

Southern  California
Junior Bach Festival

2024

Instructions for South Bay Branch Teachers

Welcome to the new SCJBF registration and payment system!

You must “Create a Teacher Account” to register students in the 2024 SCJBF Bach Festival. Previous usernames and passwords do **NOT** work in this new system.

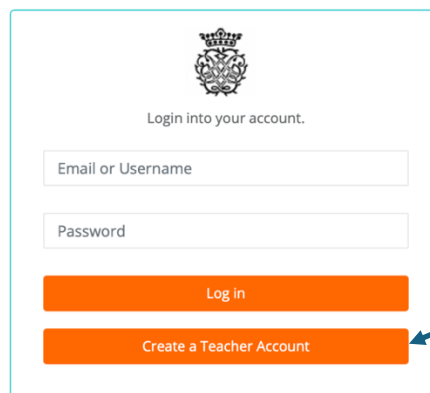
Please **register** as a teacher at the SCJBF South Bay Branch Teacher Registration Portal:

<https://scjbf.evensteps.com/Account/Register?qs=uAP67a1L05AAnwDi3O5IKC24tkpPGEtVvvRvo9NIQG>



SCJBF
Teacher's Registration

If you already have an account with us, please log in using existing Email or Username details.
If not, click on the "Create a Teacher Account" button to create your Teacher's account.



SCJBF logo

Login into your account.

Email or Username

Password

Log in

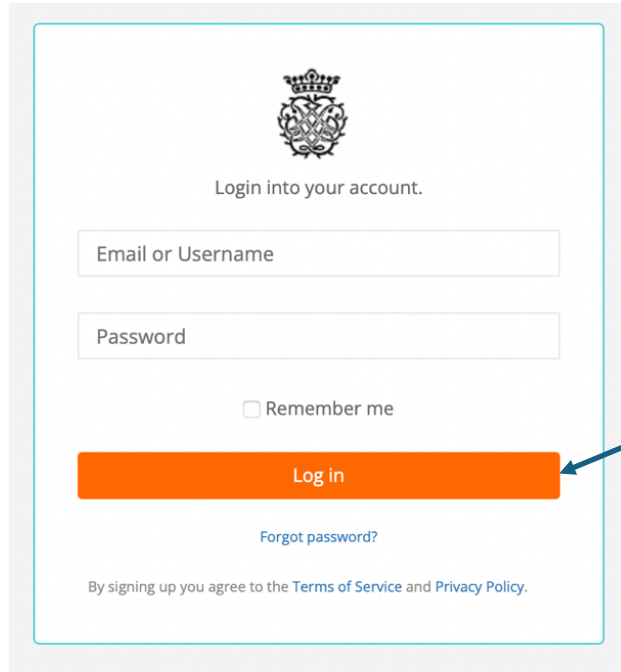
Create a Teacher Account

Fill out all the required information and click on the **Register and Pay using Stripe** button at the bottom left of the page to remit the \$25 annual teacher website usage fee.

Register and Pay using Stripe

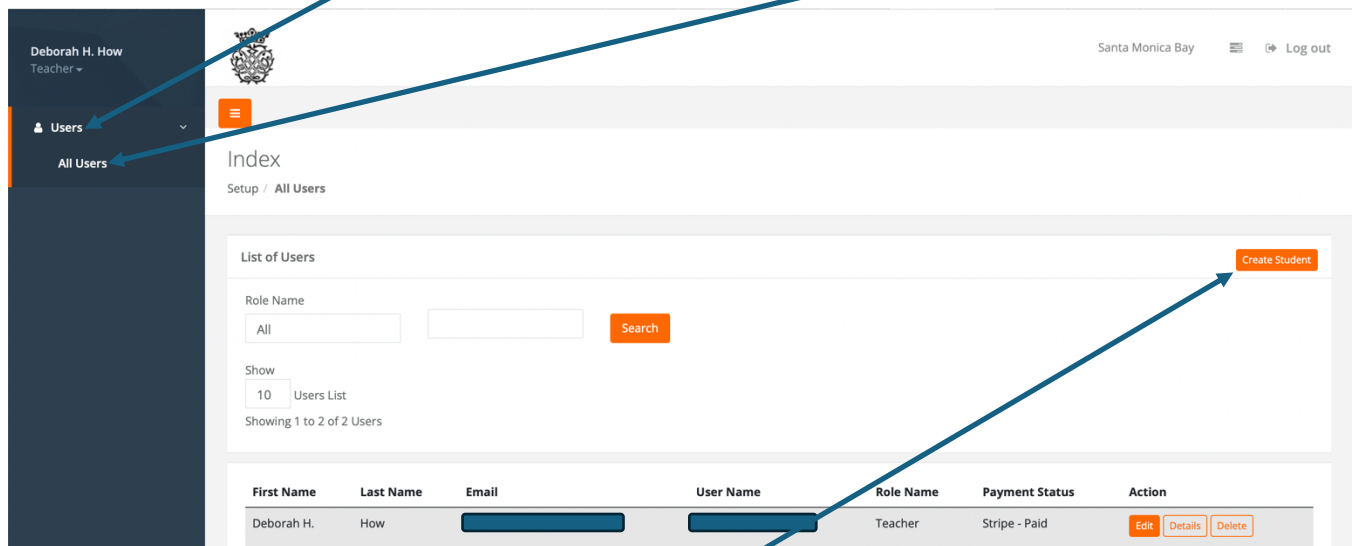
Now, you may start registering students at by **logging** in to the SCJBF Student Registration Portal: <https://scjbf.evensteps.com>

You may also reach the SCJBF Student Registration Portal through the www.scjbf.org website.



The image shows a login form with a crest at the top. Below the crest is the text "Login into your account." There are two input fields: "Email or Username" and "Password". Below these is a checkbox labeled "Remember me". A prominent orange button labeled "Log in" is centered below the checkbox. Below the button is a link "Forgot password?". At the bottom, there is a line of text: "By signing up you agree to the [Terms of Service](#) and [Privacy Policy](#)."

Once you are logged in, click on **Users** in the left-hand menu bar and select **All Users**



The screenshot shows the dashboard of a logged-in user, Deborah H. How, Teacher. The left-hand menu bar has "Users" and "All Users" highlighted with arrows. The main content area shows the "Index" page for "All Users". There is a "List of Users" section with a search filter set to "All" and a "Search" button. Below the search is a "Show" dropdown set to "10" and the text "Users List" and "Showing 1 to 2 of 2 Users". A table lists the users, with the first row showing "Deborah H. How" as a "Teacher" with a "Stripe - Paid" status. The "Action" column for this user has buttons for "Edit", "Details", and "Delete". An orange "Create Student" button is located in the upper right corner of the "List of Users" section, with an arrow pointing to it.

To register Students, click on the orange **Create Student** button in the upper right corner of your **List of Users**.

To register a student, you will need:

1. Parent email
2. Repertoire
 - a. All J.S. Bach repertoire is now selected from a drop-down menu, including individual movements (if applicable).
 - b. 1 work = 1 BWV
 - i. For example, the Allemande and Gigue from the French Suite #1 in D Minor, BWV 812 = 1 work
 1. Indicate the Movement(s) in the Movement window, multiple movements may be selected.
 - c. If you have 2 works with 2 different BWVs, please enter the second work in the next line.
3. Exact Timing of each work
4. Any Notes (optional) to the Branch Chair.

Create Student

Setup / All Users / Create

Create Student

Role* Student

Parent Email* xyz@gmail.com

Student First Name* Tinker

Student Last Name* Bell

Festival* 2024 Santa Monica Bay Bach Festival

Instrument* Keyboard

Category*	Repertoire*	Movement	Time (mm:ss)*
Category VII - French Suites	French Suite #1 in D Minor, BWV 812	Allemande X Gigue X	02:30
Category VII - French Suites	French Suite #3 in B Minor, BWV 814	Courante X Sarabande X	02:30

Notes Please schedule in the afternoon. Carpool with Peter Pan.

Create

Click on the orange **Create** button.

Once you have Created the **Student**, the Student will appear in your **List of Users**.


The screenshot shows a user interface for managing users. On the left is a dark sidebar with the user's name 'Deborah H. How' and role 'Teacher', and a menu with 'Users' and 'All Users'. The main area has a header with 'Index' and 'Setup / All Users'. Below is a 'List of Users' section with a search bar and a 'Create Student' button. A table lists users with columns for First Name, Last Name, Email, User Name, Role Name, Payment Status, and Action. The table contains three rows: Deborah H. How (Teacher), Winnie Pugh (Student), and Tinker Bell (Student). A blue arrow points from the text above to the 'Student' role entries in the table.

First Name	Last Name	Email	User Name	Role Name	Payment Status	Action
Deborah H.	How	[Redacted]	[Redacted]	Teacher	Stripe - Paid	Edit Details Delete
Winnie	Pugh	[Redacted]	[Redacted]	Student	PayPal - Paid	Edit Details Delete
Tinker	Bell	[Redacted]	[Redacted]	Student	[Redacted]	Edit Details Delete

The Parent will automatically receive an email asking them to complete the Registration for the Student by clicking on the **Click Here to Register** button.


The screenshot shows an email interface. The subject is 'Festival Registration' and it was received from 'scjbf@scjbf.evensteps.com via sendinblue.com'. The email body has an orange header 'Festival Registration'. The text reads: 'Dear Parent, [Click Here To Register] Deborah H. How has registered Tinker Bell for the 2024 Santa Monica Bay Bach Festival on 03/03/2024. Please click on the link below and complete the registration by 02/18/2024. THANK YOU!'.

The parent will be asked to **Create a Parent Account.**


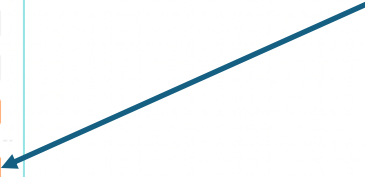


SCJBF
Parent's Registration

If you already have an account with us, please log in using existing Email or Username details.
If not, click on the "Create a Parent Account" button to create your Parent's account.



Login into your account.



SCJBF
Create a Parent's Account

Parent Account Information

General Organization
Southern California Junior Bach Festival

Region Organization
Region IV

Branch Organization
Santa Monica Bay

Account Type
Parent

Festival Details
2024 Santa Monica Bay Bach Festival
Festival Date : 3/3/2024
Registration Closing Date : 2/18/2024
Category : **Category VII - French Suites** Repertoire : **French Suite #1 in D Minor, BWV 812** Movement : **Allemande, Gigue** Time: 02:30
Category : **Category VII - French Suites** Repertoire : **French Suite #3 in B Minor, BWV 814** Movement : **Courante, Sarabande** Time: 02:30

Parent's Email*

Parent's User Name*

Password*

Confirm password*

Parent's First Name*

Parent's Last Name*

Address 1

Address 2

City

State

Zip

Country
United States ▼

Parent's Phone Number

The Student's First Name and Last Name will be prefilled. Parents will need to enter **Date of Birth**.

Student Information

Student One

First Name*
Tinker

Last Name*
Bell

Date Of Birth*

If your Branch has Consent Waiver for Parents, Parents will need to click on the box(es) agreeing to the term and condition(s). Then, they will click on the orange **Register** button.

Consent Information

Media Waiver

I Agree to the terms and conditions

By checking the box, you acknowledge that you have read and agree to this Term and Condition. By checking the box and submitting this online form, you acknowledge that you are the participant or parent/legal guardian of the child participant ("Minor"). I hereby grant my consent, as the participant or parent/legal guardian of the Minor, to MTAC Santa Monica Bay to photograph, electronically record, transfer, or film the Minor for distribution in all media at any time, all public performances and appearances in or associated with this MTAC Santa Monica Bay Event without any compensation or remuneration. I also grant to MTAC Santa Monica Bay the right to use any such recorded performances, interviews, quotations or photographs of me or the Minor; and the right to use my or the Minor's name (with permission), voice, image, and likeness in connection with a MTAC Santa Monica Bay Event, including but not limited to: publication in books, magazines, pamphlets, advertising, and newspapers; and on television, radio, internet, and social media channels, without any compensation or remuneration.

Consent & Release Agreement

I Agree to the terms and conditions

By checking the box, you acknowledge that you have read and agree to this Term and Condition. By checking the box and submitting this online form, you acknowledge that you are the participant or parent/legal guardian of the child participant ("Minor"). I hereby unconditionally release and discharge the MTAC Santa Monica Bay, their agencies, departments, directors, officers, employees, volunteers, agents, hosts, or collaborating partners, and all other persons and entities involved with this MTAC Santa Monica Bay Event from any and all claims, demands, liabilities, damages, costs, and all other expenses that may arise in connection with my or the Minor's participation in this MTAC Santa Monica Bay Event. I understand that this MTAC Santa Monica Bay Event may have a physical element to it. I agree and understand that by signing this Waiver, I am or the Minor is physically fit enough to participate as a volunteer or participant in this MTAC Santa Monica Bay Event. I hereby certify that I am or the Minor is in good physical condition and that I am or the Minor is able to participate in this MTAC Santa Monica Bay Event without harm to the Minor or others. I agree to voluntarily assume all risks, known or unknown, of injuries, however caused to me or the Minor, even if caused in whole or in part by the action, inaction or negligence of the host or collaborating partners, sponsor, individual and groups involved in this MTAC Santa Monica Bay Event, and to hold hosts or collaborating partners, sponsor, individual and groups involved in this MTAC Santa Monica Bay Event free and harmless from any liability or damages for any injuries that I or the Minor may sustain.

Children's Online Privacy Protection Act (COPPA) • Parental Permission Form (required for all students under the age of 13)

I Agree to the terms and conditions

By checking the box, you acknowledge that you have read and agree to this Term and Condition. By checking the box and submitting this online form, you acknowledge that you are the parent/legal guardian of the child participant ("Minor"). The Minor's information is only used in connection with this MTAC Santa Monica Bay Event and is limited to the information requested below. It is our practice to only obtain information regarding children under the age of 13 from the child's parent or guardian and not from the child directly. The Minor's parent or legal guardian must consent for the collection, use or disclosure of the information requested below. MTAC Santa Monica Bay will not share identifiable information of a child with any third party. MTAC Santa Monica Bay will only send our promotional communications or newsletters to the parent or the legal guardian who provided the child's information to us, and MTAC Santa Monica Bay will not link, sell, trade, or otherwise transfer to outside parties' personally identifiable information for any child under the age of 13. If the parent or guardian does not give their consent within a reasonable time, MTAC Santa Monica Bay will delete the parent or guardian's online contact information from our records. At any time you can review, change or delete your child's personal information, or revoke your parental consent by sending us an e-mail at admin@mtacsbay.org. To protect your privacy and security, we may require you to speak with a representative or take additional steps or provide additional information to verify your identity before we provide any information, make corrections, or disable your child's registration. I understand that I, the legal guardian of the Minor indicated below, will provide the Minor's necessary information in order to participate in this MTAC Santa Monica Bay Event. I consent to this practice. I understand that I may withdraw my permission granted herein. I also understand that it is important to provide accurate information in this consent form in case MTAC Santa Monica Bay needs to contact me for any reason.

Register and Pay using Paypal

- If your Branch collects payments from Parents using PayPal, the orange button will say **Register and Pay using PayPal**.
- If your Branch collects payments from Parents using Stripe, the orange button will say **Register and Pay using Stripe**.

Once the Parent has Registered the Student and made the Payment using PayPal/Stripe, the Student will appear in your SCJBF Teacher Portal with **PayPal – Paid** or **Stripe – Paid** in the **Payment Status** column. If a Student has a [BLANK] Payment Status, it means that the Parent has not yet Registered and Paid.

The screenshot shows the SCJBF Teacher Portal interface. The user is Deborah H. How, a Teacher. The page displays a list of users with the following columns: First Name, Last Name, Email, User Name, Role Name, Payment Status, and Action. The Payment Status column shows 'Stripe - Paid' for Deborah H. How, 'PayPal - Paid' for Winnie Pooh, and a blank status for Tinker Bell. The Action column contains 'Edit', 'Details', and 'Delete' buttons for each user. Blue arrows point from the text above to the 'Payment Status' and 'Action' columns.

First Name	Last Name	Email	User Name	Role Name	Payment Status	Action
Deborah H.	How	[REDACTED]	[REDACTED]	Teacher	Stripe - Paid	Edit Details Delete
Winnie	Pooh	[REDACTED]	[REDACTED]	Student	PayPal - Paid	Edit Details Delete
Tinker	Bell	[REDACTED]	[REDACTED]	Student		Edit Details Delete

In the next week, Teachers will also be able to download a master Excel spreadsheet with their student list, including repertoire. Teachers can also see registration details by clicking on **Details** and edit repertoire by clicking on **Edit**.

More features will be added weekly as this new registration system rolls out.
THANK YOU for your patience.

Need Help?

Please email: [**scjbf@evensteps.com**](mailto:scjbf@evensteps.com)

Deborah H. How & Raj Baskar
SCJBF Web Designers & Developers