



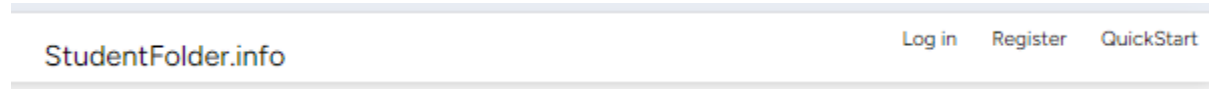
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Do This First

Register

If this is your first time using StudentFolder.info, please click the 'Register' link at the top-right-hand corner of the splash page.

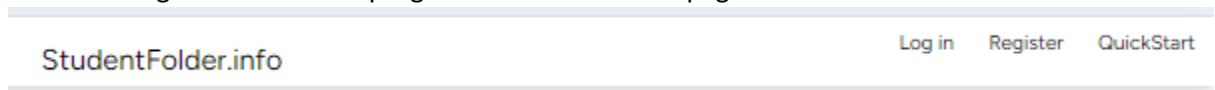


This will open a simple registration form for you to complete:

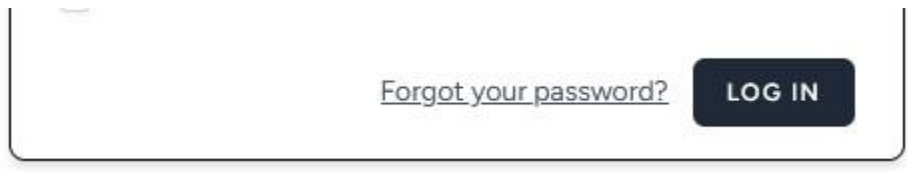
Log In

If you have used TheDirectorsRoom.com within the past year, your email address and password should have been moved to this new version, but if needed, your password can be reset as follows:

- Click the "Log In" link at the top-right-hand corner of the page.



- Click the "Forgot your password?" link next to the "Log In" button.



- Enter your email address and click "Email Password Reset Link" button.
- If the system finds your email address, you'll see the following message:

We have emailed your password reset link.

- Otherwise, you'll see the following error message:

We can't find a user with that email address.

- If you still can't log in after following the steps above, please see your Teacher to create an account for you.

Summary

StudentFolder.info provides students with an entry point to maintain their school and event registration information, ensuring the accuracy of their personal information and facilitating the event registration processes.

The main (Bio) page provides tab-oriented navigation through the following sections:

- Bio,
- School,
- Emergency Contacts, and
- Events.

Bio

Name, email, preferred pronoun, phone numbers, student information (grade, voice part, height, shirt size, birthday), and password update.

School

Select your current school and primary teacher. Students can only have one active school at a time.

Emergency Contacts

Add/edit your Emergency Contacts. Note that most events **require** you to have one Emergency Contact with a reachable (“best”) phone number.

Events

If your teacher is participating in an event, that event will be displayed on this page. Complete the forms on the page to provide the information, files, etc. needed to register you for an event.

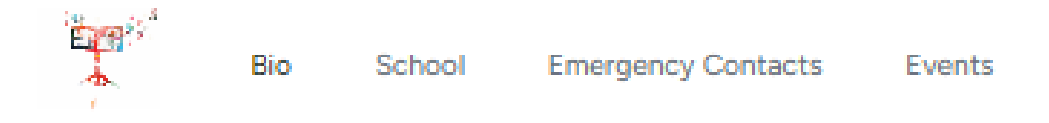
Bio(graphy Profile)

When successfully logged in, the Bio page will display with the following sections:

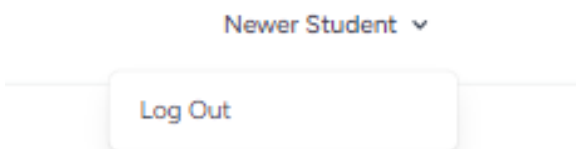
- Bio: Name, Email, Preferred Pronoun, Phone numbers, Grade, Voice Part, Height, Shirt Size, Birthday, and Reset Password fields.

The screenshot shows the 'Profile' page in the Student Folder system. At the top, there is a navigation bar with a logo on the left and tabs for 'Bio', 'School', 'Emergency Contacts', and 'Events'. The 'Bio' tab is selected. In the top right corner, the user's name 'Bradley Eckensberger' is displayed with a dropdown arrow. Below the navigation, the 'Profile' section is titled. Under 'Profile Information', there is a sub-header 'Update your account profile information and email address.' followed by three input fields: 'Name' (containing 'Bradley Eckensberger'), 'Email' (containing 'test@studentfolder.info'), and 'Preferred Pronoun' (a dropdown menu set to 'he/him/his/himself'). A 'SAVE' button is located below these fields. The 'Phone Number(s)' section follows, with a sub-header 'Update your home and cell phone numbers.' and two input fields: 'Cell Phone' (containing '(800) 555-1216') and 'Home Phone' (which is empty).

- You'll find tab navigations at the top of the page:



- You'll find a drop-down box at the top-right-hand corner of the page with your name. Click this to find the "Log Out" link.

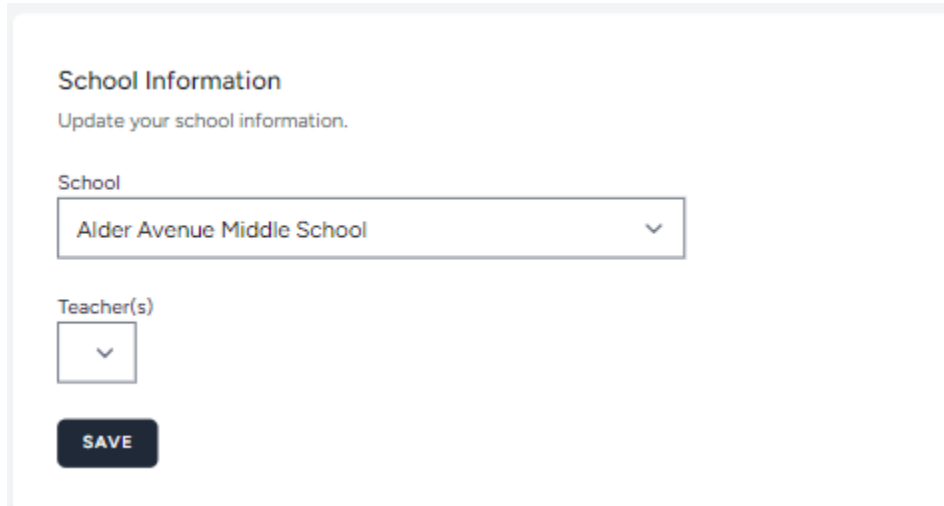


Review, update, and add missing information as needed.

School Information

You must be connected to a school and a teacher to register for any event.

Please click the “School” link and confirm or update that information:



The screenshot shows a form titled "School Information" with the instruction "Update your school information." It contains two dropdown menus: "School" with "Alder Avenue Middle School" selected, and "Teacher(s)" which is currently empty. A "SAVE" button is located at the bottom of the form.


The “Teacher(s)” drop-down menu will update after you have selected a school.

Emergency Contact

Most events will require an emergency contact with at least one phone number.

Click the green plus-sign button to add a new Emergency Contact, the indigo “Edit” button to edit an Emergency Contact’s information, or the red “Remove” button to remove a contact from your roster.

Emergency Contact Information
Update your emergency contact(s).



Name	Email	Phones	
Dad Eckensberger <i>(father)</i>	dad@exempl.com	(c) (123) 456-7890 x123 (h) (Best) (w)	<div style="text-align: center; margin-bottom: 5px;">Edit</div> <div style="text-align: center;">Remove</div>
Mom <i>(step-mother)</i>	mom@exempl.com	(c) (h) (w) (123) 456-9876 x54 (Best)	<div style="text-align: center; margin-bottom: 5px;">Edit</div> <div style="text-align: center;">Remove</div>

Events

You will likely spend the most time on the Events page which is divided into the following sections

- Qualifications
- Biography
- Emergency Contact
- Application
- Recordings (if the event uses virtual auditions)
- Pitch Files (if the event has provided these files)
- Payment

Qualifications

The Qualifications section provides an overview of the information stored in the system and a listing of the events currently open to your registration. If there are no currently open events, this will also be noted. If more than one event is open, these will be separated by tabs.

Event Registration Information
Update your event registration information.

Qualifications

School: Fjr School Of Music
 Teacher(s): Rick Retzko
 Grade: 11
 Voice Part: Baritone
 Events: 2025 New Jersey All-Shore Chorus | Morris Area Honor Choirs 2025

Biography

The Biography section includes your name as will appears in the program (if the event choses to use this field), your auditioning voice part (which may be different from your classroom voice part noted in the Qualifications section), and your Home Address (if required by the event).

In this example, two events are open and these are separated by tabs.

2025 New Jersey All-Shore Chorus
Morris Area Honor Choirs 2025

Name as it should appear in the program

Bradley Eckensberger

Auditioning on Voice Part

Alto II ▾

Home Address

Address 1

One Broadway

Address 2

Two Broadway

City	State	Zip Code
Bronx	Louisiana ▾	07924-135

Emergency Contact

Your Emergency Contacts are listed with an indicator for “Best Phone” for you to identify as your main contact for the event. This information will also be used to complete the Parent/Guardian sections of your application and provided to the Event management team for their use during the event.

If a “Best Phone” number has not been provided, this Emergency Contact will be displayed in red and is disabled from your selection. You can update the information on the “Emergency Contact” page.

Emergency Contact(s) *(Select one)*

Dad Eckensberger (Best Phone: missing)

Mom (Best Phone: work)

Application

The system will perform several checks to ensure that all necessary information is available to create a complete application. If any information is missing, a list will be displayed describing the missing information.

If all required information is available, the system will display either:

- A button to download a physical application, or
- An eApplication for you to complete and have signed (checkbox) for yourself and your parent/guardian. Note that the selected Emergency Contact details are used for Parent/Guardian information.

Error Message Example

Application

The following must be corrected before an application can be prepared:

- Your home address is required by the event.

Application Button Example

Application

Click to download your application

eApplication Example

Application

Morris Area Honor Choir - Middle and High School

Morris Area Honor Choirs 2025

eApplications are accepted through: **Monday, November 11th**
All audio files must be submitted to your sponsoring Directors.

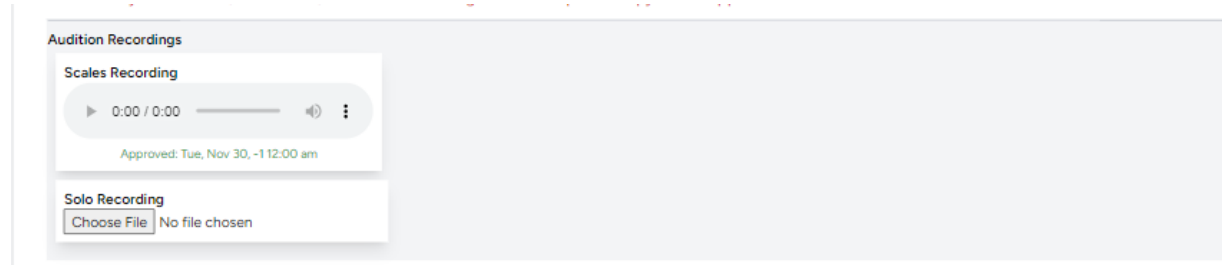
PLEASE NOTE: Morris Area Choral Directors Associations reserved the right to require masks at any time, based on current health guidelines and host school requirements.

Student Name	Eckensberger, Bradley
Address	One Broadway, Two Broadway, Bronx LA 07924-135
Height	6' 3" (75")
Home Phone	
Cell Phone	(800) 555-1216
Email	test@studentfolder.info

Recording Upload

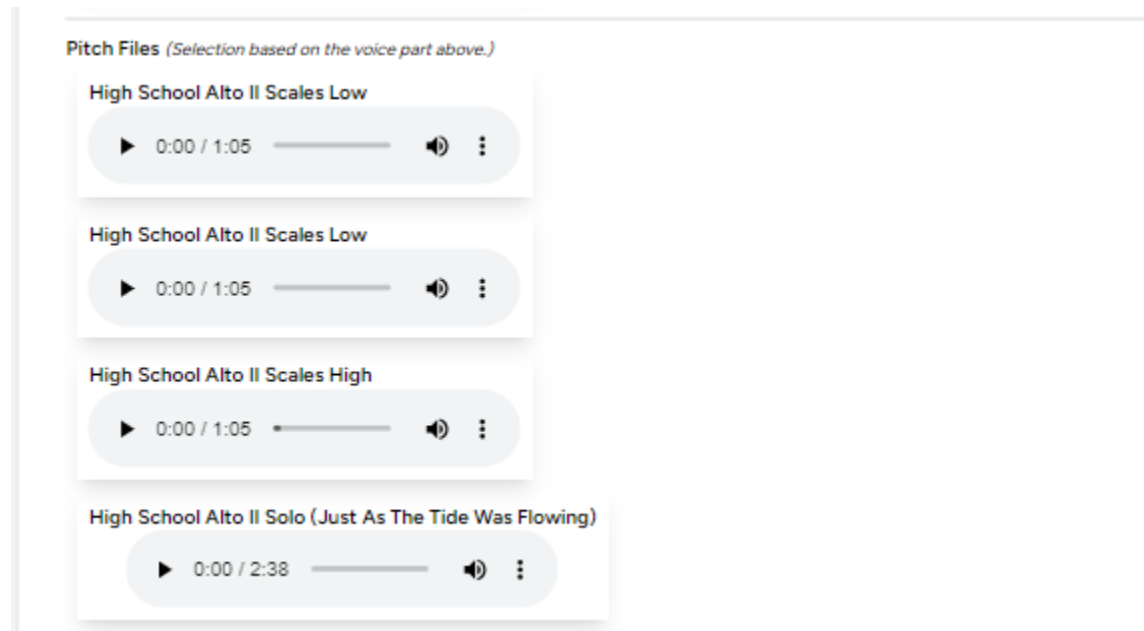
If your event is using virtual auditions or otherwise requires a recording upload, this will be available immediately following the application section.

Once approved by your teacher, these recordings cannot be changed.



Pitch Files

If provided by your event, Pitch Files matching your selected Auditioning Voice Part will be available to you as follows:



Payment

At the end of the page, you will either see a message about your event's payment process, or a link to an ePayment provider (ex. PayPal).

Note that for events using an ePayment provider, it may take 24-hours during the work week or by Monday noon over the weekend to update the system regarding the payment.

Message

Payments

Please see your teacher (Rick Retzko) for all payments.

ePayment Provider

Payments

Click the PayPal button to pay the Amount Due: \$-1.00

 PayPal

Please note: Payment record updates may take as long as 24-hours during the work week and by Monday at noon over the weekend.
