

## NDHSAA Website MVP Registration Instructions for Regional Music Competition:

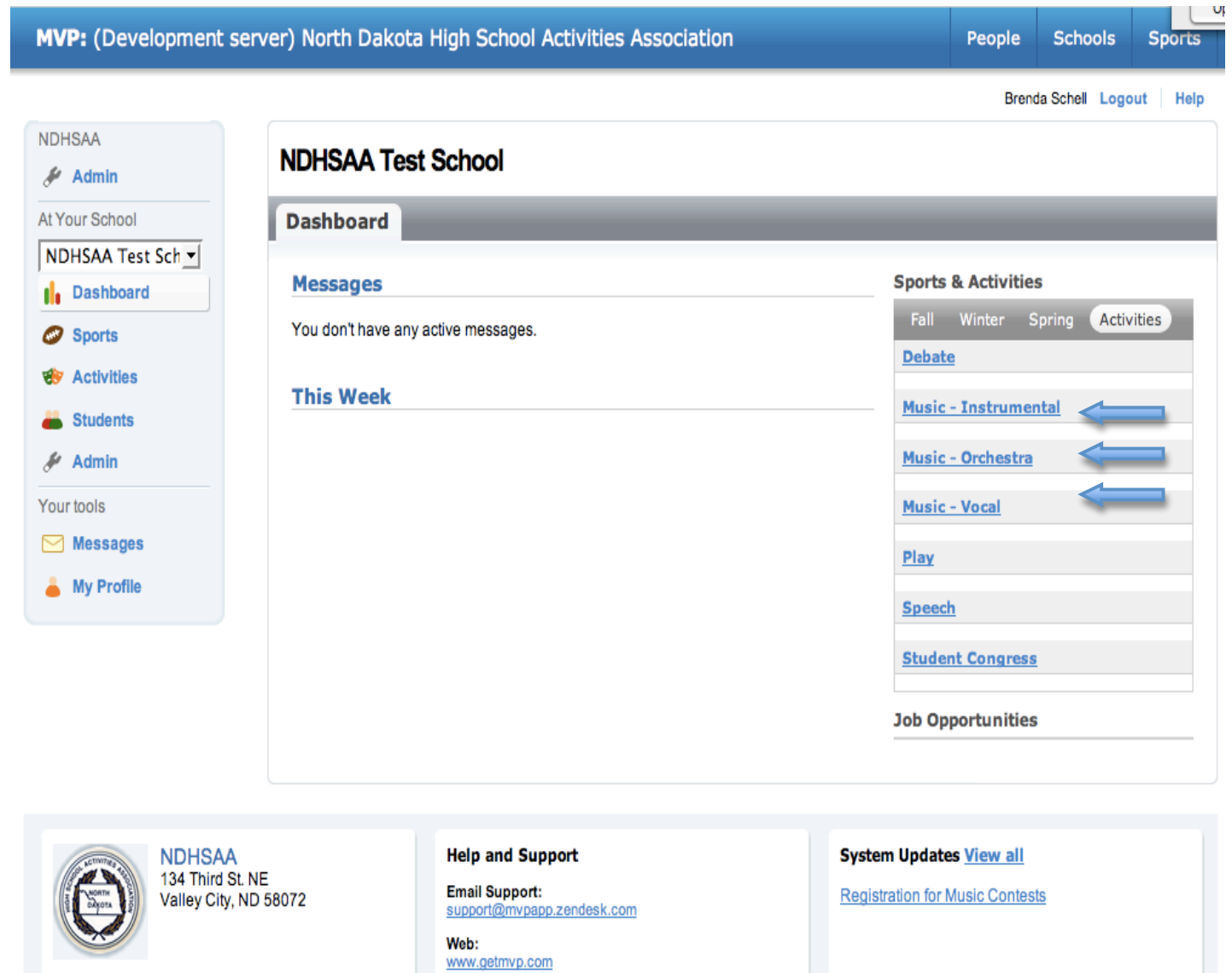
The following instructions include four sections:

- 1 - Adding students to your roster
- 2 – Registering for the appropriate competition
- 3 - Entering your solos, small groups and large groups into appropriate events.
- 4 – View registrations

 Blue arrows do not appear on the actual registration, they are only in these instructions to provide additional guidance and emphasis.

### 1 - Adding students to your roster

1. Go to the NDHSAA main page <http://www.ndhsaa.com>
2. Log in to MVP
  - a. If you do not have an MVP account, click on the “Create New MVP Account” link
3. Click on “Activities” on the right side of the page under “Sports and Activities”
4. Click the Blue link to the activity for which you would like to register:
  - a. Music Instrumental
  - b. Music Orchestra
  - c. Music Vocal



MVP: (Development server) North Dakota High School Activities Association

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### NDHSAA Test School

#### Dashboard

#### Messages

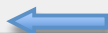
You don't have any active messages.


#### This Week


#### Sports & Activities

Fall Winter Spring **Activities**

[Debate](#)

[Music - Instrumental](#) 

[Music - Orchestra](#) 

[Music - Vocal](#) 

[Play](#)

[Speech](#)

[Student Congress](#)

#### Job Opportunities

NDHSAA  
134 Third St. NE  
Valley City, ND 58072

Help and Support  
Email Support:  
[support@mvpapp.zendesk.com](mailto:support@mvpapp.zendesk.com)  
Web:  
[www.getmvp.com](http://www.getmvp.com)

System Updates [View all](#)  
[Registration for Music Contests](#)

5. You are now at the specific music activity page for your school. Your school name will appear, this example shows the Instrumental Music page for NDHSAA Test School.

6. Add all participating students that to your music roster.
  - a. Click on “Roster” on the grey menu bar
  - b. Click the “Add” button on the right side of the page
  - c. Click the “Player” link that appears below

7. You will see the following page.

Home Roster Schedule Stats

### Music - Instrumental - Add Player to Team

1) Select one or more students from your school or another school within the state

After selecting a school, you can select multiple students before submitting the form.

Action	Windows	Mac
Select adjacent rows	Click on the topmost row. Hold down the 'Shift' key while clicking the bottommost row.	Click on the topmost row. Hold down the 'Shift' key while clicking the bottommost row.
Select an additional row without clearing out the previously selected rows	Hold down the 'Ctrl' key while clicking the new row.	Hold down the 'Command' key while clicking the new row.

a) Filter the Schools	b) Select a School	c) Select a Student	d) Add to the Roster
Your School All Schools Non-Public Public High School Non-Public High School Graded Elementary Public Jr High/Middle Sch Non-Public Jr High/Mid.	NDHSAA Test School	Johnson, Sharon Jones, Sue Larson, Sheryl Miller, Brenda Olson, Patty Peterson, Sherm Schmidt, Brian Smith, Dave	Johnson, Sharon; Larson, Sheryl; Olson, Patty; Smith, Dave; <input type="button" value="Select Students"/>

Student(s) Selected  
Johnson, Sharon; Larson, Sheryl; Olson, Patty; Smith, Dave;

Cancel Save

8. Click on “Your School” in the first column (a)
9. Click on the name of your school in the second column (b)
10. Click on the names of the students that are participating in this section of music competition to highlight each student in the third column (c)
  - a. Shift click on more students to select more than one student if they are next to each other in column c.
  - b. Control (Command on a Mac) click to highlight each name to select students that are not next at a time
11. Click “Select Student” in the grey box in the fourth column (d)
12. As you select students in this manner, the students will continue to be added to the list below the 4 columns.
13. You may continue to add students to your roster in this manner until you have all of your participating students listed.
14. When all students have been added, click the blue “SAVE” button on the bottom right side of the page.
15. You will be returned to the “Roster” page
16. Check over your roster and verify that all participating students are listed.
17. If you are missing any students, go back to Step 6.
18. You have now completed adding students to your roster.

## 2 – Registering for the appropriate competition

1. On the grey menu bar above your group, click on the “Schedule” tab

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### NDHSAA Test School

Music - Instrumental > Varsity > 2008-2009

Home Roster **Schedule** Stats

#### Team Schedule

+ Add Meet

Date/Time	Location	Opponent	Home/Away	District	Results
02/09/2009 09:00 AM	Bismarck High School	<a href="#">Class A, West State, Woodwinds</a>			<a href="#">Enter Score</a>
03/06/2009 09:00 AM	NDSCS	<a href="#">Region I, Large Groups</a>		No	Pending 
03/13/2009 09:00 AM	Grafton High School	<a href="#">Region III, Large Groups</a>			Pending <a href="#">Register</a>
03/17/2009 09:00 AM	Washburn High School	<a href="#">Region VII, Large Groups</a>			Pending
03/17/2009 09:00 AM	Griggs County Central HS	<a href="#">Region V, Large Groups</a>			Pending
03/17/2009 09:00 AM	Minot State University	<a href="#">Region VIII, Large Groups</a>			Pending
03/17/2009 09:00 AM		<a href="#">Region X, Instrumental</a>			Pending
03/17/2009 09:00 AM		<a href="#">Class A, East Region/State, Wind Instr. &amp; Perc. Ensembles</a>			Pending
03/26/2009 09:00 AM	Oakes High School	<a href="#">Region VI, Large Groups</a>			Pending
03/26/2009 09:00 AM	Bismarck High School	<a href="#">Class A, West State, Brass</a>			Pending

2. Scroll down to find the appropriate music competition for your region.
3. With your mouse scroll over the right side of the same line that your competition is listed on. When you mouse over that portion of the page a “Register” link will appear.
4. Click the “Register” link.
5. Your page will now show “Register for Meet” in the middle of the page.
6. Click “SAVE” on the right side of the page

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### NDHSAA Test School

Music - Instrumental > Varsity > 2008-2009

Home **Schedule** Stats

#### Region III, Large Groups

03/13/2009 09:00 AM

Overview Events

[Register for Meet](#)

Cancel [Save](#)



7. You are now registered for regional music competition.
8. Your roster will be used for end of the year eligibility/participation reports.

### 3 - Entering your solos, small groups and large groups into appropriate events.

1. Click on the “Events” tab directly to the right of the “Overview” tab
2. Choose the appropriate event for registration
  - a. With your mouse scroll over the right side of the same line that your competition is listed on. When you mouse over that portion of the page a “Register” link will appear.
3. Click the “Register” link.

The screenshot shows the NDHSAA Test School registration interface. The top navigation bar includes 'MVP: (Development server) North Dakota High School Activities Association', 'People', 'Schools', and 'Sports'. The user is logged in as 'Brenda Schell'. The left sidebar contains navigation options like 'Admin', 'Dashboard', 'Sports', 'Activities', 'Students', and 'Your tools'. The main content area is titled 'NDHSAA Test School' and shows the 'Schedule' tab selected. Under 'Region III, Large Groups', there is a table with columns for 'Event', 'Date/Time', and 'Results'. Two events are listed: 'Large group: Concert Band' and 'Large group: Jazz Band'. A blue arrow points to the 'Events' tab, and another blue arrow points to the 'Register' link for the Concert Band event.

4. Enter the appropriate information and click the blue “SAVE” button on the bottom right
  - a. Large Group

The screenshot shows the 'Register for Event' form for the 'Large group: Concert Band' event. The form includes fields for '# in Group', 'Selection 1', 'Selection 1 Composer', 'Selection 2', and 'Selection 2 Composer'. A blue arrow points to the 'Save' button at the bottom right. The 'Cancel' button is also visible.

- b. Small Group

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## NDHSAA Test School

Music - Instrumental > Varsity > 2008-2009

Home
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**Region VIII, Small Groups**

03/28/2009 09:00 AM

[+ Add Event](#)

Overview
Scores & Stats
Events

**Solo: Piccolo**

**Register for Event**

First Name

Last Name

Grade

Selection

Selection Composer

Accompanist First Name

Accompanist Last Name

[Cancel](#)

[Save](#)

c. Solo

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## NDHSAA Test School

Music - Instrumental > Varsity > 2008-2009

Home
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Stats

**Region VIII, Small Groups**

03/28/2009 09:00 AM

[+ Add Event](#)

Overview
Scores & Stats
Events

**Small group: English Horn Ensemble**

**Register for Event**

# in Group

Selection

Selection Composer

Accompanist First Name

Accompanist Last Name

[Cancel](#)

[Save](#)

5. Upon saving, you will see verification in a yellow bar that states:
  - a. “You have been registered for the event.”

The screenshot shows the NDHSAA Test School registration page. At the top, a blue navigation bar contains the text "MVP: (Development server) North Dakota High School Activities Association" and links for "People", "Schools", and "Sports". Below this, the user's name "Brenda Schell" and links for "Logout" and "Help" are visible. A yellow banner at the top of the main content area displays a green checkmark and the text "You have been registered for the event." with a blue arrow pointing to it. The main content area is titled "NDHSAA Test School" and includes a breadcrumb trail "Music - Instrumental > Varsity > 2008-2009". Below this is a navigation bar with tabs for "Home", "Roster", "Schedule", and "Stats". The "Schedule" tab is active, showing "Region VIII, Small Groups" for "03/28/2009 09:00 AM". A sub-navigation bar has "Overview" and "Events" tabs, with "Events" selected. The event title is "Small group: English Horn Ensemble" with a "Register" link on the right. Below the event title is a table of details for "NDHSAA Test School":

# in Group	4-6
Selection	A Song of Love
Selection Composer	Johnson
Accompanist First Name	Jane
Accompanist Last Name	Doe

A blue arrow on the right side of the page points to the "Register" link.

6. If you have additional entries in the same event, click the “Register” link on the right side of the page.
7. If you are done with this type of entry and have other kinds of entries to register, click the “Events” button to register for a different event
8. Continue to register your students for events.

#### 4 – View registrations.

1. To view your registrations, click on the “Overview” tab

This screenshot shows the same NDHSAA Test School registration page, but with the "Overview" tab selected in the sub-navigation bar. The "Events" tab is now greyed out. Below the "Overview" tab, the heading "Participating Teams" is visible, followed by a link to "NDHSAA Test School". A blue arrow from the left sidebar points to the "Overview" tab.

2. You will see all schools registered for the regional competition

3. Click the name of your school
  - a. You will see all entrants registered

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### NDHSAA Test School

Music - Instrumental > Varsity > 2008-2009

**Home** **Schedule** Stats

#### Region VIII, Small Groups

03/28/2009 09:00 AM

**Overview** Events

#### NDHSAA Test School

[Small group: Bass Clarinet Ensemble Edit](#)

# in Group	Selection	Selection Composer	Accompanist First Name	Accompanist Last Name
4-6	Woodwind Serenade	Leno	Harold	Larson

[Small group: English Horn Ensemble Edit](#)

# in Group	Selection	Selection Composer	Accompanist First Name	Accompanist Last Name
4-6	A Song of Love	Johnson	Jane	Doe

[Solo: B Flat Clarinet Edit](#)

First Name	Last Name	Grade	Selection	Selection Composer	Accompanist First Name	Accompanist Last Name
Jana	Johnson	10	Bird of Song	Meadow	Lana	Jones

[Solo: Oboe Edit](#)

First Name	Last Name	Grade	Selection	Selection Composer	Accompanist First Name	Accompanist Last Name
James	Johnson	10	Ballad of Dawn	McHenry	Laura	Smith

Questions on registering entrants, please contact the NDHSAA Office. (701)845-3953

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