

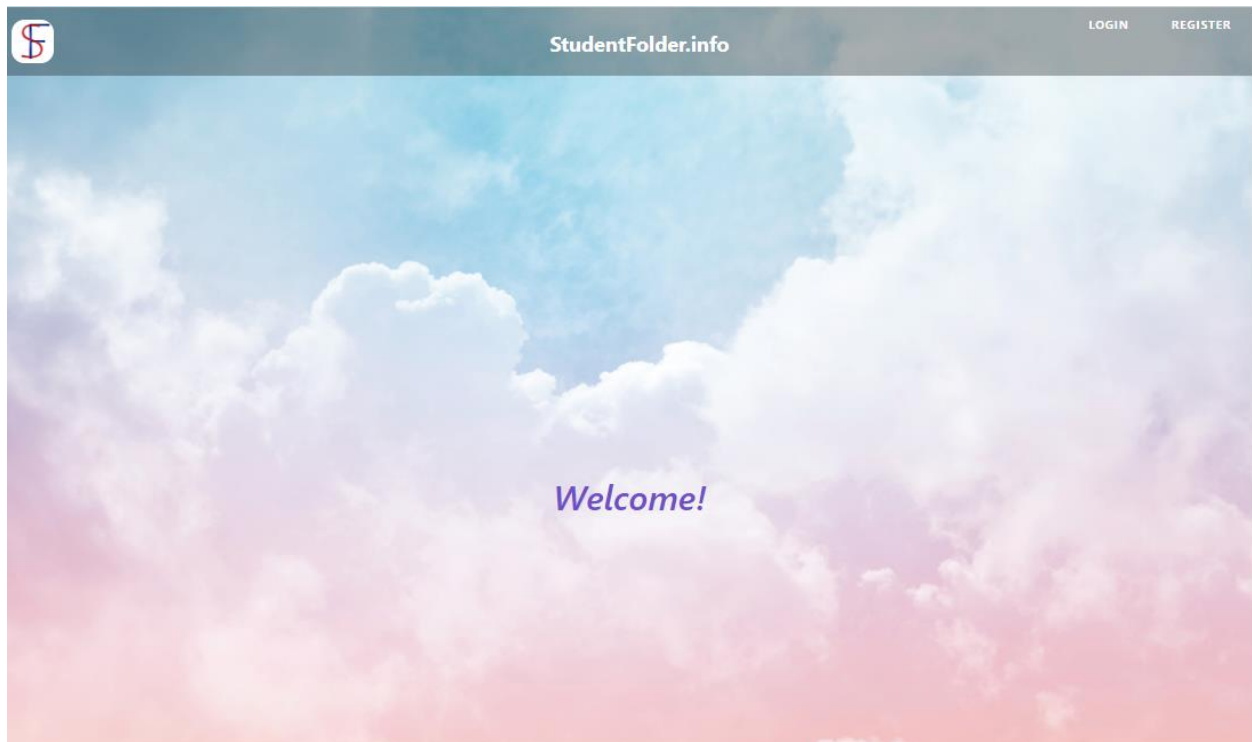


StudentFolder.info

Welcome to StudentFolder.info!

If you are familiar with the student pages of AuditionForms.com, StudentFolder.info is that product's successor, designed specifically for student needs. Student will use this product to maintain their profile information as well as register for currently open events.

We have worked at making StudentFolder.info intuitive, but know that some guidance is always helpful, so let's dive into it!





StudentFolder.info

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Login and Registration

Our main page is simple: You can either Log in or Register:

1. **LOGIN:** If you've been used AuditionForms.com, you already have an account on StudentFolder.info. Typically, your Username will be the initial of your first name and your last name (ex: Pat Davis = pdavis). Click the 'LOGIN' link and enter your Username and Password.

StudentFolder.info Login

Username

Password

☐ Remember Me

Login

Forgot Your Username? Create an account

Forgot Your Password?



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- a. If you don't know your Username, click the "Forgot Your Username?" link to have your username emailed to you. If this does not work or you don't have an email address, speak with your Director. If you have an account on StudentFolder.info, your director can find your username for you.

Reset Username

Enter your email address below to have your username emailed to you.

[← Back to login](#)

- b. If you do not remember your password, click on the "Forgot your Password?" link, enter your username and we will send you an email with everything you'll need to get started.

Reset Password

Enter your user name below to get the instructions to reset the password.

[← Back to login](#)



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2. **REGISTER:** If you've been sent to StudentFolder.info by your director, use the REGISTER or "Create an account" link, enter some basic information and you can create an account for yourself. You can find more information about new account set-up at the end of this document.

Register

All fields are required. If you do not have an email address, your Director can create an account for you.

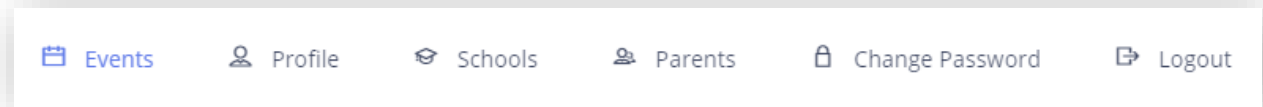
☐ Remember Me

[← Back to login](#)

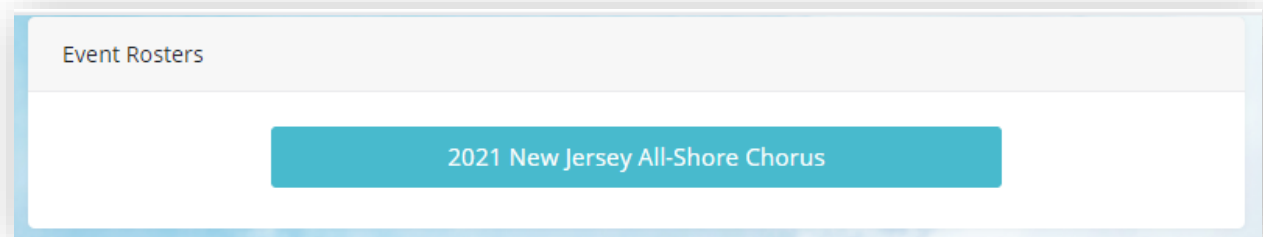
Great, you've successfully logged in or created an account, what next?



Here's the main menu:



Events



Clicking the “Events” link will display a roster of event which are available for your self-registration. If no events are currently available, a messages will display: “No active events found. If you have been told that events are open, please advise your teacher that no open events were found.”

Clicking the event button will open that event's registration form. Each event has it's own requirements, so your event registration form may differ from the one that follows. For demonstration purposes, we're using an event which requires a video audition.

The event registration form is divided into several segments:

- Audition Profile
- Audition Voice (or Instrument) Part
- Application Download
- Video Audition Upload



Event: Audition Profile

AUDITION PROFILE
Name (as it will appear in the program)

Grade/Class: 11 (2021) [Change on Students Profile](#) if necessary
Height: 6'2" [Change on Students Profile Options](#) if necessary
Shirtsizes: Large [Change on Students Profile Options](#) if necessary
Pronoun: he/him/his/himself [Change on Students Profile](#) if necessary

The Audition Profile displays your name as it will appear in printed documentation. The default value is stored in the “Student Profile” page but can be changed here if required for this event.

Additional biographic information required by the event is also displayed here with links to the “Student Profile” page. If this information needs to be changed, click the link to open that page and then return to the Event to complete your registration.

Event: Audition Voice (Instrument) Part

AUDITION VOICE PART

[Cancel Changes](#)

Use the drop-down selector to change the voice or instrument part on which you will be auditioning. This field defaults to the primary voice or instrument part from your Student Profile but can be changed here to reflect your audition choice for the selected event. If the event allows multiple audition opportunities, multiple selections will be available here.



Clicking the 'Save Changes' button will save both the changes made here as well as the Audition Profile section above.

Event: Application

APPLICATION (SAVE ANY CHANGES BEFORE DOWNLOADING APPLICATION!)

Download Application

Clicking this button will download a pdf version of your application, ready for you to print and collect the required signatures. NOTE: Only changes saved through clicking the 'Save Changes' button (see above) will be included in the application. It is always best to click the 'Save Changes' button before clicking the 'Download Application' button!

Event: Registration Payment


If your school allows for direct payment of student registration fee, this fee can be processed directly from the page.

PAYPAL

You can use PayPal to directly process your \$16.00 application fee.

PayPal

PayPal CREDIT

 Debit or Credit Card

Powered by PayPal



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Event: Videos

VIDEOS

Arpeggios

Choose File No file chosen
.mp4 and .mov files accepted

Upload Arpeggios Video

If your event requires audition videos, these will be uploaded here. Once the file is uploaded, this page will also confirm and allow you to play the video, as displayed below:

VIDEOS

Arpeggios

Bradley Eckensberger
483490_Sl_Solo.mp4
35 seconds
[Remove](#)

Note that it takes about a minute to process the video after you upload it. During that minute, you'll get a 'Processing...' message.

You can remove and replace a video if your Director has NOT approved it and you are within the event's deadlines.

Profile

Events Profile Schools Parents Change Password Logout

Clicking on the Profile link display your biographical information in a segmented form. All the information is saved through one Submit button located at the bottom of the page.



Profile: Required Fields

REQUIRED FIELDS
The following fields are required:

User ID	2626		
Username *	beckensberger		
Name *	<input type="text" value="Bradley"/>	<input type="text" value="Middle"/>	<input type="text" value="Eckensberger"/>
Preferred Pronoun *	<input type="text" value="he/him/his/himself"/>		
Date of Birth *	<input type="text" value="29-Sep-2017"/>		
	Around 2 years		
Grade/Class *	<input type="text" value="12"/>		

All the fields in this segment are required (except middle name). Note that your 'Preferred Pronoun' selection is used for any published actions, for example: emails and applications.

Profile: Optional Contact Information

OPTIONAL CONTACT INFORMATION
The following contact fields are optional:

Primary Email	<input type="text" value="be@studentfolder.info"/>	VERIFIED
Secondary Email	<input type="text" value="test@studentfolder.info"/>	<input type="button" value="VERIFY"/>
Cell Phone	<input type="text" value="(123) 456-7890"/>	
Home Phone	<input type="text" value="(123) 456-7890"/>	

Please provide your email and phone information for use by your Director and Event administrators to contact you. Note that all emails required verification. Unverified emails will display with a 'Verify' button. Verified emails will display with a 'Verified' badge.



Profile: Optional Profile Information

OPTIONAL PROFILE INFORMATION
The following profile fields are optional:

Height (inches)

74

That's roughly 6'2"

Shirt Size

L

Events often require some additional information, but not always. If event-required, the system will look to these 'Optional' fields to complete that information.

Profile: Voicings and Instruments

VOICINGS AND INSTRUMENTS
I sing and/or play...

Voice Parts

Primary

Tenor II

Secondary

Select

Alternate

Select

Instruments

Primary

Select

Secondary

Select

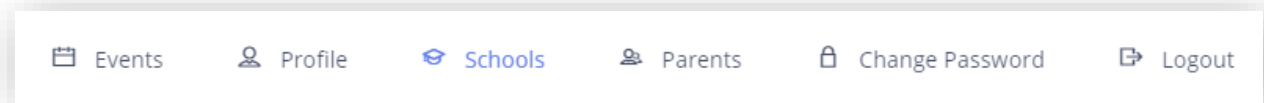
Alternate

Select

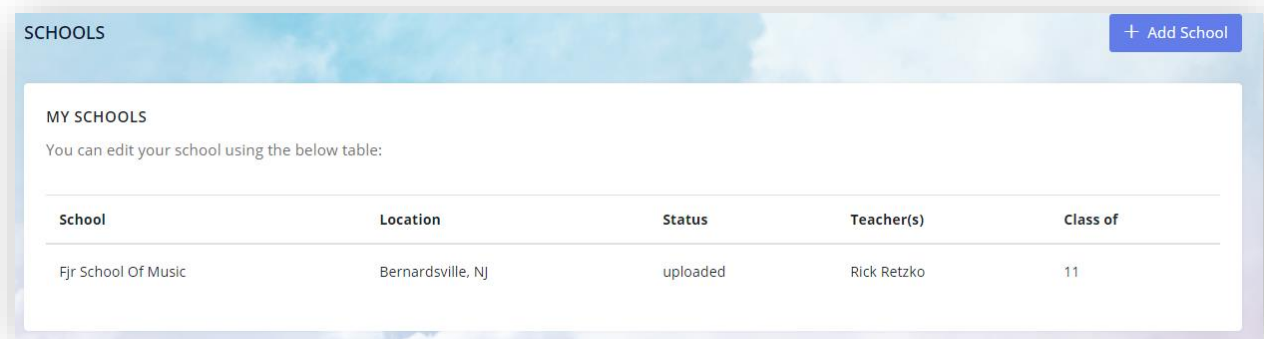
Use this segment of your profile to identify your primary and secondary voicings and instruments. The system will use this information as a default value for your event audition selections.



Schools



Clicking on the 'Schools' link will display an information roster of your school(s). You can add a new school by clicking the 'Add School' button. You would use this button whenever you move to a new school.



Click the 'Add School' button will display the form below. The system will automatically provide suggested school to match your input. Please use the full school name without abbreviations when searching for a new school.



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ADD SCHOOL

You can add your school using the below form:

School Name Franklin Avenue Middle School, Franklin Lakes NJ

Teachers

- Franklin D Roosevelt School, Edison NJ
- Franklin Elementary, Union NJ
- Franklin Elementary, Bloomfield NJ
- Franklin Elementary School, South Plainfield NJ
- Franklin Elementary School, Summit NJ
- Franklin Elementary School, Kearny NJ
- Franklin Elementary School, Westfield NJ
- Franklin Elementary School, North Bergen NJ**
- Franklin Elementary School, Trenton NJ
- Franklin Elementary School, Bergenfield NJ
- Franklin Elementary School, Succasunna NJ
- Franklin Elementary School, Franklin NJ
- Franklin Elementary School, Rahway NJ
- Franklin High School, Somerset NJ
- Franklin L. Williams School, Jersey City NJ
- Franklin Middle School, Somerset NJ
- Franklin Park School, Franklin Park NJ
- Franklin School, Saddle Brook NJ
- Franklin School, Lyndhurst NJ
- Franklin Township School, Washington NJ

Once selected, all teachers identified with the school will be displayed. If multiple teachers are displayed, please select your teacher from the list. When you click the 'Add School' button, the selected teacher(s) will receive an email requesting their verification to include you in their student roster. Your status will display as 'Pending' until verified. Only students with non-pending status can register for events.

ADD SCHOOL

You can add your school using the below form:

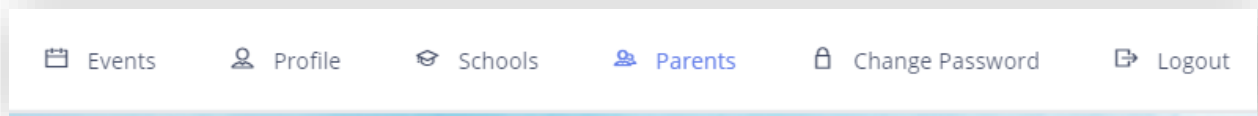
School Name Fjr School Of Music, Bernardsville NJ

Teachers ☒ Rick Retzko

If not listed above, please ask your teacher to sign up at TheDirectorsRoom.com.



Parents



Clicking on the 'Parents' link will display an information roster of your parent/guardian(s).

PARENTS/GUARDIANS [+ Add Parent/Guardian](#)

MY PARENTS/GUARDIANS
You can edit their details using the below table:

Parent	Type	Email(s)	Phone(s)
Mom Eckensberger	mother	mome@example.com	(223) 456-7890 (h) (223) 456-7890 (c)

Clicking on a parent's name will allow you to edit that parent's information...

UPDATE PARENT/GUARDIAN
You can add Parents/Guardian details here:

Parent/Guardian Type

mother

Name

Mom

Eckensberger

Primary Email

mom2@email.com

Secondary Email

alternate@email.com

Cell Phone

(223) 456-7890

Home Phone

(223) 456-7890

Work Phone

(123) 456-7890

Update Parent/Guardian

Cancel Changes

-- Delete Record --



... or you can add a new parent/guardian by clicking the 'Add Parent/Guardian' button.

ADD PARENT/GUARDIAN
You can add Parents/Guardian details here:

Parent/Guardian Type	<div>Select</div>		
Name	<div>First</div>	<div>Middle</div>	<div>Last</div>
Primary Email	<div>primary@email.com</div>		
Secondary Email	<div>alternate@email.com</div>		
Cell Phone	<div>(123) 456-7890</div>		
Home Phone	<div>(123) 456-7890</div>		
Work Phone	<div>(123) 456-7890</div>		

Add Parent/Guardian

Go Back



Change Password

 Events  Profile  Schools  Parents  **Change Password**  Logout

Clicking on the Change Password' link will display a form to allow you to change your password. Note that there are password requirements which must be met.

CHANGE PASSWORD
You can update your credentials using the below form:

Current Password

New Password

Must be at least 8-characters and contain:

- One UPPER-CASE
- One lower-case
- One number
- One special character (!@#\$%^&*()-_+=)

Confirm Password

Update Password



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We hope this was helpful in orienting your work on StudentFolder.info!

If you have any questions, we can be reached directly through the chat link at the bottom-right-hand corner of any page, or through email: rick@mfrholdings.com.

