction for teachers without an online presence
** NO Teacher or Admin can rate their own student!

Photo by Abdul A on Unsplash
Computers, Pop-Ups, and Browsers
Oh My!

• Desktop or Laptop Computer Best to Use

• Chrome, Firefox, Safari* Browsers
  *Safari only shows military time. Chrome/Firefox must be used for Reports and Scheduling

• Pop-ups Must Be Enabled - see Guides to learn how to do this for your PC or MAC

• If you have a problem, take a Screenshot of your entire page to send to your Festival Area Admin - see Guides to learn how to do this for your PC or MAC

• Find/Search Function - Less is More!

• Vivace Support Center - help.nfmc-music.org
Access Levels

Who Does What?

• Teachers manage the details of only THEIR Festival students
  • Having Trouble? Contact your FESTIVAL AREA ADMIN

• Festival Area Admins manage the data for all of the teachers and students in their Festival Area
  • Having Trouble? Contact your STATE ADMIN

• State Admins oversee the management of the data for all of the Festival Areas
  • Having Trouble? Contact your REGIONAL AREA ADMIN
Security

- Username - your email address sent to Vivace Authorization. This is CONFIDENTIAL AND PERMANENT. Even if you change your primary contact email, this will ALWAYS be your username. Primary contact information can be changed in the Profile Management page.

- First time users will be sent a TEMPORARY password. After logging in, create your new personal password. Your password must contain Upper and lowercase letters, numbers, and at least one special character! Passwords can be changed in the Profile Management page.

- You will be logged out of Vivace after 24 minutes of inactivity.
Vivace Homepage

• Blue Ribbon - Always at the top of the page in Vivace. Allows you to quickly click on the Navigate, Log In/Out, and Person icons at any time

• Navigate Button - Allows you to access different Modules (parts) of Vivace
  • My Students - Manage student lists, Register for Festivals, etc.
  • Festival Area - Access the Festival Area your students participate in (the name of your Senior Club or your Area)
  • Festival - Access current Festivals your in which your students are participating. To see past Festivals, click the Include Historical box
  • Reports - Generate any report you need
• Welcome (NAME) - If you see your name, you have successfully logged in!
• Logging Out - Click to log out of Vivace, top right
• Legend - Explains what each icon means, bottom left
• Getting Started/Quick Links - an easy way to access the Navigate Module
• News - Shows new instructional videos, rules, links, and updates to the Bulletin!
• Person Icon - Takes you to Profile Management Module
  • Enter/edit your information to keep it updated, change your password, or update your primary contact email address. Click SAVE if you change any information!
Support Tools
Help, Somebody Help!

• Tooltip - Explanation, appears when you hover over an icon. Words in **BOLD BLUE** can be clicked for a definition or explanation

• Get Help - Button can be found on many of the pages. Click it to read an in-depth explanation. Still need help? Contact your appropriate Admin

• Breadcrumb Trail - Blue bar directly above the information you are working on. It will take you back to your most recent page. **Use this instead of your back button**

• Support Center - Access many Help Videos and pdfs, [help-nfmcmusic.org](http://help-nfmcmusic.org)
• **Student Management**
  - Under My Students, you can edit student information, register a student for festivals, see their performance history, or archive a student you no longer teach

• **Add New Students**
  - If a student has participated in NFMC before, click yes and search for your student, only check yes if you are POSITIVE the student is in the NFMC system. When you see your student, click on that student to add
  - If you are entering a student who is not in the NFMC database, Enter a student’s First, Middle, and Last name and their date of birth. You must enter CORRECT AND COMPLETE information
  - Select Instrument
  - Enter Junior Club Name
  - Save
Teachers

• Add Students with Multiple Instruments/Disciplines
  • Click My Students - Edit - Current Relationships
  • Click Add New Relationship
  • Enter the new instrument/discipline
  • Enter Junior Club Name
  • Save

• If a student studies different instruments with different teachers, each teacher must have that student registered to their own My Students page

• If a student switches teachers of the same instrument, the first teacher must archive the student before the new teacher can add the student
Teachers

Continued

- Adding a Group of 5 or more performers
  - Click Add Student - check yes or no if the student is already registered
  - Click Group - enter Group Name
  - Select Instrument
  - Add Student Information
  - Save
- Edit Student Information
- View Teacher Relationships
- View Performances List
- Archive or Unarchive a Student
Teachers

Continued

• Download Student History Report (Ratings, Cup Points, Alternating Points)

  • Click Reports - Students - Festival Year - Download Report

    • NOTE - REPORTS WILL NOT BE UPDATED UNTIL ALL RATINGS HAVE BEEN CERTIFIED. WAIT UNTIL YOU HEAR FROM YOUR FESTIVAL AREA ADMIN

• Vivace enters all ratings for ensemble partners

• Alternated Event points are not shown on the Student History Report, however, it does show the total points collected
Teachers

Registration Process

• Select the Student
• Choose Event and Class
• Enter Required and Choice Piece Information
• Note Scheduling Issues
• Confirm Rules Compliance
• GATHER COMPLETE INFORMATION BEFORE BEGINNING THE PROCESS. INCOMPLETE WORK CANNOT BE SAVED
• Time Zone - All Festival Times are listed in EASTERN TIME ZONE. Be sure you know what time it is for YOUR area Festival. DO NOT WAIT UNTIL THE LAST MINUTE TO BEGIN REGISTRATION
• Become Familiar with Vivace Search Strategies - less is more!
• Scheduling Notes - ONLY ENTER SCHEDULING ISSUES
• To View Registrations - Click Festivals - Performances List - Status
• After all registrations are complete, the Festival Area Admin will email a Schedule and Invoice
• After all ratings are registered, the Festival Area Admin will send you a pdf or adobe or excel file for you to print Certificates
Festival Area Admins

• Add Teachers
  • Enter a TEMPORARY password for each teacher. They can use this password the first time they log in, and then they can change it to a private password.
  • There is support for helping a teacher who does not have an online presence. Visit help.nfmc-music.org

• Archive Teachers

• Deactivate or Reactivate a Teacher
  • If a teacher is a member but has not paid dues, they cannot enter a festival registration and can be deactivated
  • They can be reactivated when appropriate dues are paid
**Festival Area Admins**

**Manual Entry of History**

- Only Admins, Reviewers, Schedulers and Raters can enter the manual history
  - For each Festival Area, there can be up to TWO Admins, Reviewers, Schedulers and Raters
- Collect and data
  - Have each Teacher in your Area send their students’ histories
- Information Needed:
  - Teacher Last, First, Middle Name, Date of Birth
  - Student Last, First, Middle Name, Date of Birth
  - Festival Year(s) *start with the EARLIEST year a student performed*, Festival Area, Event, Class (for the year entered), Rating (for the year entered), Alternate or Combined Points (only when necessary), Grade
  - **Required and Choice Piece Entries are Optional**
- Enter Data collected into the Excel Template
Festival Area Admins

Manual Entry of History Continued

• After all data is collected and organized into the excel template, Enter your Teacher information first
• Then, Select a Teacher and add their Students
  • In the future, Teachers will add their own students
  • It is not necessary to note previous teachers for historical manual entry if a student has changed teachers
• After Students are entered, enter Student Performance History
  • Click Festival Area
  • Click Edit - Manual Entry
  • Search for a Student (use just a few letters)
  • Click Manual Entry Icon
  • Fill in the Performance Information IN ORDER, earliest entry first (Festival Area and Festival will be pre-populated), Enter Event:Class and Rating (Pieces are optional)
  • Save Changes
Festival Area Admins

Continued

• Festival Management
  • Add a New Festival and set up Festival dates
  • Set up Registration dates - NOTE: ALL REGISTRATION TIMES ARE IN EASTERN TIME! Notify Teachers of the times in your time zone
• Edit any Festival Information
• Edit Festival Personnel
  • Reviewer - Can approve Festival Registrations
  • Scheduler - Can compile the Schedule
  • Rater - Can enter Ratings - NOTE: TEACHERS CANNOT ENTER RATINGS FOR THEIR OWN STUDENTS!
Festival Area Admins

Continued

• Festival Fees
  • Can enter fees for First event, Subsequent events, Group events, Theory, etc.
  • Can enter Payment Information - to whom and where fees should be sent
  • If fees are entered, choose NO for Manual Invoice Pricing. Choose YES for Manual Invoice Pricing if there are different prices for different events
  • Allow “opt out” for Federation Cup - Choose Yes or No

• Registration Management
  • Declare Solo Classes
  • Approve Registrations
Festival Area Admins

Continued

• Scheduling Management

  • Give Teachers SPECIFIC information for how they need to register students. All information should be given in the format you request (Ex. If teachers request a time need, they should be instructed to enter “early morning” or “8:00am-11:00am”; If there are siblings, they should be instructed to enter “Last Name, First, First, First” or “First, First, First, Last Name” NOTE - SIBLINGS SHOULD NOT BE ENTERED HERE AND IN SCHEDULING NOTES

  • Teachers MUST fill in the special fields for their students or schedules cannot be made accurately! This includes Special Scheduling Needs (siblings, time of day, etc)

• Set Up Rooms

• Pre-Schedule first to allow for Schedule Requests

• Allocate the rest of the Schedule

• Compile the Schedule (Alternating Group Schedules could mean P1 is in same room/time slot as Advanced; Grouping Event Classes will keep classes together in time slots)

• Print/Email Reports and Invoices
Festival Area Admins
Continued

• Rating
  • All registration information is pre-entered in the Ratings Sheets!
  • Federation Cup Participant is selected YES by default
    • If you opt-out, every teacher must uncheck the Federation Cup Participant box on every registration
  • To ensure accuracy, Ratings MUST be entered TWICE by TWO people
    • A TEACHER (EVEN ADMINS) CANNOT ENTER RATINGS FOR THEIR OWN STUDENTS
  • Complete a First Pass, Second Pass, Reconciliation and then Certify Ratings
  • Festival Areas can choose to do a Manual Entry or Barcode Entry
Festival Area Admins
Continued

- Certificates
  - To PRINT certificates choose Certificates-Participation-Junior
  - To download certificates to MERGE choose Certificates-Export-Participation-Junior
State Admins

- Fill Out Application with National Admin
- Once Authorized, Designate Festival Area Admins
  - Each Festival Area can have up to 2 Admins, Reviewers, and Schedulers
- Enter the State Fee for Each Festival Registration
- Access Reports
- View/Manage all Festival Areas, Teachers and Students in the State
- Provide Support for Festival Area Admins
- Ask Support from Regional Area Admins
We Got This!

Setting up Vivace will take time and patience.


And as always, we are here to help!