



# BAROQUE FESTIVAL

## 2023 Final Event Registration

1. After receiving an email message from your **District Baroque Festival** chairman that the competition results are ready, log in to your account at <https://omta.leggierosw.com>.
2. From the Teacher Home page view the competition results by clicking on the **[View Competition Results]** button.

*If any of your students are Winners you will need to register online for them to participate.*

***Note:** Please do not register any students marked as "Honorable Mention" unless the District Chair contacts you to do so.*

3. Click on **Festivals** in the green menu bar on the left.
4. Choose "**State**" from the pop-up list.
5. Click on **State 2023 Baroque Final Event Recital** to open up a registration page.
6. For all participating winners, click on their name from the *Unregistered Winners List*.
7. That's it! They are registered. All repertoire information is automatically filled in from the district event.
8. Print an invoice and send the total amount due (\$20 per student) to the state chairman (unless your district has made other arrangements).

## How to Edit or Delete a Registration

1. To edit or delete a registration, click on the student name in the *Registered Student List*.
2. Edit the spelling (if necessary) or choose the **[Delete this Registration]** button in the top right corner of the Edit Registration form.
3. Click **[Save Changes]**.

If you have questions, please contact your district chairman.