

Sample Letter to Parents

For use by Teachers asking Parents to pay registration fees

Dear Parents,

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 and teacher all create a profile for themselves. It is a secure profile-based system that meets all privacy law requirements, and allows you to track your students' activities in the music festival this year and for years to come.

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. **Make sure you create your Parent profile first.** You cannot create your child(ren)'s profile without yours having been created first. This ensures security for your child(ren). When you receive your confirmation by email, you will be given your User ID. This is important to know, as your child(ren)'s profiles cannot be created without your User ID.

Write your User ID Here: _____

3. **Make your child(ren)'s profile once you've confirmed yours.** As you are making your child profiles, you will be prompted for Teacher User IDs. I have already created my profile, and my User ID is as below;

My Teacher User ID Is: _____

4. **Please send me an email to tell me you have created your profiles.** Once you've completed it, I will be able to register your child(ren) in the festival.
5. **Please pay the registration fee once your child(ren) are registered.** I will send you an email or message telling you your student has been registered. You will need to log into your account and submit the payment by clicking on the "Invoice" link at the bottom of your profile.

Thank you for helping me register your child(ren) for this wonderful opportunity!

Sincerely,