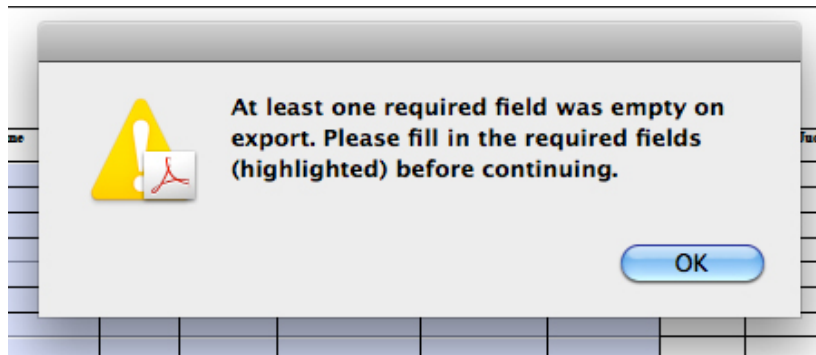


# GCMTA MUSIC FESTIVAL MASTER LIST INSTRUCTIONS

## General Information

- Test the submit button on the forms first. Some browsers will allow you to open and submit the forms. If you do not get a warning message similar to the one below you will need to save the document to your computer, then open the saved document using Adobe Acrobat Reader.

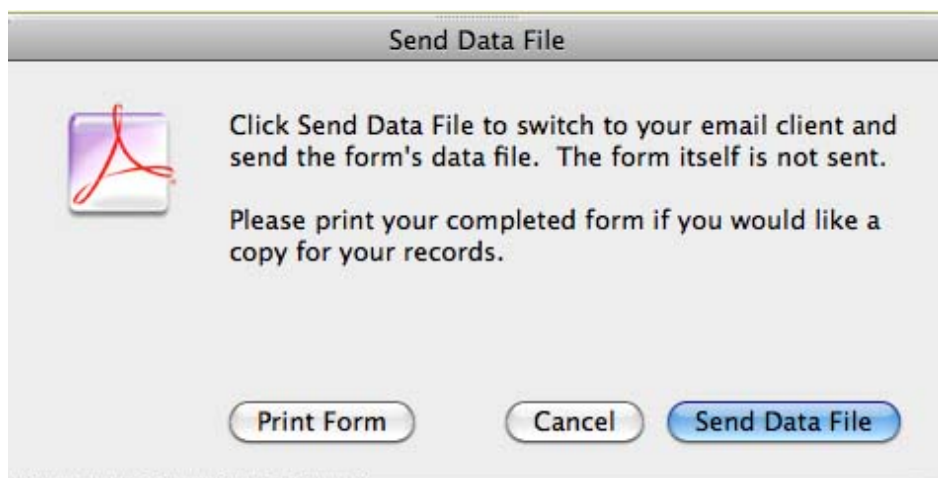


- You will need to fill in this form using Adobe Reader. Most computers will already have this program. If you do not have this program, or need to get a more recent release. [Click here.](#)
- **You will not be able to save this information.** Only a blank form will be saved. You may want to make a separate document, or a written copy of this form first and work from that. **Do not close the document, shut down the program, or shut down your computer until you have completed this form.** If you do so, you will need to start again.
- Festival Chairs will have a copy of this form once it is emailed and will be able to provide a non-editable version should you need one. You will also receive a copy of the form with scheduled playing times inserted.
- Fill in your information. As you type, the text will resize itself to fit the space. You can type in a long address or two contact numbers.
- You will need to type in the total number of students.
- Do not type in the total fees. This number will be generated based on fees entered for each student. \$22 for the first entry, \$10 for additional entries by the same student.
- There is a reset button on the Comment Sheet to allow you to clear the fields and enter your next student.
- When the form is completed, print the form to keep a copy for yourself, then click on the submit button. It will either tell you that some required information is missing, or it will allow you to send an email to the festival chair persons.

- You should see the following screen.



- Choose the correct type of email you use. You may also see a screen message as below. Make sure to print a copy of the form for yourself, then go to your email program and send the email that has been created.



- Please carefully read the numbered instructions on the document. There are a few changes.
- Please make sure to enter the fee for each student at the end of each row, \$22 per entrant, \$10 for same entrant in second performance area (i.e., piano and voice).
- If you have any questions, please email or phone Kathryn Dawal.  
[music@writingondawal.com](mailto:music@writingondawal.com)  
studio: 678-546-0028