

## **HOW TO REGISTER**

### **Roane State Community College Academic Festival 2017**

#### **INDIVIDUAL ENTRIES**

Students may enter a maximum of four events per day with some exceptions. It can seem complicated so please check the REGISTRATION CAPS document for exceptions. Online registration has been programmed to not allow certain registration combinations; however, when a violation occurs a notification should popup in the window with an explanation.

Each school sponsor can view their student registrations in real time as students register online. Additional information will be sent directly to the sponsor with details on how to view in real time.

#### **SCHOOL ENTRIES**

School publications submitted for competitions, such as yearbooks, which do not have a single author should register online. List as much of the title of the article or publication in the *Last Name* box as possible. The same applies to group art projects. Complete **Group Identification Form** as needed.

#### **ONLINE REGISTRATION (Individuals only)**

Online registration will open January 12, 2017. Last day to register online is March 20, 2017. Please make sure students register for all anticipated events at one time. They will be unable to go back in and make changes or made additional choices once they leave their personal registration page. Only Roane State is able to make changes/additions to registrations.

1. To register online go to: [www.roanestate.edu/academicfestival](http://www.roanestate.edu/academicfestival)
2. Find link on bottom of the page & click on: **Online Registration**
3. Follow instructions

#### **GROUP REGISTRATION**

**To Register as a Group** is a two-step process. Each person in the group (including choirs) must

1. Register individually online **AND**
2. Register as a group using the **Group Identification Form** (school sponsor completes this step not the student). **THERE IS A SEPARATE GROUP FORM FOR MUSIC!**
3. Events requiring a group form are designated with an asterisk \* on the **Division Guidelines** and the **Group Identification Form**.
4. Submit one form per performance.
  - a. If your choir is singing in multiple events, one group form for each event must be submitted. This means that if your choir of xx students competes in two events such as *Showchoirs* and *Choral Classical*, your students register online one time checking both events but you submit two **Group Identification Forms**, one for each performance.
  - b. A copy of your class roster is sufficient to attach to the form.
5. Completion of the group form by itself does not constitute registration. Each student in a group must have also registered online.
6. Fax or snail mail the completed **Group Identification Forms** by Monday, March 6, 2017 to:

Tamsin Miller  
Office of Alumni Relations  
Roane State Community College  
276 Patton Lane  
Harriman, TN 37748-5011

[miller@roanestate.edu](mailto:miller@roanestate.edu)  
Phone: 865.882.4640  
Fax: 865.882.4579