

Southern  California  
Junior Bach Festival

2024

Instructions for Pasadena Branch Teachers

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**Welcome to the new SCJBF registration and payment system!**

You must “Create a Teacher Account” to register students in the 2024 SCJBF Bach Festival. Previous usernames and passwords do **NOT** work in this new system.

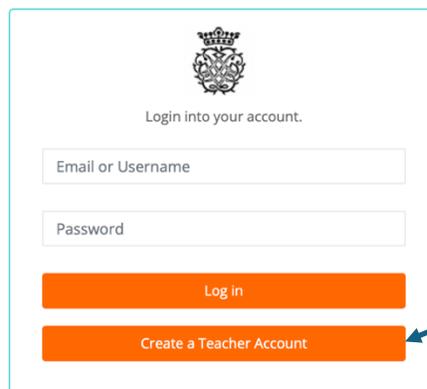
Please **register** as a teacher at the SCJBF Pasadena Branch Teacher Registration Portal:

<https://scjbf.evensteps.com/Account/Register?qs=v25R7jIQYS8iK6gbLFP67a1L05AAAnD2GnQBGB1qlGV>



SCJBF  
Teacher's Registration

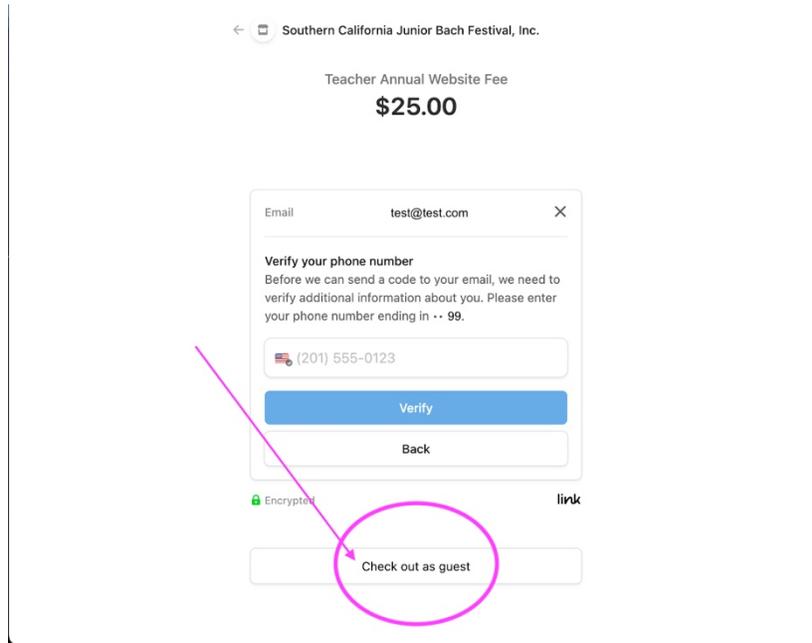
If you already have an account with us, please log in using existing Email or Username details.  
If not, click on the "Create a Teacher Account" button to create your Teacher's account.



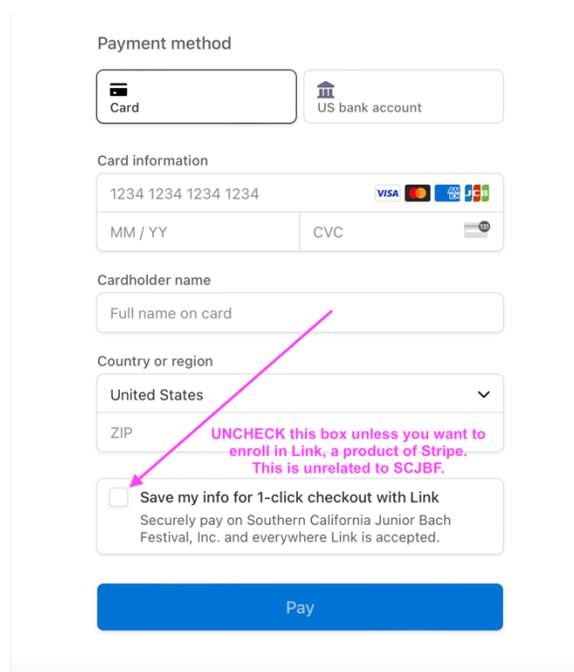
Fill out all the required information and click on the **Register and Pay using Stripe** button at the bottom left of the page to remit the \$25 annual teacher website usage fee.

Register and Pay using Stripe

We have had a few emails and texts asking about a phone number verification process when paying the \$25 Annual Teacher Website Usage Fee on Stripe. This is, unfortunately, a feature of Stripe as they ask you to either login to a pre-existing Stripe "Link" profile or ask you to save a Stripe "Link" profile. This is **not** something that SCJBF is asking for in the registration process. Some teachers, but not all teachers, are seeing this screen, asking them to Verify their phone number. This is part of Stripe's "Link" platform. Please bypass this by clicking on "**Check out as guest.**"



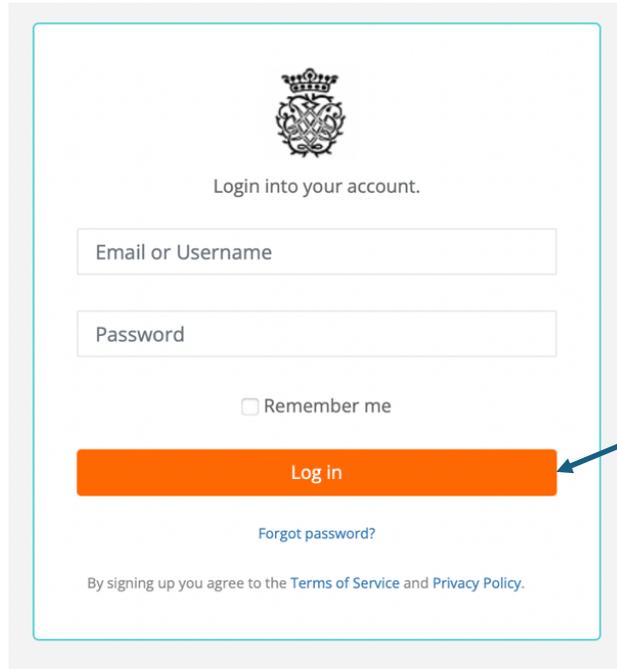
Meanwhile, some teachers are seeing the screen below, with a pre-checked box giving Stripe permission to save their info for a 1-click checkout with Link. I would recommend **unchecking** this box, unless you want to create a 1-click "Link" profile.



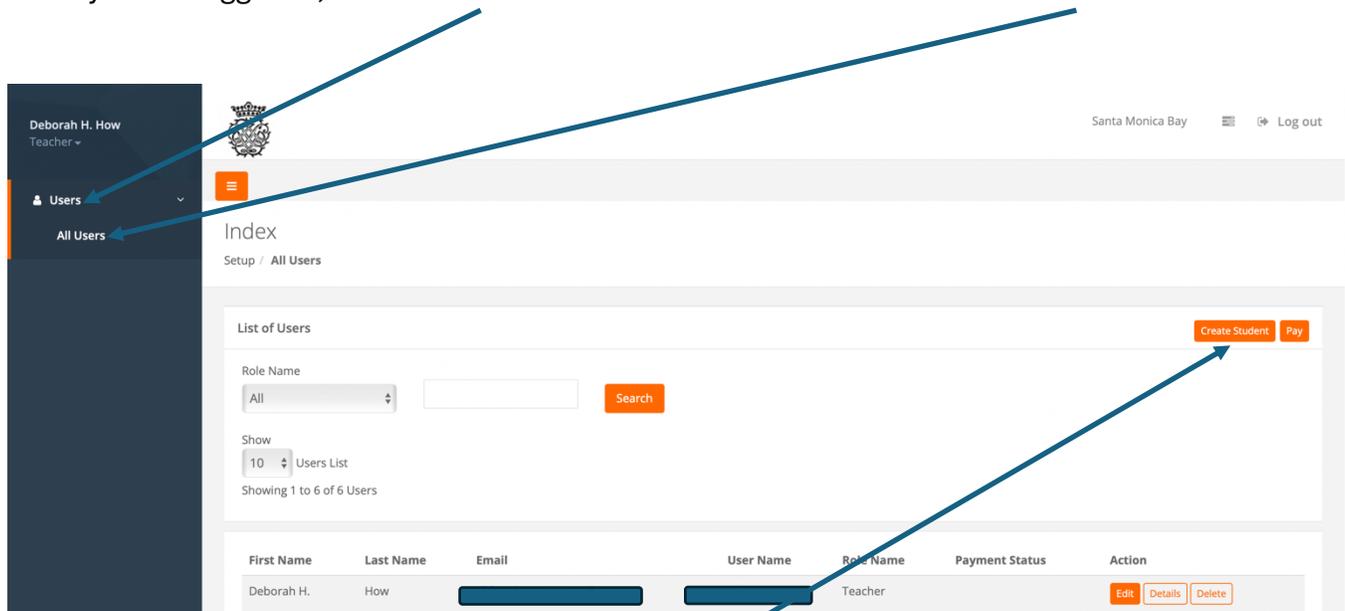
Now, you may start registering students at by **logging** in to the SCJBF Student Registration Portal:

<https://scjbf.evensteps.com>

You may also reach the SCJBF Student Registration Portal through the [www.scjbf.org](http://www.scjbf.org) website.



Once you are logged in, click on **Users** in the left-hand menu bar and select **All Users**.



To register Students, click on the orange **Create Student** button in the upper right corner of your **List of Users**.

To register a student, you will need:

1. Parent email
2. Repertoire
  - a. All J.S. Bach repertoire is now selected from a drop-down menu, including individual movements (if applicable).
  - b. 1 work = 1 BWV
    - i. For example, the Allemande and Gigue from the French Suite #1 in D Minor, BWV 812 = 1 work
      1. Indicate the Movement(s) in the Movement window, multiple movements may be selected.
  - c. If you have 2 works with 2 different BWVs, please enter the second work in the next line.
3. Exact Timing of each work
4. Any Notes (optional) to the Branch Chair.

The screenshot shows a web application interface for creating a student. The header includes the user's name 'Deborah H. How, Teacher' and the school name 'Santa Monica Bay'. The main content area is titled 'Create Student' and contains the following fields:

- Role\*: Student
- Parent Email\*: xyz@gmail.com
- Student First Name\*: Tinker
- Student Last Name\*: Bell
- Festival\*: 2024 Santa Monica Bay Bach Festival
- Instrument\*: Keyboard

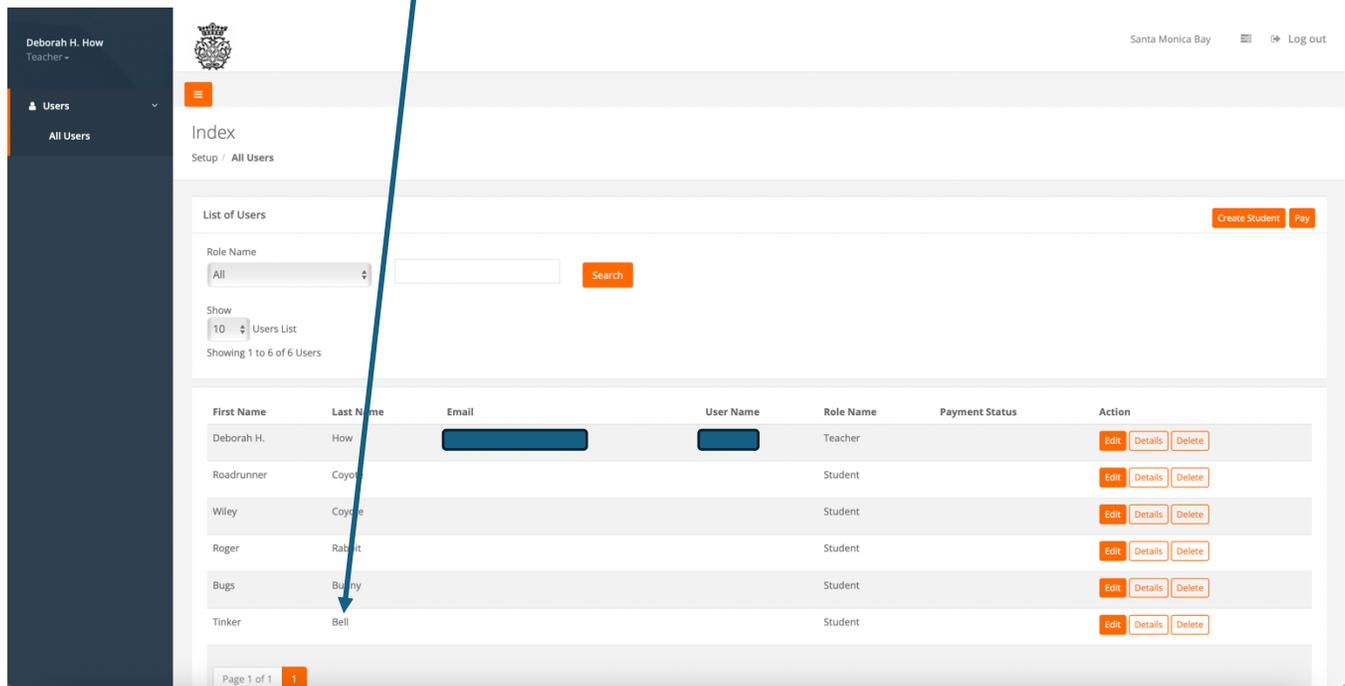
Below these fields is a table for adding repertoire:

Category*	Repertoire*	Movement	Time (mm:ss)*
Category VII - French Suites	French Suite #1 in D Minor, BWV 812	Allemande X Gigue X	2:30
Category VII - French Suites	French Suite #3 in B Minor, BWV 814	Courante X Sarabande X	2:30

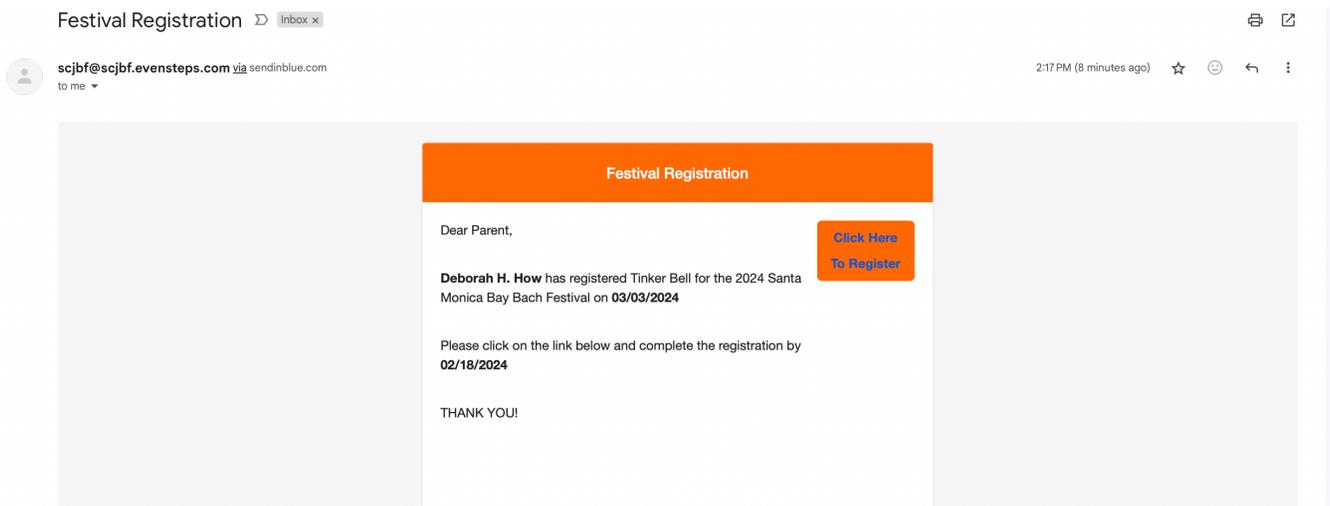
At the bottom, there is a 'Notes' field with the text 'Please schedule with Peter Pan.' and an orange 'Create' button.

Click on the orange **Create** button.

Once you have Created the **Student**, the Student will appear in your **List of Users**.



The Parent will automatically receive an email asking them to complete the Registration for the Student by clicking on the **Click Here to Register** button.



The parent will be asked to **Create a Parent Account.**



SCJBF  
Parent's Registration

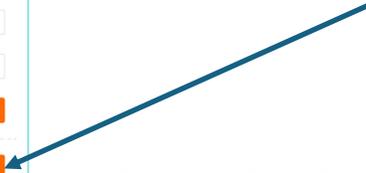
If you already have an account with us, please log in using existing Email or Username details.  
If not, click on the "Create a Parent Account" button to create your Parent's account.



Log in into your account.

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SCJBF  
Create a Parent's Account

Parent Account Information

General Organization  
**Southern California Junior Bach Festival**

Region Organization  
**Region IV**

Branch Organization  
**Santa Monica Bay**

Account Type  
**Parent**

Festival Details  
**2024 Santa Monica Bay Bach Festival**  
Festival Date : 3/3/2024  
Registration Closing Date : 2/18/2024  
Category : **Category VII - French Suites** Repertoire : **French Suite #1 in D Minor, BWV 812** Movement : **Allemande, Gigue** Time: 02:30  
Category : **Category VII - French Suites** Repertoire : **French Suite #3 in B Minor, BWV 814** Movement : **Courante, Sarabande** Time: 02:30

Parent's Email\*

Parent's User Name\*

Password\*

Confirm password\*

Parent's First Name\*

Parent's Last Name\*

Address 1

Address 2

City

State

Zip

Country

Parent's Phone Number

The Student's First Name and Last Name will be prefilled. Parents will need to enter **Date of Birth**.

Student Information

**Student One**

First Name\*

Last Name\*

Date Of Birth\*

If your Branch has Consent Waiver for Parents, Parents will need to click on the box(es) agreeing to the term and condition(s). Then, they will click on the orange **Register** button.

Consent Information

**Media Waiver**

I Agree to the terms and conditions

By checking the box, you acknowledge that you have read and agree to this Term and Condition. By checking the box and submitting this online form, you acknowledge that you are the participant or parent/legal guardian of the child participant ("Minor"). I hereby grant my consent, as the participant or parent/legal guardian of the Minor, to MTAC Santa Monica Bay to photograph, electronically record, transfer, or film the Minor for distribution in all media at any time, all public performances and appearances in or associated with this MTAC Santa Monica Bay Event without any compensation or remuneration. I also grant to MTAC Santa Monica Bay the right to use any such recorded performances, interviews, quotations or photographs of me or the Minor; and the right to use my or the Minor's name (with permission), voice, image, and likeness in connection with a MTAC Santa Monica Bay Event, including but not limited to: publication in books, magazines, pamphlets, advertising, and newspapers; and on television, radio, internet, and social media channels, without any compensation or remuneration.

**Consent & Release Agreement**

I Agree to the terms and conditions

By checking the box, you acknowledge that you have read and agree to this Term and Condition. By checking the box and submitting this online form, you acknowledge that you are the participant or parent/legal guardian of the child participant ("Minor"). I hereby unconditionally release and discharge the MTAC Santa Monica Bay, their agencies, departments, directors, officers, employees, volunteers, agents, hosts, or collaborating partners, and all other persons and entities involved with this MTAC Santa Monica Bay Event from any and all claims, demands, liabilities, damages, costs, and all other expenses that may arise in connection with my or the Minor's participation in this MTAC Santa Monica Bay Event. I understand that this MTAC Santa Monica Bay Event may have a physical element to it. I agree and understand that by signing this Waiver, I am or the Minor is physically fit enough to participate as a volunteer or participant in this MTAC Santa Monica Bay Event. I hereby certify that I am or the Minor is in good physical condition and that I am or the Minor is able to participate in this MTAC Santa Monica Bay Event without harm to the Minor or others. I agree to voluntarily assume all risks, known or unknown, of injuries, however caused to me or the Minor, even if caused in whole or in part by the action, inaction or negligence of the host or collaborating partners, sponsor, individual and groups involved in this MTAC Santa Monica Bay Event, and to hold hosts or collaborating partners, sponsor, individual and groups involved in this MTAC Santa Monica Bay Event free and harmless from any liability or damages for any injuries that I or the Minor may sustain.

Children's Online Privacy Protection Act (COPPA) • Parental Permission Form (required for all students under the age of 13)

I Agree to the terms and conditions

By checking the box, you acknowledge that you have read and agree to this Term and Condition. By checking the box and submitting this online form, you acknowledge that you are the parent/legal guardian of the child participant ("Minor"). The Minor's information is only used in connection with this MTAC Santa Monica Bay Event and is limited to the information requested below. It is our practice to only obtain information regarding children under the age of 13 from the child's parent or guardian and not from the child directly. The Minor's parent or legal guardian must consent for the collection, use or disclosure of the information requested below. MTAC Santa Monica Bay will not share identifiable information of a child with any third party. MTAC Santa Monica Bay will only send our promotional communications or newsletters to the parent or the legal guardian who provided the child's information to us, and MTAC Santa Monica Bay will not link, sell, trade, or otherwise transfer to outside parties' personally identifiable information for any child under the age of 13. If the parent or guardian does not give their consent within a reasonable time, MTAC Santa Monica Bay will delete the parent or guardian's online contact information from our records. At any time you can review, change or delete your child's personal information, or revoke your parental consent by sending us an e-mail at [admin@mtacsmbay.org](mailto:admin@mtacsmbay.org). To protect your privacy and security, we may require you to speak with a representative or take additional steps or provide additional information to verify your identity before we provide any information, make corrections, or disable your child's registration. I understand that I, the legal guardian of the Minor indicated below, will provide the Minor's necessary information in order to participate in this MTAC Santa Monica Bay Event. I consent to this practice. I understand that I may withdraw my permission granted herein. I also understand that it is important to provide accurate information in this consent form in case MTAC Santa Monica Bay needs to contact me for any reason.

Register

Once the Parent has Registered, the Student will be added to your list of students in the **Pay** window. Click on **Pay** to see which Students have been successfully registered by their Parent.

The screenshot displays the user management interface for Deborah H. How, a Teacher. The page title is 'Index' and the breadcrumb is 'Setup / All Users'. The 'List of Users' section includes a search bar and a table of users. The table has columns for First Name, Last Name, Email, User Name, Role Name, Payment Status, and Action. The 'Pay' button is highlighted with a blue arrow.

First Name	Last Name	Email	User Name	Role Name	Payment Status	Action
Deborah H.	How	[REDACTED]	[REDACTED]	Teacher		<a href="#">Edit</a> <a href="#">Details</a> <a href="#">Delete</a>
Roadrunner	Coyote			Student		<a href="#">Edit</a> <a href="#">Details</a> <a href="#">Delete</a>
Wiley	Coyote			Student		<a href="#">Edit</a> <a href="#">Details</a> <a href="#">Delete</a>
Roger	Rabbit			Student		<a href="#">Edit</a> <a href="#">Details</a> <a href="#">Delete</a>
Bugs	Bunny			Student		<a href="#">Edit</a> <a href="#">Details</a> <a href="#">Delete</a>
Tinker	Bell			Student		<a href="#">Edit</a> <a href="#">Details</a> <a href="#">Delete</a>

Only the Students whose Parents have successfully registered them will appear in your **Pay** window.

Deborah H. How  
Teacher -

Santa Monica Bay Log out

Users  
All Users

### Pay

Setup / All Users / Create Payment

Create

	First Name	Last Name	Amount
<input checked="" type="checkbox"/>	Roadrunner	Coyote	40.00
<input checked="" type="checkbox"/>	Roger	Rabbit	40.00
<input checked="" type="checkbox"/>	Tinker	Bell	40.00

Number of students : 3  
Fees per student : 40.00  
Total Amount : 120

[Pay using Check](#)

If your Student list in the **Pay** window is complete, click on **Pay using Check** for instructions. Enter your **Check No.** and click on the orange **Pay** button. Your Branch Chair will automatically receive an email with a list of your registered students and the amount paid.

Deborah H. How  
Teacher -

Santa Monica Bay Log out

Users  
All Users

### Pay

Setup / All Users / Create Payment

Create

	First Name	Last Name	Amount
<input checked="" type="checkbox"/>	Roadrunner	Coyote	40.00
<input checked="" type="checkbox"/>	Roger	Rabbit	40.00
<input checked="" type="checkbox"/>	Tinker	Bell	40.00

Number of students : 3  
Fees per student : 40.00  
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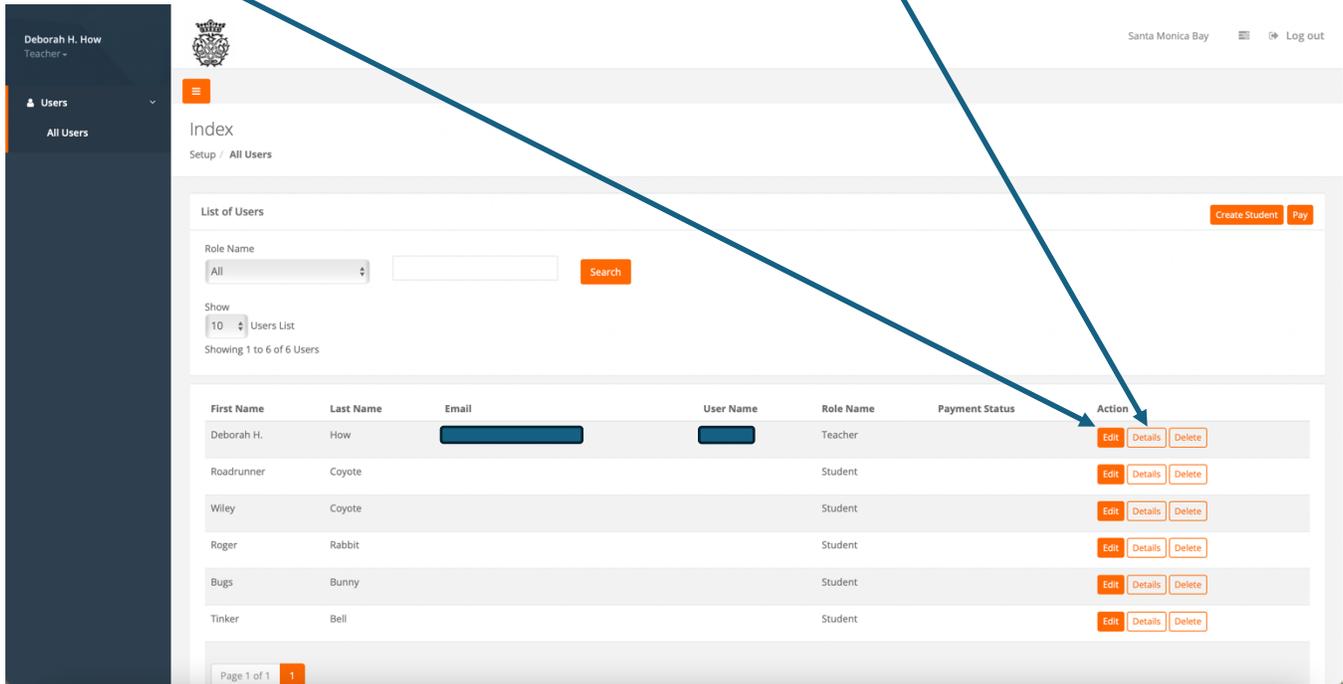
[Pay using Check](#)

Please make one check payable to MTAC Santa Monica Bay for your total student registration fees. Please mail your check to Deborah H. How, Bach Branch Chair at: Westside Music Conservatory, 12424 Wilshire Blvd Ste 100, Los Angeles, CA 90025 • THANK YOU!

Check No:\*

Close [Pay](#)

Teachers can also see registration details by clicking on **Details** and make edits by clicking on **Edit**.



The screenshot shows a web application interface for user management. On the left is a dark sidebar with the user's name 'Deborah H. How' and role 'Teacher', and a menu with 'Users' and 'All Users'. The main content area is titled 'Index' and 'Setup / All Users'. It features a 'List of Users' section with a search bar and a 'Show' dropdown set to '10'. Below this is a table with columns: First Name, Last Name, Email, User Name, Role Name, Payment Status, and Action. The 'Action' column contains 'Edit', 'Details', and 'Delete' buttons for each user. Two blue arrows point from the text above to the 'Details' and 'Edit' buttons in the first row of the table.

First Name	Last Name	Email	User Name	Role Name	Payment Status	Action
Deborah H.	How	[REDACTED]	[REDACTED]	Teacher		<a href="#">Edit</a> <a href="#">Details</a> <a href="#">Delete</a>
Roadrunner	Coyote			Student		<a href="#">Edit</a> <a href="#">Details</a> <a href="#">Delete</a>
Wiley	Coyote			Student		<a href="#">Edit</a> <a href="#">Details</a> <a href="#">Delete</a>
Roger	Rabbit			Student		<a href="#">Edit</a> <a href="#">Details</a> <a href="#">Delete</a>
Bugs	Bunny			Student		<a href="#">Edit</a> <a href="#">Details</a> <a href="#">Delete</a>
Tinker	Bell			Student		<a href="#">Edit</a> <a href="#">Details</a> <a href="#">Delete</a>

More features will be added weekly as this new registration system rolls out.  
THANK YOU for your patience.

## Need Help?

Please email: [scjbf@evensteps.com](mailto:scjbf@evensteps.com)

**Deborah H. How & Raj Baskar**  
SCJBF Web Designers & Developers