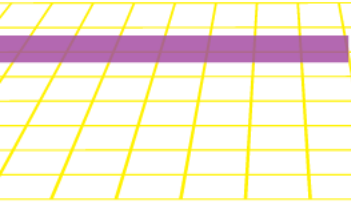


Training a generation in the arts is crucial! Encourage your students to explore their gifts and give the Fine Arts Festival a shot.

REGISTRATION & GUIDELINES



We will be utilizing the MESS system created by National Fine Arts and we have provided all the tools needed to register your students online. We have provided detailed instructions in your packet and are happy to answer any questions you might have. Please direct all your Fine Arts Festival questions to Jake Johnson at jjohnson@imnag.org. To ensure your students have the experience they are expecting, our office still requires a hard copy of each registration and itemized spreadsheet along with payment. Please note that the

registration deadline to participate in the Fine Arts Festival is March 8.

FINE ARTS FESTIVAL DETAILS

All Fine Arts Festival registrations must come through your local church.

The Youth Pastor or Fine Arts Leader is required to register all students online using the MESS system. (See instructions included in your packet.)

Online registration will be open from February 8 to March 8. Hard copies, along with the provided spreadsheet and payment, are due March 8. Please, no cash or personal checks. One church check for the entire amount is appreciated. **Any artwork to be submitted for the festival must be at the IMN office by March 8.** Keep in mind that our office closes at noon on Fridays.

For the 2019 Fine Arts Festival, there will be a limit of five (5) performance entries per student. This does not include Art or Writing Division entries. This will help students focus their gifts and allow them to put adequate time into practice and preparation.

All music must be provided on an mp3 player, no exceptions. If using an iPhone 7 or later, please bring your own adapter. We do not require any music beforehand. Simply have it ready before your scheduled performance and an evaluator or coach will cue the music.

There will be practice rooms available throughout the facility that can be utilized during scheduled times before and during Fine Arts Festival performance times. There will not be audio equipment provided in these spaces.

RESOURCES

All of the material found in your packet is available for download at www.imnag.org.

The 2019 Rulebook and Evaluation Criteria are available for download at:
<http://youth.ag.org/participate/fine-arts/rules-and-criteria>

You can download help tips specific to your category at:
<http://youth.ag.org/participate/fine-arts/resources>



RED CULTURE



- Copy or print forms from imnag.org/events: file "Participation Registration Form" & "Registration Spreadsheet."
- Register online using the instructions below.
- When finished entering all individuals, click Logout, select Registration, and click "Submit." Your information has been processed and you may now close out of the website.
- Please email Fine Arts Coordinator, Jake, at jjohnson@imnag.org when completed and we will send out confirmation of registrants.

- Make copies of forms for your records.
- Mail original participant registration, spreadsheet, writing division entries, and payment to: Iowa Ministry Network 10525 Buena Vista Ct. Urbandale, IA 50322. **Please only send one check for the total of your Fine Arts Registration.**
- Please upload video entries to YouTube, Vimeo, or Dropbox. Email jjohnson@imnag.org with your name, church, category, and link to your video.
- All Art and Writing Division and Video entries must be at the IMN office by March 8.
- Please email Jake (jjohnson@imnag.org) to request any changes after your registration forms are sent in.

ONLINE REGISTRATION

1. Available February 8 through March 8.
2. Before beginning, see checklist above. For security purposes, Online Registration must be entered by an adult.
3. Email Jake at jjohnson@imnag.org to receive registration link and password. In the email, please include your name, church you are registering for, and your role with Fine Arts (youth pastor, fine arts coordinator, etc.)
4. Click on the Fine Arts Registration link in the email from Jake containing the password.
5. Select **"2019 Iowa District Fine Arts Festival"** from the drop down menu.
6. Select **Registration**.
7. Enter Password and select **Submit**.
8. Select **Registration**.
9. Click on **"Add Individual Registration."**
10. Type in your city and select state, select **find**.
11. Select your church (if your church is not listed, try entering just the state in step 10).
12. Enter all information pertaining to that student. Do not use ALL CAPS. (You will not be allowed to continue if there are errors with your registration.)
 - a. Postmark date = date of entry.
 - b. Please note that we will be providing free t-shirts to each registrant this year.
13. Click on **add**.
14. Under Current Leaders, select **Define Leader**, provide all information and select **Create Leader**.
 - a. To associate student with leader, select the leader name, then click **Associate**.
 - b. Next click **Continue**.
15. **Select Individual Categories**; if student is only in group activities, skip this step. Songwriting is a group entry.
16. Click on **Add Selected Categories**.
17. If student is part of a group, click on **Define Group**; if they are not part of a group, skip to step 22. (each group only needs to be defined once. Additional members can be added via the drop down list on the Group Page.)
18. Enter Group information, giving group unique name (see name listed on registration form).
19. Click on **Create Group**. This group will now be available in the drop down list on the Group Page.
20. Select correct group for that individual.
21. Click on **Join Group**. Repeat steps 17-21 for additional group entries.
22. Click on **Next Step**.
23. Review summary information for student.
24. If correct, click on **Return to Main Menu** to continue entering individuals following steps 8-23.
25. If you have any difficulties during the process, contact Jake or Kirsten at (515)276.5493 or jjohnson@imnag.org.