

Alabama Bandmasters Association
2012 All State Remote Registration Instructions

Please PRINT, READ and FOLLOW the instructions in the order they are listed, as they have **changed**.

IMPORTANT STATEMENT: If you are trying to send this from a school, some filters will not allow ftp access. You can do one of three things that will correct the problem.

1. You can do your registration from home.
2. You can have your system white list the ftp access for <ftp.audmgr.com>.
3. The program will prompt you to attach the file created to an email.

1. DELETE ALL PREVIOUS CATEGORIES FILES FROM EARLIER REGISTRATIONS.

2. Click on link to www.audmgr.com and click on the link on the bottom left which reads "Download Area". Download the Remote Registration. There is a PC and Mac version. Click on the appropriate format for your system. Choose save and save to your desktop or a folder. This is a file and not an installed program. You are now finished with www.audmgr.com site and can close that window.
3. Download this year's categories file. This will be found on the ABA website. There is only one categories file for all bands.
4. Right Click on the categories file.
5. SELECT "Save Target as"
6. Save in the same place as your Remote Registration.
THIS FILE MUST BE IN THE SAME PLACE FOR REMOTE REGISTRATION TO WORK, EITHER ON YOUR DESKTOP OR IN A FOLDER. Close window.
7. Once you have both files in the same place, click on the remote registration icon. Click Run. A window will open called "Registration Group." It has a drop down menu. Click on the arrow at the right.
8. Alabama All State Band will appear. If this says anything else you have the wrong categories file.
9. Click Continue
10. A new window will open. The pop up window is to tell you that if you have already started your registration to open the file that was created instead of starting over. This will prevent duplicates if you have corrections.

11. Fill out ALL director information.

a. USE CORRECT PUNCTUATION AND CAPITALIZATION

b. SCHOOL NAME, put the name of the school and then use one of the following abbreviations:

i. High school – HS

ii. Middle School - MS

iii. Junior High – JHS

c. Do not use all capitals on the student's names

EXTREMELY IMPORTANT!!! The concert programs will be generated from this registration.

12. Type in MENC number
13. Type in the amount at \$10.00 per student.
(EXAMPLE 4 registered = \$40.00)
14. Type in School Fee (\$15.00)
15. Add #11 and #12 and put total in this box. If using a PO, please put the PO number in the box after the total. Otherwise just put total in the box. EXAMPLE 50.00/BH09465
16. Click on Add Student (DO NOT REGISTER ALTERNATES UNLESS NOTIFIED BY HARRY MCAFEE)
For Directors without students, register yourself as a student using 13 as a grade and directors only as a category.
17. Type first name

18. Type last name
19. Fill out Grade (Directors without students put 13)
20. Choose scheduling preference early, late or none. THIS IS FOR SPECIAL CIRCUMSTANCES NOT ALL STUDENTS. THIS CLOGS THE SCHEDULE. THE STUDENTS THAT NEED A SPECIAL TIME WILL NOT RECEIVE IT.
21. Choose instrument from category menu. (Directors without students select Directors only)
22. Make sure you select the correct band. All alternate placements will be done by John Cooper and Harry McAfee.
23. Click on Add record to add another student or add record close if you are finished.
24. Once all students have been entered, save under the file menu.
25. Then click on send and follow the instructions. If your system blocks the information you will be automatically prompted to send it to the chair through your email you will have to attach the file. If it does not prompt your email, please send an email to alabamaallstate@gmail.com with the files attached.
26. You will have to attach the text file that was created on your desktop.
27. **Select Print from file menu and send with payment by deadline to
Harry McAfee
1333 Atkins Trimm Blvd
Hoover, AL 35226**

The program will create files on your desktop. The file will begin with the following: ALAS

If something else is created, you are using the wrong categories file.

If you run into a problem, please call or email Doug Farris. Do not attempt to fix the problem. Do not register alternates unless you are directed to do so by John Cooper or Harry McAfee.

Doug Farris
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256-621-0540