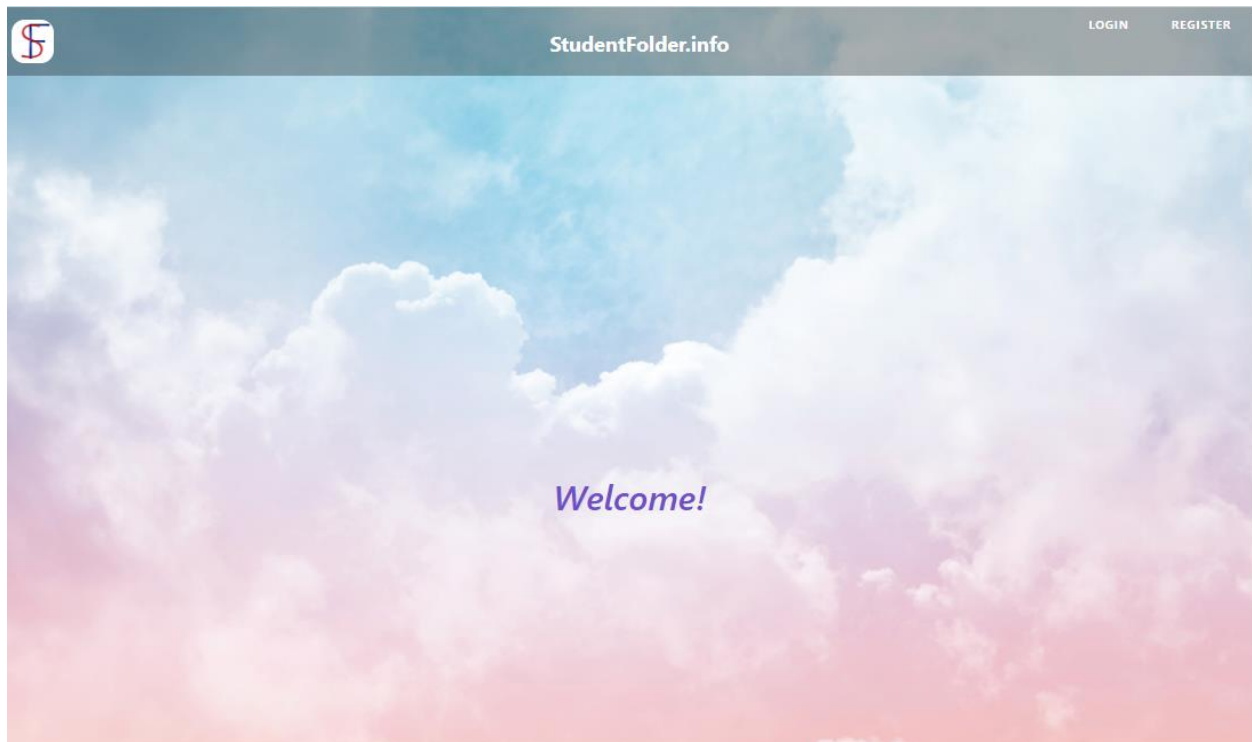# StudentFolder.info

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

Table of Contents

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LogIn and Registration

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

1. **LOGIN:** 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.

a. **USERNAME**: If you do not remember 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 or click the green 'Chat' button at the bottom right-hand corner of the page. 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.

Email address

Send Username

← Back to login

b. **PASSWORD**: 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.

User Name

Send Password Reset Link

← Back to login

2. **REGISTER**: If you've been sent to StudentFolder.info by your director, use the REGISTER or "Create an account" link, your information and you can create your account. You will find additional 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.
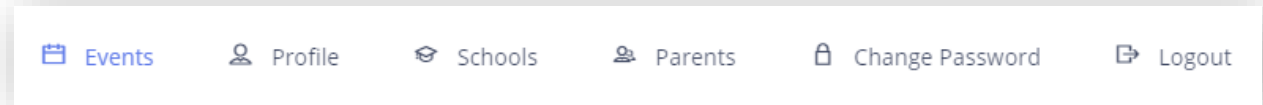
First Name	Last Name

Email Address

Password

Confirm Password

☐ Remember Me

Register

← Back to login

Great, you've successfully logged in or created an account.

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Here's the main menu:

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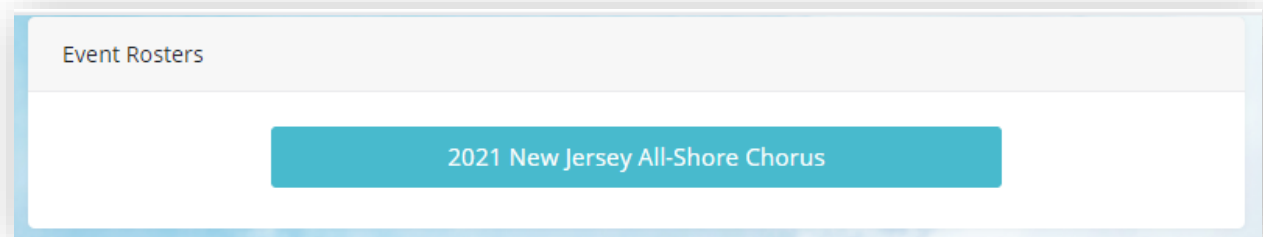
Clicking the "Events" link will display a roster of events which are available for your self-registration. If no events are currently available, a messages will display: "No active events found. If you were told that events are open, please advise your teacher that no open events were found."

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, here is an event which requires a video audition.

The event registration form is divided into several areas:

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

<p style="text-align: center; color: red;">Event: Audition Profile</p>

AUDITION PROFILE

Name (as it will appear in the program)

Bradley Eckensberger

Grade/Class: **11 (2021)** Change on Students Profile if necessary

Height: **6'2"** Change on Students Profile Options if necessary

Shirtsize: **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. Your name (from the "Profile" link) is automatically used but you can change if here 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.

<p style="text-align: center; color: red;">Event: Audition Voice (Instrument) Part</p>

AUDITION VOICE PART

Tenor Ii

Save Changes   Cancel Changes

Use the drop-down arrow to change the voice 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

Click this button to download a pdf version of your application, ready to print and collect your 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 first before clicking the 'Download Application' button!

Event: Registration Payment

If your school allows for direct payment of the 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

Event: Videos

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:
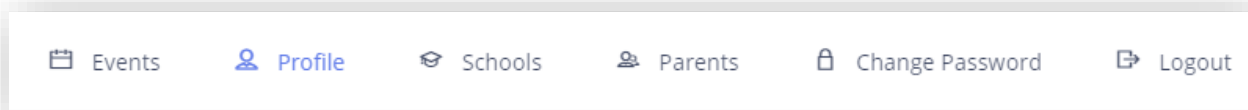

Note: It will take about a minute to process the video after you upload it. During that minute, you'll see a 'Processing…' message.

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

Profile

Clicking on the Profile link will display your biographical information. All the information is saved when you click the '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 *	Bradley Middle Eckensberger
Preferred Pronoun *	he/him/his/himself
Date of Birth *	29-Sep-2017
	Around **2 years**
Grade/Class *	12

All the fields in Profile are required (except middle name). Note: Your 'Preferred Pronoun' selection is used for all published actions, for example: emails and applications.

Profile: Optional Contact Information

OPTIONAL CONTACT INFORMATION
The following contact fields are optional:

Primary Email	be@studentfolder.info	VERIFIED
Secondary Email	test@studentfolder.info	VERIFY
Cell Phone	(123) 456-7890	
Home Phone	(123) 456-7890	

Please provide your email and phone contact information for use by your Director and Event administrators.

<p style="text-align:center; color:red;">Profile: Optional Profile Information</p>

OPTIONAL PROFILE INFORMATION

The following profile fields are optional:

Height (inches)   74

That's roughly **6'2"**

Shirt Size   L

If an Event requires additional information, it will be posted here.

<p style="text-align:center; color:red;">Profile: Voicings and Instruments</p>

AUDITION VOICE PART

Tenor Ii

Use this segment of your profile to identify the voice part on which you will be auditioning.

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Events	Profile	Schools	Parents	Change Password	Logout

Clicking on the 'Schools' link will display the 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.

SCHOOLS

+ Add School

MY SCHOOLS
You can edit your school using the below table:

School	Location	Status	Teacher(s)	Class of
Fjr School Of Music	Bernardsville, NJ	uploaded	Rick Retzko	11

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

Once the school is selected, all teachers associated 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 be aware that you have been added to their student roster.

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Click the 'Parents' link to display an information roster for your parent/guardian(s).

Clicking on a parent's name will permit you to edit their information…

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… 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	Select
Name	First / Middle / Last
Primary Email	primary@email.com
Secondary Email	alternate@email.com
Cell Phone	(123) 456-7890
Home Phone	(123) 456-7890
Work Phone	(123) 456-7890

Add Parent/Guardian   Go Back

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🗓 Events	👤 Profile	🎓 Schools	👥 Parents	🔒 Change Password	⮕ Logout

Click the "Change Password' link to change your password. Note: There are password requirements which must be met.

CHANGE PASSWORD

You can update your credentials using the below form:

Current Password   Current Password

New Password   New Password

Must be at least 8-characters and contain:
- One UPPER-CASE
- One lower-case
- One number
- One special character (!@#$%^&*()-_=+)

Confirm Password   Confirm Password

Update Password

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If you have any questions, click the chat link at the bottom-right-hand corner of any page, or email: rick@mfrholdings.com.