



2021 VIRTUAL SOLO AND ENSEMBLE REGISTRATION

Solo and Ensemble Event Registration is now OPEN.

The performance dates for Solo/Ensemble for ALL Divisions are:

- 2/13/21
- 4/3/21
- 4/17/21
- May 1, 2021 - ALL STARS (qualifying event).

UNIT DIRECTORS SHOULD REGISTER ALL UNIT MEMBERS PARTICIPATING IN SOLO/ENSEMBLE EVENTS.

Students or students' parents should not be registering students individually.

NOTE:

1. THE FIRST SOLO PERFORMANCE IS INCLUDED FOR EACH PERFORMER IN A CURRENT NTCA UNIT.
2. EACH ADDITIONAL SOLO AND **ALL** ENSEMBLE PARTICIPATION ARE ADDITIONAL FEES (\$10 per solo, \$20 per ensemble).
3. NTCA CAN ADJUST YOUR INVOICE TO SHOW THE PRICE ADJUSTMENT FOR THE INCLUDED SOLO EVENT PER PERFORMER.
4. There are no medals or trophies for Solo and Ensemble.
5. Social media banners and digital certificates will be awarded as applicable.

Payment for S/E events can be paid from the INVOICE received upon registration OR by credit card at the time of registration with a processing fee.

The 2/6/21 contest can be billed at a later date as needed.

TO REGISTER:

UNIT DIRECTOR should register **ALL** performers. ***Students or students' parents should not be registering students individually.*** The online registration process allows Unit Director to add all performers and ensemble participants in one registration and on one invoice.

To START:

1. Go to the NTCA site and select [2021 Registration](#) then **CLICK “NEW PERFORMER(S)”**

The screenshot shows the 'competitionsuite' website interface. At the top, there is a navigation bar with the logo and several icons. Below the navigation bar is a 'Membership' dropdown menu. The main content area is divided into two sections: 'Virtual Solo' and 'Virtual Small Ensemble'. Each section has a '\$0.00' price tag, a 'New Performer(s)?' checkbox, and a 'Find Existing Performer(s)' search box. There is also an 'Add Additional Performer(s)' button for each section. On the right side, there is a 'Membership Total' box showing 'Total \$0.00' and a 'Complete Membership' button.

2. **NEXT**, fill out all available fields including **UNIT NAME (School Name)**, **CLASS (Guard, Percussion, or Winds)**, **UNIT Director**, and **BAND Director Information**.

The screenshot shows the 'Virtual Solo' registration form. The form is divided into two main sections: 'New Performer(s)' and 'Band Director Information'. The 'New Performer(s)' section includes a '\$0.00' price tag, a 'New Performer(s)?' checkbox (checked), a 'Find Existing Performer(s)' search box, and fields for 'Performer(s)'s Name', 'Unit Name', 'Class' (a dropdown menu), 'Unit Administrator's Name', 'Unit Administrator's Email', and 'Unit Administrator's Cell'. The 'Band Director Information' section includes fields for 'Band Director Name', 'Band Director Email', and 'Band Director Phone Number'.

- The S/E Registration requires **EVENT REGISTRATION** for 2/13, 4/3, 4/17 at the time of initial registration. (Performers that qualify for All Stars will require a separate registration and be given that opportunity at a later date.)

NOTE: If initially only registering for 2/13 or another date only, you may return at a later date to register for the other events as applicable. If doing so for any repeat performers, you would then enter **FIND EXISTING PERFORMER** instead of Clicking “New Performer(s)”.

Event Registration		
2.13.21 NTCA Solo/Small Ensemble (VIRTUAL) ALL DIVISIONS <i>2/13/2021</i>	\$10.00	Add to Membership
4.03.21 NTCA Solo/Small Ensemble (VIRTUAL) ALL DIVISIONS <i>4/3/2021</i>	\$10.00	Add to Membership
4.17.21 NTCA Solo/Small Ensemble (VIRTUAL) ALL DIVISIONS <i>4/17/2021</i>	\$10.00	Add to Membership

[Add Additional Performer\(s\)](#)

- Once registration for the first performer is complete, you can click “Add Additional Performer(s)” to continue registering on one invoice.
- When choosing the ENSEMBLE option, be sure to list the LAST NAMES only of the ensemble members separated by commas** in the “PERFORMER(S) NAME” field. You can register BOTH solo and ensemble performers in the same registration process.

Virtual Small Ensemble

\$0.00	<p>New Performer(s)? <input checked="" type="checkbox"/></p> <p>Find Existing Performer(s) <input type="text"/></p> <p>Performer(s)'s Name <input type="text"/></p> <p>Unit Name <input type="text"/></p> <p>Class <input style="border-bottom: 1px solid #ccc; border-top: 1px solid #ccc; border-right: 1px solid #ccc; border-left: 1px solid #ccc; width: 100%;" type="text"/></p> <p>Unit Administrator's Name <input type="text"/></p> <p>Unit Administrator's Email <input type="text"/></p> <p>Unit Administrator's Cell <input type="text"/></p>
Band Director Information	
<p>Band Director Name <input type="text"/></p> <p>Band Director Email <input type="text"/></p> <p>Band Director Phone Number <input type="text"/></p>	

6. Once you have entered all intended Solo performers and ensemble groups, you can now click COMPLETE MEMBERSHIP.

The process is almost complete after finalizing the payment information page.

1. You can pay with check with the invoice (or credit card at the time of registration).
2. We can bill schools with the invoice you create upon solo/ensemble registration if needed. **We cannot bill individual students.**
 - a. Please include the invoice if paying by check.

Then select SAVE PAYMENT INFORMATION.

The screenshot shows a web browser window with the 'competitionsuite' logo in the top left. A modal window titled 'Payment Information' is open in the center. The modal contains the following fields and options:

- Bill To: Name
- Phone Number: Phone Number
- Email: Email
- Address 1: Address 1
- Address 2: Address 2
- City: City
- State: State
- ZIP: ZIP Code
- Payment Method: Invoice (selected), Quote, Credit Card

At the bottom of the modal, there are two buttons: 'Cancel' and 'Save Payment Information'.

The invoice will be emailed to the email address you provided in the email field.

You can also see the invoice in your unit profile under INVOICE.

NTCA will send out the FLOMARCHING UPLOAD LINK to each UNIT DIRECTOR that has students registered for an upcoming Solo/Ensemble Event a few days before the window for uploading occurs. The FloMarching upload window is Sunday noon - Tuesday noon the week of the event.