

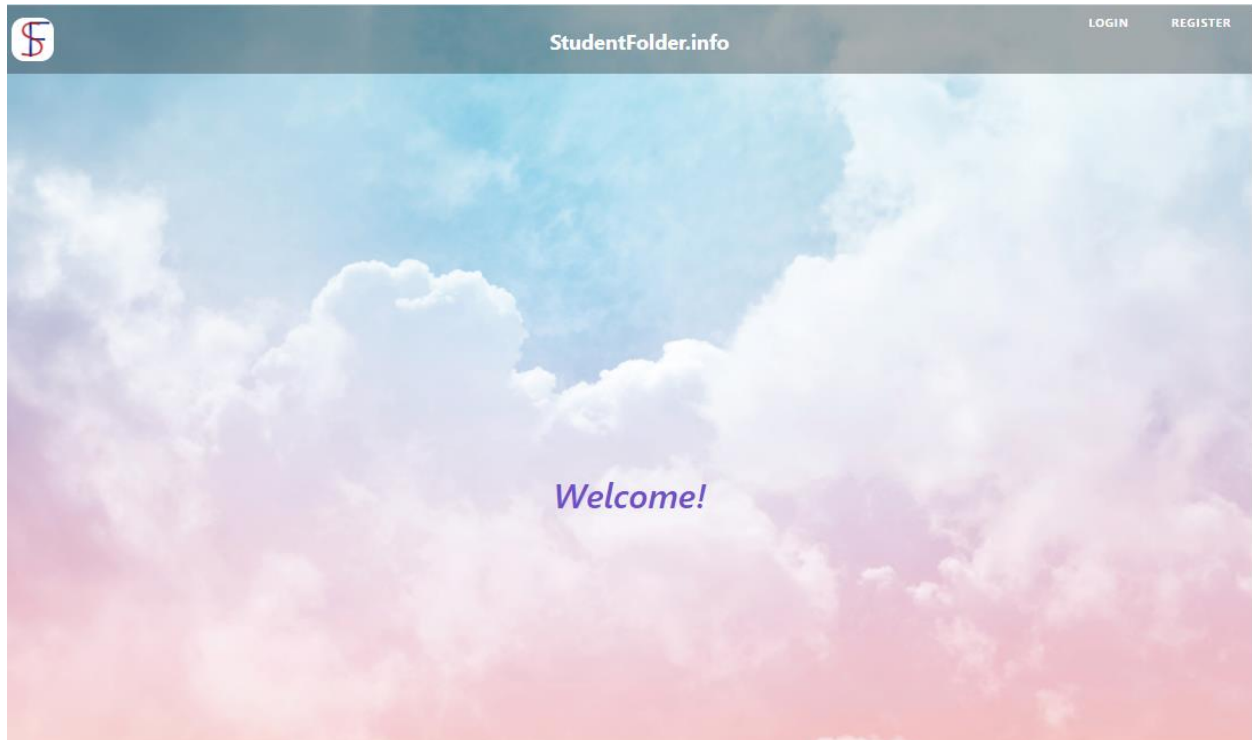


# StudentFolder.info

## Welcome to StudentFolder.info!

If you are familiar with the student pages of AuditionForms.com, StudentFolder.info is that product's successor, designed specifically for student needs. Student will use this product to maintain their profile information as well as register for currently open events.

We have worked at making StudentFolder.info intuitive, but know that some guidance is always helpful, so let's dive into it!





# StudentFolder.info

## Table of Contents

<b>Welcome to StudentFolder.info!</b> .....	1
<b>LogIn and Registration</b> .....	3
<b>Events</b> .....	6
<b>Event: Audition Profile</b> .....	7
<b>Event: Audition Voice (Instrument) Part</b> .....	7
<b>Event: Registration Payment</b> .....	8
<b>Event: Videos</b> .....	9
<b>Profile</b> .....	9
<b>Profile: Required Fields</b> .....	10
<b>Profile: Optional Contact Information</b> .....	10
<b>Profile: Optional Profile Information</b> .....	11
<b>Profile: Voicings and Instruments</b> .....	11
<b>Schools</b> .....	12
<b>Parents</b> .....	14
<b>Change Password</b> .....	16




## LogIn and Registration

Our main page is simple: You can either Log in or Register:

1. **LOGIN:** Typically, your Username will be the initial of your first name and your last name (ex: Pat Davis = pdavis). Click the 'LOGIN' link and enter your Username and Password.

StudentFolder.info Login

Username (NOT your email address)

Password 

Remember Me

Login

[Forgot Your Password or Username?](#) [Create an account](#)



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- a. **PASSWORD/USERNAME:** If you do not remember your password or username, click the “Forgot Your Password or Username?” link to have your these emailed to you. If this does not work or you don’t have an email address, speak with your Director or click the green ‘Chat’ button at the bottom right-hand corner of the page. If you have an account on StudentFolder.info, your director can find your username for you.
- b. **Note:** If you are using a school email address, many school email servers block external emails. It is always best to include your personal email address along with any school email address you may be using. If you cannot get our emails, please speak with your Director to get your username or click the green ‘Chat’ button at the bottom right-hand corner of the page

### Reset Password

Enter your email below to receive the reset-password instructions

email@addr.ess

[Send Password Reset Link](#)

[← Back to Login](#)



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- REGISTER:** If you've been sent to StudentFolder.info by your director, use the REGISTER or "Create an account" link, your information and you can create your account. You will find additional information about new account set-up at the end of this document.

**Register**

**All fields are required. If you do not have an email address, your Director can create an account for you.**

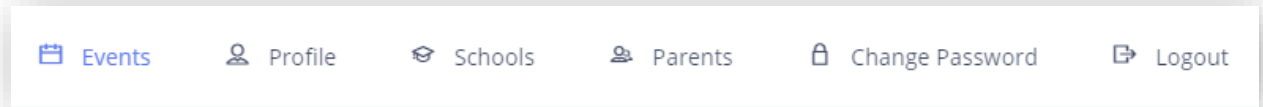
<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>
<input type="text" value="Email Address"/>	
<input type="text" value="Enter your teacher's Last Name"/>	
<input type="text" value="Grade: 12"/>	
<input type="text" value="Voice part"/>	
<input type="text" value="Password"/>	
<input type="text" value="Confirm Password"/>	

**Remember Me**

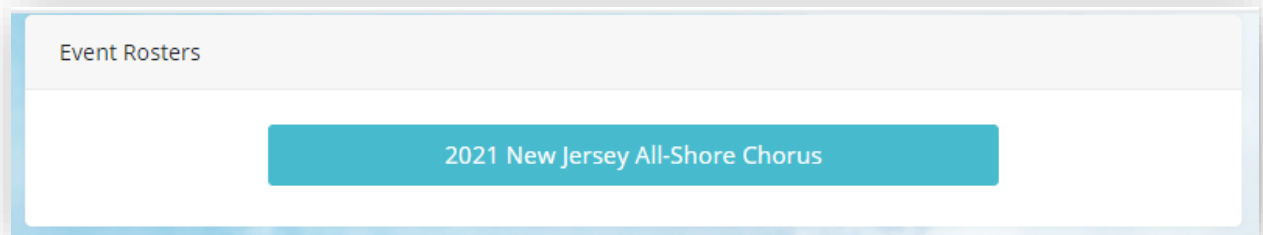
Great, you've successfully logged in or created an account.



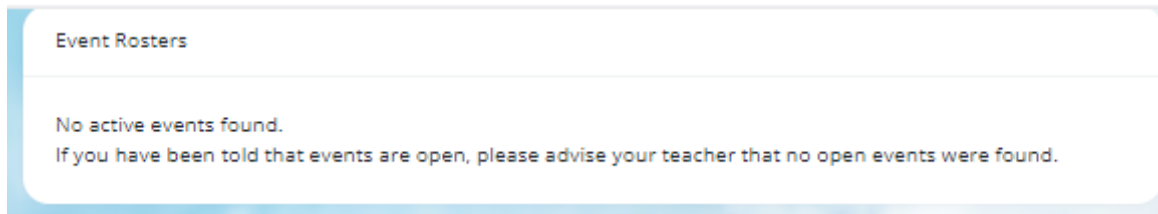
Here's the main menu:



## Events



Clicking the “Events” link will display a roster of events which are available for your self-registration. If no events are currently available, a messages will display: “No active events found. If you were told that events are open, please advise your teacher that no open events were found.”



Clicking the event button will open that event's registration form. Each event has it's own requirements, so your event registration form may differ from the one that follows. For demonstration purposes, here is an event which requires a video audition.

The event registration form is divided into several areas:

- Audition Profile
- Audition Voice (or Instrument) Part
- Application
- Registration Payment
- Video Audition Upload



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## Event: Audition Profile

**AUDITION PROFILE**

Name (as it will appear in the program)

Grade/Class: **11 (2021)** Change on [Students Profile](#) if necessary

Height: **6'2"** Change on [Students Profile Options](#) if necessary

Shirtsize: **Large** Change on [Students Profile Options](#) if necessary

Pronoun: **he/him/his/himself** Change on [Students Profile](#) if necessary

The Audition Profile displays your name as it will appear in printed documentation. Your name (from the "Profile" link) is automatically used but you can change it here for this event.

Additional biographic information required by the event is also displayed here with links to the "Student Profile" page. If this information needs to be changed, click the link to open that page and then return to the Event to complete your registration.

## Event: Audition Voice (Instrument) Part

**AUDITION VOICE PART**

Use the drop-down arrow to change the voice part on which you will be auditioning. This field defaults to the primary voice or instrument part from your Student Profile but can be changed here to reflect your audition choice for the selected event. If the event allows multiple audition opportunities, multiple selections will be available here.



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Clicking the 'Save Changes' button will save both the changes made here as well as the Audition Profile section above.

## Event: Application

APPLICATION (SAVE ANY CHANGES BEFORE DOWNLOADING APPLICATION!)

Download Application

Click this button to download a pdf version of your application, ready to print and collect your required signatures. NOTE: Only changes saved through clicking the 'Save Changes' button (see above) will be included in the application. It is always best to click the 'Save Changes' button first before clicking the 'Download Application' button!

## Event: Registration Payment

If the event and your school allows for direct payment of the student registration fee, this fee can be processed directly from the page.

### PAYPAL

You can use PayPal to directly process your \$16.00 application fee.

PayPal

PayPal CREDIT

Debit or Credit Card

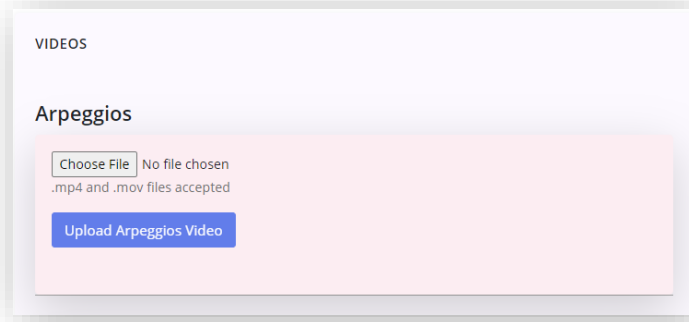
Powered by PayPal



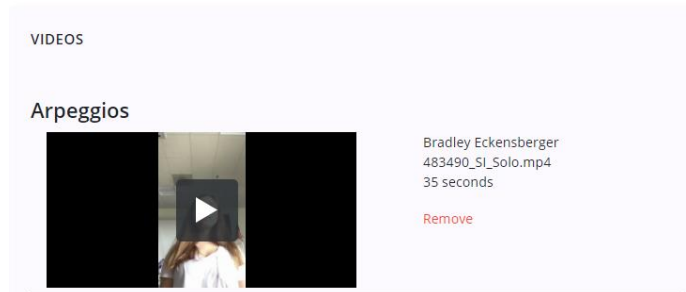


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## Event: Media (Video and Audio) files



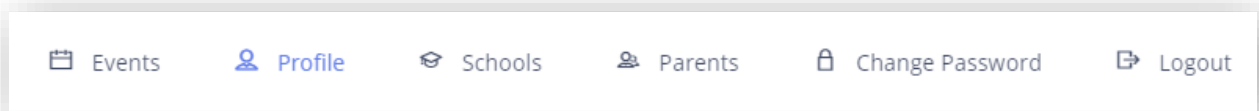
If your event requires audition files, these will be uploaded here. Once the file is uploaded, this page will also confirm and allow you to play the video or audio file, as displayed below:



Note: It will take some time to process the file after you upload it. During that time, you'll see a 'Processing...' message.

Once uploaded, your Director must REJECT the submission for you to upload a replacement file.

## Profile



Clicking on the Profile link will display your biographical information. All the information is saved when you click the 'Submit' button located at the bottom of the page.



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## Profile: Required Fields

**REQUIRED FIELDS**  
The following fields are required:

User ID	2626
Username *	beckensberger
Name *	<input type="text" value="Bradley"/> <input type="text" value="Middle"/> <input type="text" value="Eckensberger"/>
Preferred Pronoun *	<input type="text" value="he/him/his/himself"/>
Date of Birth *	<input type="text" value="29-Sep-2017"/>
	Around <b>2 years</b>
Grade/Class *	<input type="text" value="12"/>

All the fields in Profile are required (except middle name). Note: Your 'Preferred Pronoun' selection is used for all published actions, for example: emails and applications.

## Profile: Optional Contact Information

**OPTIONAL CONTACT INFORMATION**  
The following contact fields are optional:

Primary Email	<input type="text" value="be@studentfolder.info"/>	VERIFIED
Secondary Email	<input type="text" value="test@studentfolder.info"/>	<input type="button" value="VERIFY"/>
Cell Phone	<input type="text" value="(123) 456-7890"/>	
Home Phone	<input type="text" value="(123) 456-7890"/>	

Please provide your email and phone contact information for use by your Director and Event administrators.



## Profile: Optional Profile Information

**OPTIONAL PROFILE INFORMATION**

The following profile fields are optional:

Height (inches)   
That's roughly 6'2"

Shirt Size

If an Event requires additional information, it will be posted here.

## Profile: Voicings and Instruments

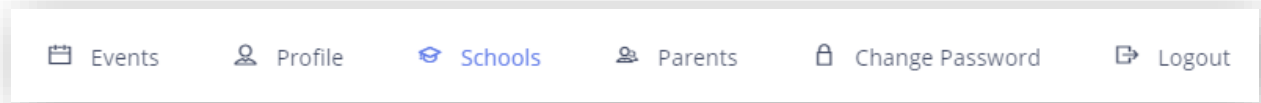
**AUDITION VOICE PART**

Use this segment of your profile to identify the voice part on which you will be auditioning.



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## Schools



Clicking on the 'Schools' link will display the information roster of your school(s). You can add a new school by clicking the 'Add School' button. You would use this button whenever you move to a new school.

**SCHOOLS** + Add School

**MY SCHOOLS**  
You can edit your school using the below table:

School	Location	Status	Teacher(s)	Class of
Fjr School Of Music	Bernardsville, NJ	uploaded	Rick Retzko	11



# StudentFolder.info

The 'Add School' button will display the form below. The system will automatically provide a suggested school to match your input. Please use the full school name without abbreviations when searching for a new school.

**ADD SCHOOL**  
You can add your school using the below form:

**School Name**

**Teachers**

- Franklin Avenue Middle School, Franklin Lakes NJ
- Franklin D Roosevelt School, Edison NJ
- Franklin Elementary, Union NJ
- Franklin Elementary, Bloomfield NJ
- Franklin Elementary School, South Plainfield NJ
- Franklin Elementary School, Summit NJ
- Franklin Elementary School, Kearny NJ
- Franklin Elementary School, Westfield NJ
- Franklin Elementary School, North Bergen NJ**
- Franklin Elementary School, Trenton NJ
- Franklin Elementary School, Bergenfield NJ
- Franklin Elementary School, Succasunna NJ
- Franklin Elementary School, Franklin NJ
- Franklin Elementary School, Rahway NJ
- Franklin High School, Somerset NJ
- Franklin L. Williams School, Jersey City NJ
- Franklin Middle School, Somerset NJ
- Franklin Park School, Franklin Park NJ
- Franklin School, Saddle Brook NJ
- Franklin School, Lyndhurst NJ
- Franklin Township School, Washington NJ

Once the school is selected, all teachers associated with the school will be displayed. If multiple teachers are displayed, please select your teacher from the list. When you click the 'Add School' button, the selected teacher(s) will be aware that you have been added to their student roster.

**ADD SCHOOL**  
You can add your school using the below form:

**School Name**

**Teachers**

**Rick Retzko**  
If not listed above, please ask your teacher to sign up at [TheDirectorsRoom.com](http://TheDirectorsRoom.com).



## Parents

Events Profile Schools Parents Change Password Logout

Click the 'Parents' link to display an information roster for your parent/guardian(s).

PARENTS/GUARDIANS [+ Add Parent/Guardian](#)

MY PARENTS/GUARDIANS  
You can edit their details using the below table:

Parent	Type	Email(s)	Phone(s)
<a href="#">Mom Eckensberger</a>	mother	mome@example.com	(223) 456-7890 (h) (223) 456-7890 (c)

Clicking on a parent's name will permit you to edit their information...

UPDATE PARENT/GUARDIAN  
You can add Parents/Guardian details here:

Parent/Guardian Type:

Name:

Primary Email:

Secondary Email:

Cell Phone:

Home Phone:

Work Phone:

[Update Parent/Guardian](#) [Cancel Changes](#) [-- Delete Record --](#)



# StudentFolder.info

... or you can add a new parent/guardian by clicking the 'Add Parent/Guardian' button.

**ADD PARENT/GUARDIAN**

You can add Parents/Guardian details here:

**Parent/Guardian Type**

**Name**

**Primary Email**

**Secondary Email**

**Cell Phone**

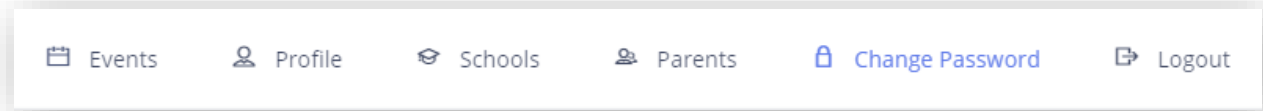
**Home Phone**

**Work Phone**

[Go Back](#)



## Change Password



Click the “Change Password” link to change your password. Note: There are password requirements which must be met.

**CHANGE PASSWORD**

You can update your credentials using the below form:

**Current Password**

**New Password**

Must be at least 8-characters and contain:

- One UPPER-CASE
- One lower-case
- One number
- One special character (!@#\$\$%^&\*()-\_+=)

**Confirm Password**

[Update Password](#)





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If you have any questions, click the chat link at the bottom-right-hand corner of any page, or email: [rick@mfrholdings.com](mailto:rick@mfrholdings.com).

