

Sample Letter to Teachers

For use by Parents asking Teachers to create a profile

Dear Teacher,

I would like my son/daughter to have the opportunity to participate in the **[Insert Festival Name Here]**, and registration period is on right now. 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. **Please create your Teacher profile.** I cannot create my child(ren)'s profile without yours having been created first. This ensures security for my child(ren). When you receive your confirmation by email, you will be given your User ID. This is important to know, as my child(ren)'s profile cannot be created without your User ID.

Write your User ID Here: _____

1. **Use the "Email ID" option to send your User ID to me.** This option appears on your Teacher Profile. I need this User ID to create my child(ren)'s profile.
2. **Once my child(ren)'s profile is created, please help me register my child for the Festival.** Either you can register my child(ren)'s pieces during their next lesson, or I can do it myself. I'd prefer it to be you, as you are more likely familiar with the Alberta Music Festival Association Syllabus, and how the classes work.
3. **I will pay the registration fee once my child(ren) are registered.** As you are registering my child(ren), it will prompt you for who is paying for the registration. Please use my User ID to indicate that I will be paying for it.

My Parent User ID Is: _____

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

Sincerely,