

# Sample Letter to Accompanists

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*For use by Teachers or Parents asking for Accompanist IDs*

Dear Accompanists,

It is that time of year when we register for participation in the **[Insert Festival Name Here]**. The festival provides an incredible opportunity for students by giving them not only a venue to perform in, but also a chance to work with some top quality adjudicators to help them improve. It also gives them an opportunity to inspire and be inspired by other musicians in our area.

The online registration system requires that students, parents, teachers and accompanists all create a profile for themselves. It is a secure profile-based system that meets all privacy law requirements, and allows you to keep informed of your activities during the festival experience.

I am asking that you create a profile, if you have not already, and share your profile ID with me so that I can add you to my students' registrations.

You can either watch a video on the festival's website at **[Insert Festival Web Address Here]** or follow the step-by-step process below to prepare for this registration process.

1. **You need to create a profile on the registration system.** To get to the registration system, visit the festival website at **[Insert Festival Web Address Here]**.
2. **Create your Accompanist profile.** When you receive your confirmation by email, you will be given your User ID. This is important to know, as I cannot add you to my students' registrations without your User ID.

Your User ID Is: \_\_\_\_\_

3. **Share with me your User ID.** You can either return this letter to me with your User ID written below, or in your Profile there is an "Email ID" option where you can type in my email address. The email address you can send it to is as below;

My Email Address: \_\_\_\_\_

Thank you for supporting my students in their festival experience. Your profile will help you stay informed of the activities of the music festival, so thank you also for creating your profile.

Sincerely,