

Registration Step by Step for 2025 Honor Band, Choir, Strings and Festival

Registration can be done one of two ways. By entering all the information on the registration form, or by filling out an excel sheet and uploading it. This document will show you a step by step for each option.

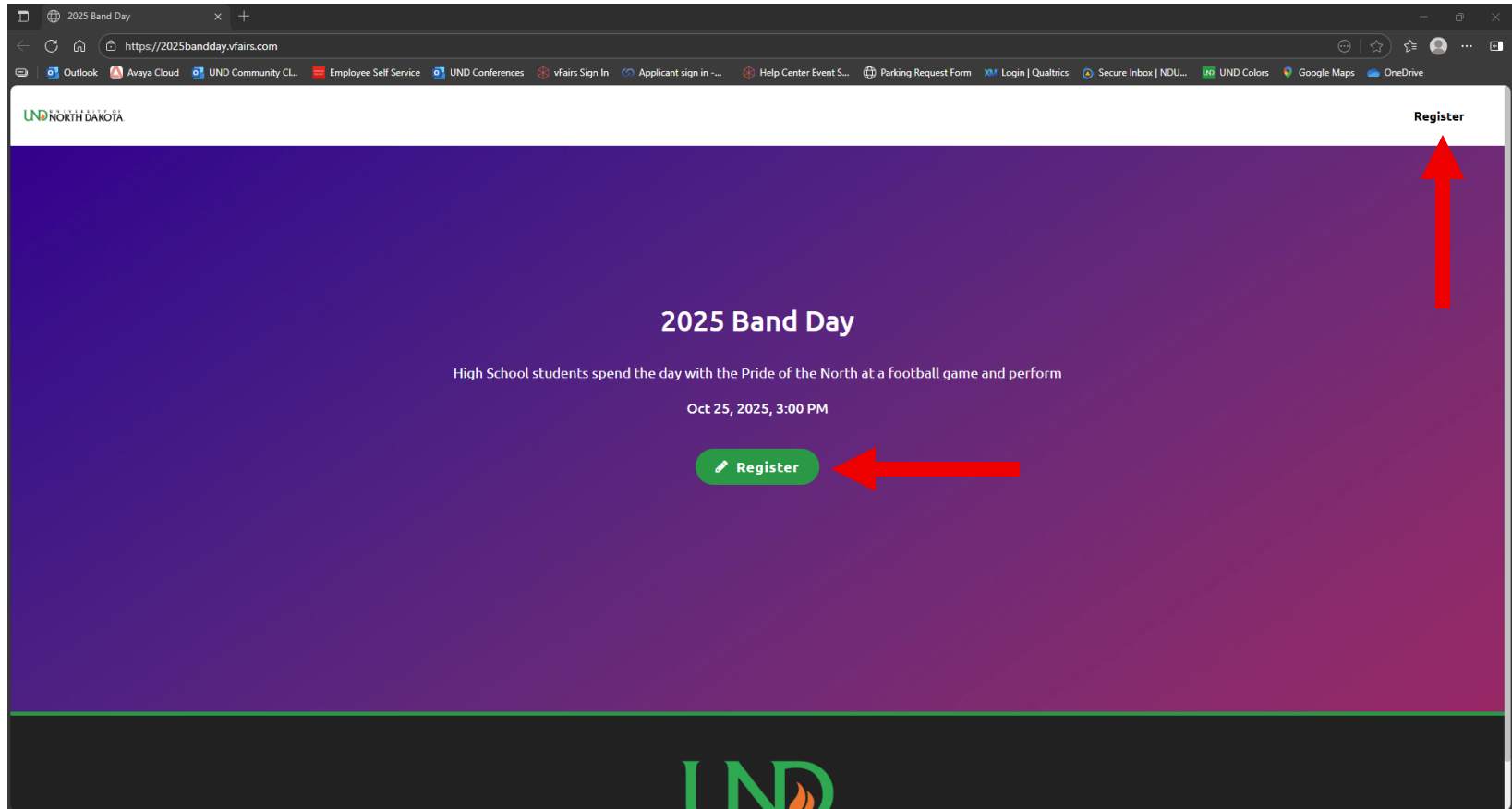
- **[Registration via the online form](#)**
- **[Registration via Excel Sheet](#)**

For any questions, please contact UND.Conferences@UND.edu

Registration via the Online Form

1. Navigate to <https://2025BandDay.vfairs.com/>

2. Click Register



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3. Select “Pay Now Tickets” for the number of students being registered, then click “Order Now”

This example will use 3 students

The screenshot shows a web browser window with the URL <https://2025bandday.vfairs.com/en/registration-form>. The page is titled "Please select event ticket" and features two main ticket options:

Please select event ticket									
Pay Now Tickets 2025 Band Day Pay Now Tickets <small>Available Until 20 October, 2025 23:59 PM (America/Chicago)</small>	<table><tr><td>Price</td><td>\$25.00</td></tr><tr><td>Tax Fee (Included)</td><td>\$0.00</td></tr><tr><td>Total</td><td>\$25.00</td></tr><tr><td colspan="2"><div>- 3 +</div></td></tr></table>	Price	\$25.00	Tax Fee (Included)	\$0.00	Total	\$25.00	<div>- 3 +</div>	
Price	\$25.00								
Tax Fee (Included)	\$0.00								
Total	\$25.00								
<div>- 3 +</div>									
Registration File Upload 2025 Band Day Registration File Upload. Select only 1 ticket for file upload. Invoice will be sent after registrants are added <small>Available Until 20 October, 2025 23:59 PM (America/Chicago)</small>	<table><tr><td>Price</td><td>\$0.00</td></tr><tr><td>Tax Fee</td><td>\$0.00</td></tr><tr><td>Total</td><td>\$0.00</td></tr><tr><td colspan="2">Select</td></tr></table>	Price	\$0.00	Tax Fee	\$0.00	Total	\$0.00	Select	
Price	\$0.00								
Tax Fee	\$0.00								
Total	\$0.00								
Select									

Below the ticket selection area, there is a discount field with an "Apply Discount" button, a "Total: \$75.00" label, and an "Order Now" button. A red arrow points to the quantity input field for the "Pay Now Tickets" option, which is currently set to 3.

4. Enter the director and school information in the provided fields

The screenshot shows a web browser window with the URL <https://2025bandday.vfairs.com/en/registration-form>. The page features the UND North Dakota logo and a navigation bar with various links. A summary box at the top right indicates a total of \$75.00. The main form is titled 'Customer details' and is divided into three sections: Director Information, School Information, and Student Information. Red arrows point to the following fields:

- Director First Name* (containing 'Director F Name')
- Director Last Name* (containing 'Director L Name')
- Director Email* (containing 'DirectorEmail@Email.com')
- School Name* (containing 'School Name')
- School Address* (containing '12345 Road Street')
- School City, State, Zip* (containing 'Anytown, ND 12345')

The Student Information section is partially visible at the bottom, showing fields for Student First Name and Student Last Name.

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5. Fill out the information for the 1st student (Student A) [red arrows]

The screenshot shows a web browser window with the URL <https://2025bandday.vfairs.com/en/registration-form>. The page is titled "2025 Band Day" and features the UND North Dakota logo. The main form is titled "Student Information" and contains the following fields:

- Student First Name: (Red arrow pointing to the field)
- Student Last Name: (Red arrow pointing to the field)
- Student Email: (Red arrow pointing to the field)
- Student Grade: (Red arrow pointing to the field)
- Student Shirt Size: (Red arrow pointing to the field)
- Instrument: (Red arrow pointing to the field)

Below the "Student Information" section is the "Group Registration" section, which includes a "Pay Now Tickets (0/3)" button and an "+ Assign" button. A blue arrow points to the "+ Assign" button. A dropdown menu is open below the "+ Assign" button, showing the following options:

- + Add a New User
- Assign to Existing User:
- Student A (Buyer)
- StudentA@AnytownSchool.com

At the bottom of the form is a large orange "Submit" button.

6. Click on the “+ Assign” button and select (Student A) [blue arrow]

a. Disregard the ‘(Buyer)’ comment

7. Student A will now appear as a ticket holder.

8. Click “+ Assign” again [red arrow]

9. Click “+ Add a New User” [blue arrow]

The screenshot shows a web browser window with the URL <https://2025bandday.vfairs.com/en/registration-form>. The page is titled "Student Information" and contains several input fields for student details. Below these fields is a "Group Registration" section with a table showing "Pay Now Tickets (1/3)". The table has columns for Name, Email, and Addons. The first row shows "Student A" with email "StudentA@AnytownSchool.com". To the right of the table is a "+ Assign" button, which is highlighted by a red arrow. Below the "+ Assign" button is a dropdown menu that is open, showing the option "+ Add a New User", which is highlighted by a blue arrow. The dropdown menu also shows "Assign to Existing User:" with the selected user "Student A (Buyer)" and email "StudentA@AnytownSchool.com". At the bottom of the form is a large orange "Submit" button.

2025 Band Day

https://2025bandday.vfairs.com/en/registration-form

UND NORTH DAKOTA

Student Information

Student First Name: Student

Student Last Name: A

Student Email: StudentA@AnytownSchool.com

Student Grade: Sophomore (10)

Student Shirt Size: Small

Instrument: Trombone

Group Registration

Pay Now Tickets (1/3)

Name	Email	Addons
Student A	StudentA@AnytownSchool.com	

+ Assign

+ Add a New User

Assign to Existing User:

Student A (Buyer)

StudentA@AnytownSchool.com

Submit

10. A side panel will pop up and load

The screenshot shows a web browser window with the URL <https://2025bandday.vfairs.com/en/registration-form>. The main form is titled 'Student Information' and contains the following fields:

- Student First Name: Student
- Student Last Name: A
- Student Email: StudentA@AnytownSchool.com
- Student Grade: Sophomore (10)
- Student Shirt Size: Small
- Instrument: Trombone

Below these fields is a 'Group Registration' section with a table:

Name	Email	Actions
Student A	StudentA@AnytownSchool.com	+ Assign Edit

At the bottom of the main form is a 'Submit' button. A side panel is open on the right, showing the same fields as the main form, but with the following values:

- Student First Name: Student
- Student Last Name: B
- Student Email: StudentB@AnytownSchool.com
- Student Grade: Junior (11)
- Student Shirt Size: Large
- Instrument: Flute

At the bottom of the side panel is a 'Submit' button. Red arrows indicate the flow of data from the main form to the side panel: from 'Student Last Name' to 'Student Last Name', 'Student Grade' to 'Student Grade', 'Student Shirt Size' to 'Student Shirt Size', 'Instrument' to 'Instrument', and from the 'Submit' button to the side panel's 'Submit' button.

11. Enter Student B's information, then click the side panel submit
12. Student B will now show as a ticket holder
13. Repeat Steps 8-12 for the number of students being registered

14. Once all the student information has been input, click submit on the main page

2025 Band Day

https://2025bandday.vfairs.com/en/registration-form

UND NORTH DAKOTA

Student First Name
Student

Student Last Name
A

Student Email
StudentA@AnytownSchool.com

Student Grade
Sophomore (10)

Student Shirt Size
Small

Instrument
Trombone

Group Registration

Pay Now Tickets (3/3)

Name	Email	Addons	Edit
Student A	StudentA@AnytownSchool.com		Edit
Student B	StudentB@AnytownSchool.com		Edit
Student C	StudentC@AnytownSchool.com		Edit

Submit

15. Fill out the correct payment information and click “Pay \$___”
- a. “Your information” should be that of the paying party, not the student

The screenshot shows a web browser window with the URL <https://undextendedlearning.app.campuscommerce.com/web/checkout/order/d98dc068-3422-4cf5-adf-385636bdc162/pay?apiVersion=v3>. The page title is "Make A Payment". The UND University of North Dakota logo is at the top left. The form is titled "Make A Payment" and is divided into two main sections: "Payment Information" and "Payment Details".

Payment Information
* Indicates required field

Your Information

First Name* Student
Last Name* A
Email address* StudentA@AnytownSchool.com
Phone* [Country Code] [Area Code] [Number]

Payment Method

Transactions for UND Extended Learning are processed by Nelnet Campus Commerce, USA.

Add Payment Method

☒ Credit / Debit Card

Credit / Debit Card Information

VISA, MasterCard, Discover, JCB, American Express, UnionPay

Name on Card *
Credit / Debit Card Number *

Payment Details

Today's Amount Due: \$75.00

Authorization

By clicking Pay, you authorize Nelnet Campus Commerce, on behalf of UND Extended Learning, to process the payment(s) from the financial account provided, and you verify you are an authorized signer on the account. **This is an immediate payment and cannot be canceled once submitted.**

Pay \$75.00 Cancel

A red arrow points to the "Pay \$75.00" button.

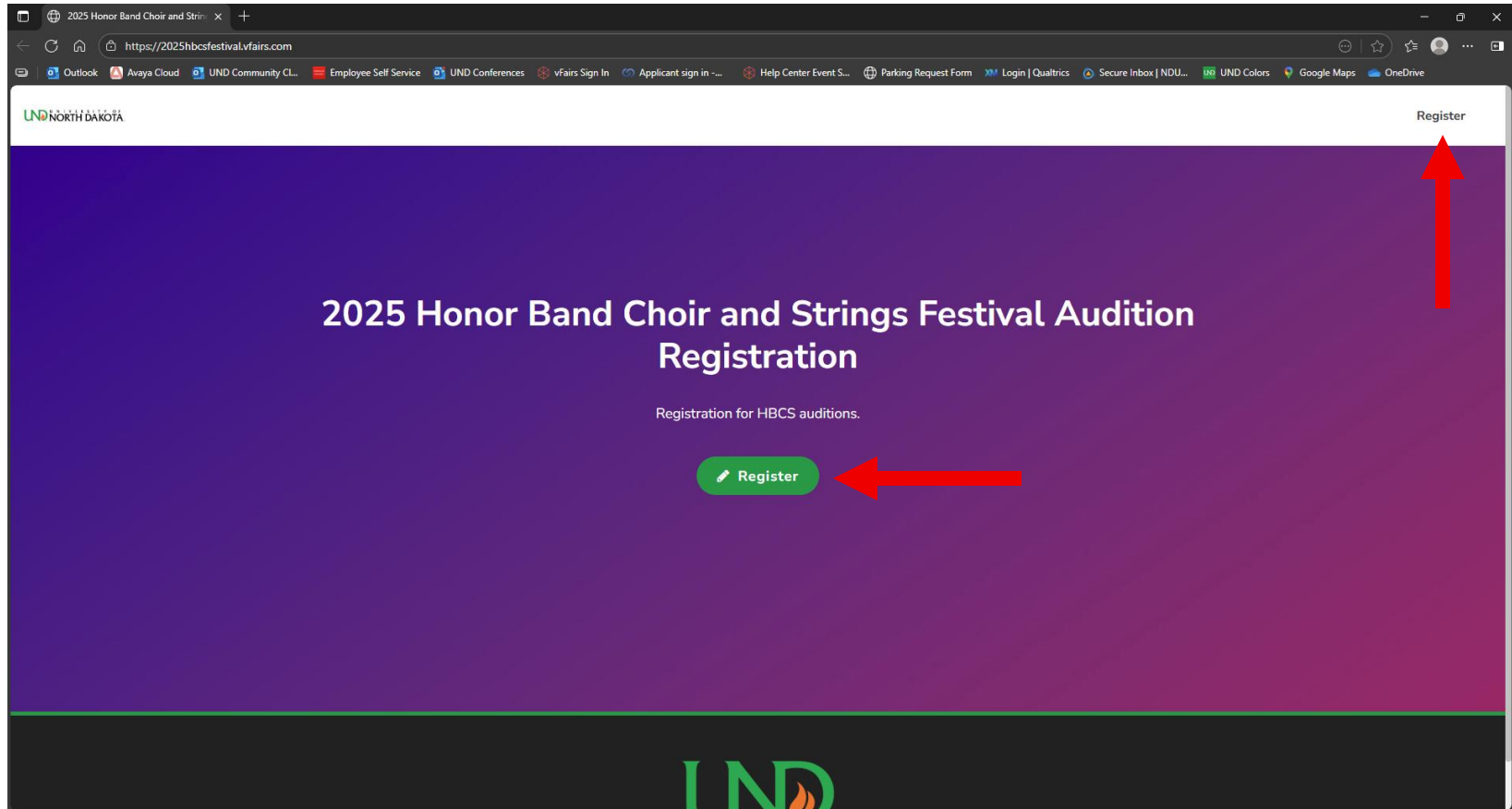
16. Congratulations! You've registered your students for the 2025 Band Day!

This Page is left intentionally Blank

Registration via Excel Sheet

1. Navigate to <https://2025hbcsfestival.vfairs.com/>

2. Click Register



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3. Select “Registration File Upload”, then “Order Now”

a. Only one ticket is needed

The screenshot shows a web browser window with the URL <https://2025bandday.vfairs.com/en/registration-form>. The page is titled "2025 Band Day" and "Register". It features a "Please select event ticket" section with two options:

Please select event ticket	
Pay Now Tickets 2025 Band Day Pay Now Tickets Available Until 20 October, 2025 23:59 PM (America/Chicago)	Price 25.00 Tax Fee (Included) 0 Total 25.00 Select
Registration File Upload 2025 Band Day Registration File Upload. Select only 1 ticket for file upload. Invoice will be sent after registrants are added Available Until 20 October, 2025 23:59 PM (America/Chicago)	Price 0.00 Tax Fee 0.00 Total 0.00 - 1 +

A red arrow points to the quantity input field for the "Registration File Upload" ticket, which is set to 1. Below the ticket selection area, there is an "Apply Discount" button, a "Total: \$0.00" label, and an "Order Now" button.

4. Enter the director and school information in the provided fields

The screenshot shows a web browser window with the URL <https://2025bandday.vfairs.com/en/registration-form>. The page is titled "2025 Band Day" and features the UND North Dakota logo. The form is divided into two main sections: "Director Information" and "School Information".

Director Information

- Director First Name***: Input field with placeholder "Director F Name". A red arrow points to this field from the left.
- Director Last Name***: Input field with placeholder "Director L Name". A red arrow points to this field from the right.
- Director Email***: Input field with placeholder "DirectorEmail@Email.com". A red arrow points to this field from the left.

School Information

- School Name***: Input field with placeholder "School Name". A red arrow points to this field from the left.
- School Address***: Input field with placeholder "12345 Road Street". A red arrow points to this field from the right.
- School City, State, Zip***: Input field with placeholder "Anytown, ND 12345". A red arrow points to this field from the left.

Below the "School Information" section, there is a link to "Download the student information file [here](#)." and a file upload section with a "Choose File" button and the text "No fil...hosen".

5. Click the “here” button to access the spreadsheet needed for upload

2025 Band Day

https://2025bandday.vfaairs.com/en/registration-form

UND NORTH DAKOTA

Director Information

Director First Name*
Director F Name

Director Last Name*
Director L Name

Director Email*
DirectorEmail@Email.com

School Information

School Name*
School Name

School Address*
12345 Road Street

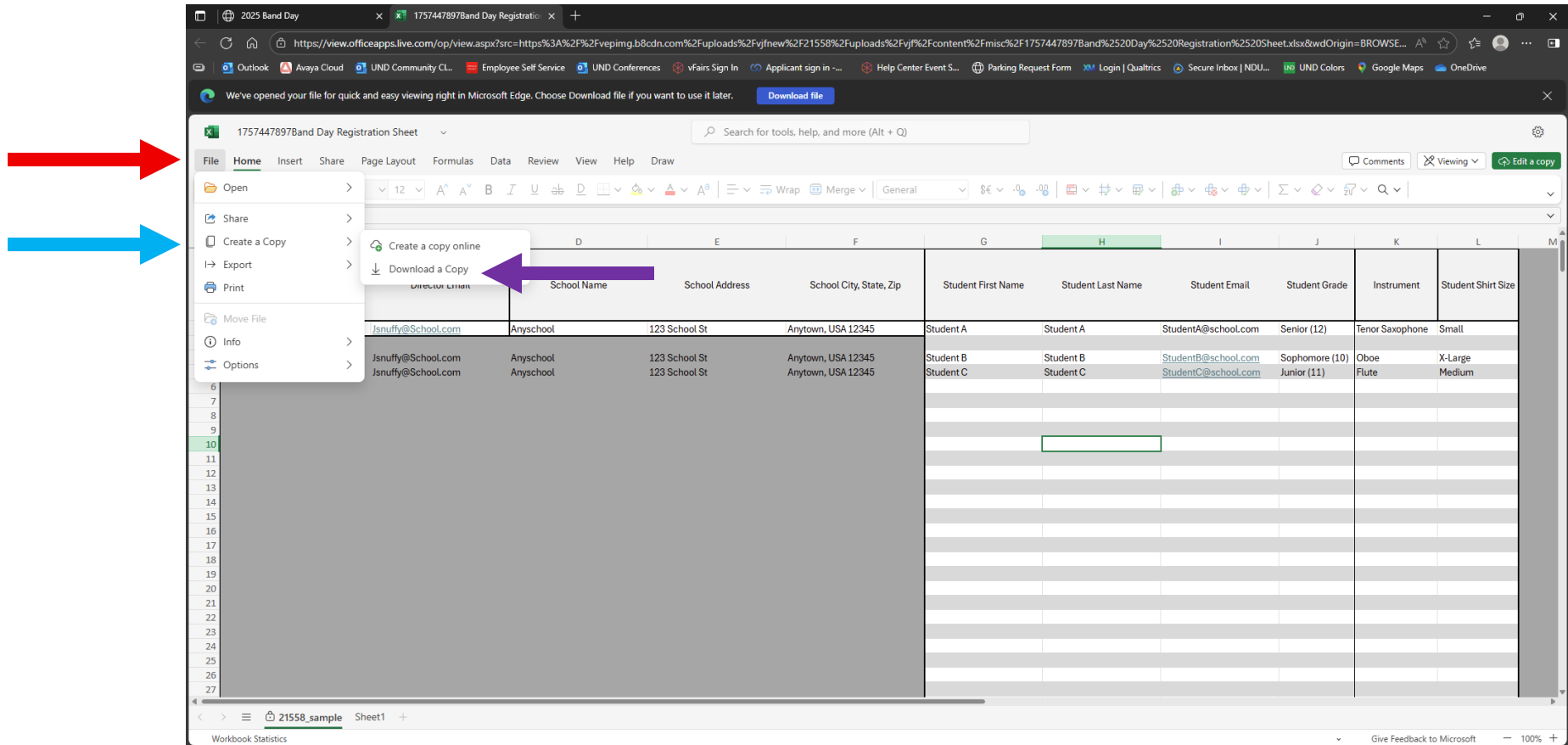
School City, State, Zip*
Anytown, ND 12345

Download the student information file [here](#).

File> "Create a Copy"> "Download a Copy"

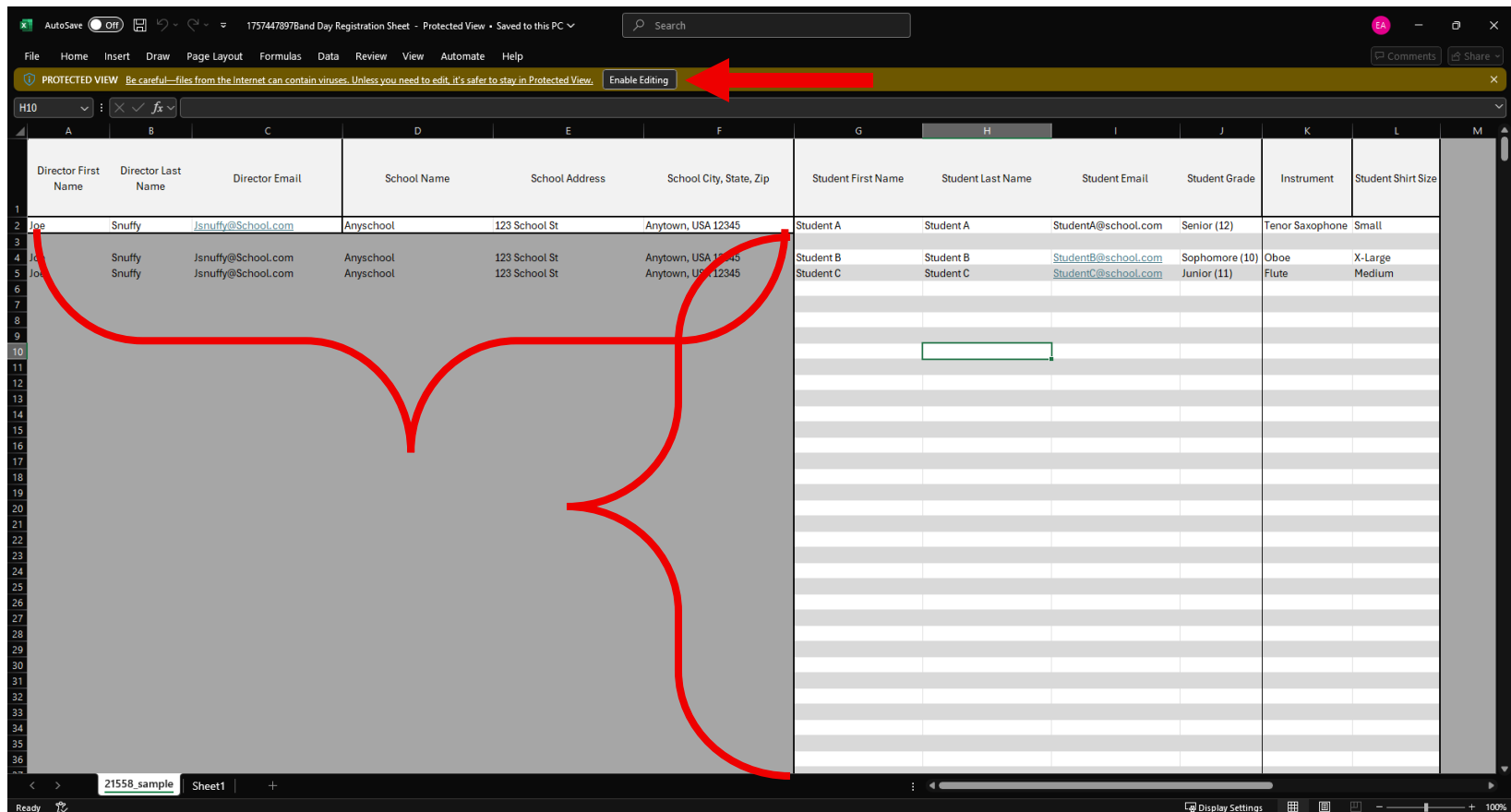
Choose File No fil...hosen

a. Click File -> Create a Copy -> Download a Copy



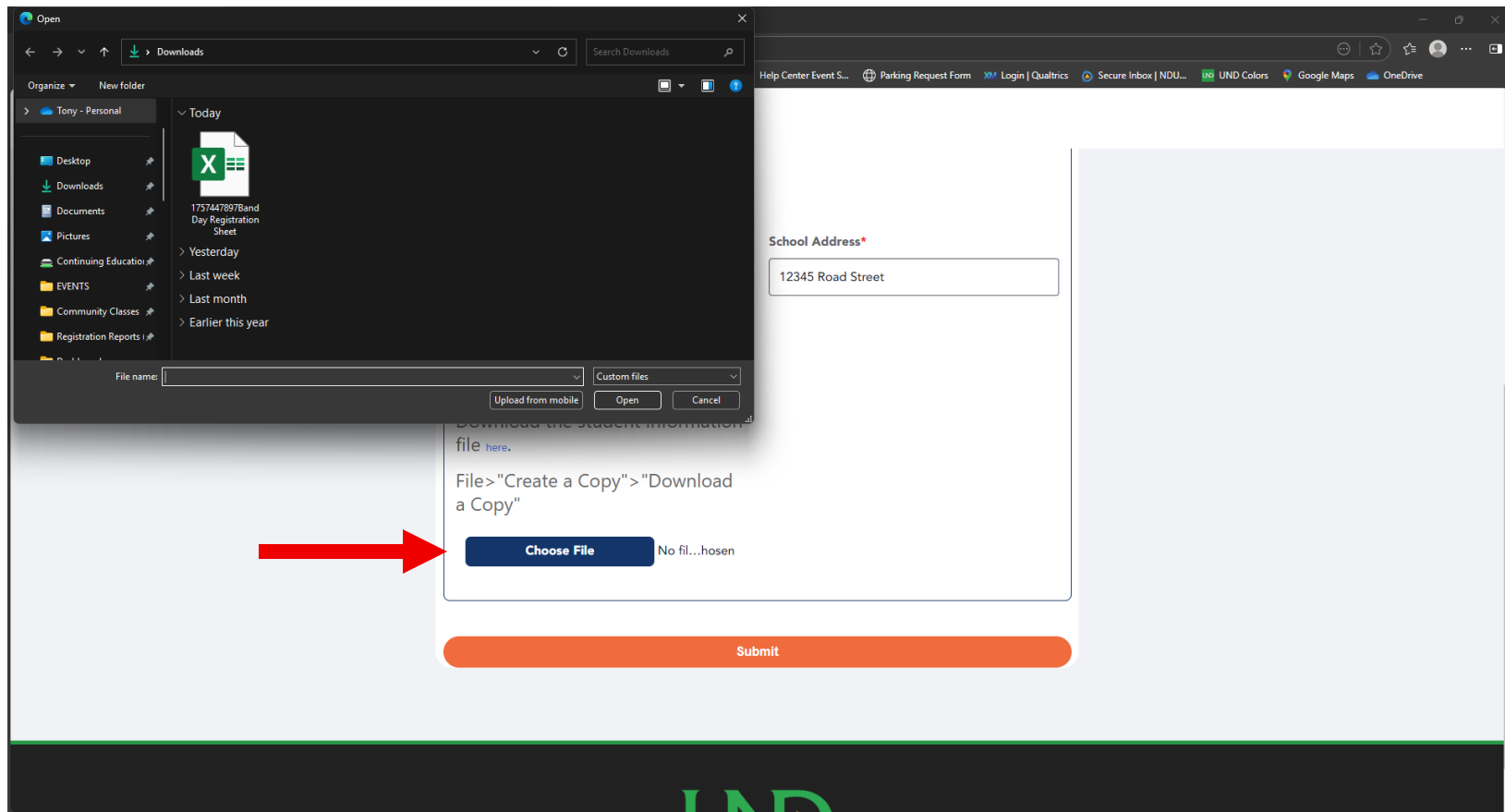
8. Open the downloaded spreadsheet and enable editing

9. Information can only be entered in the white and light gray fields



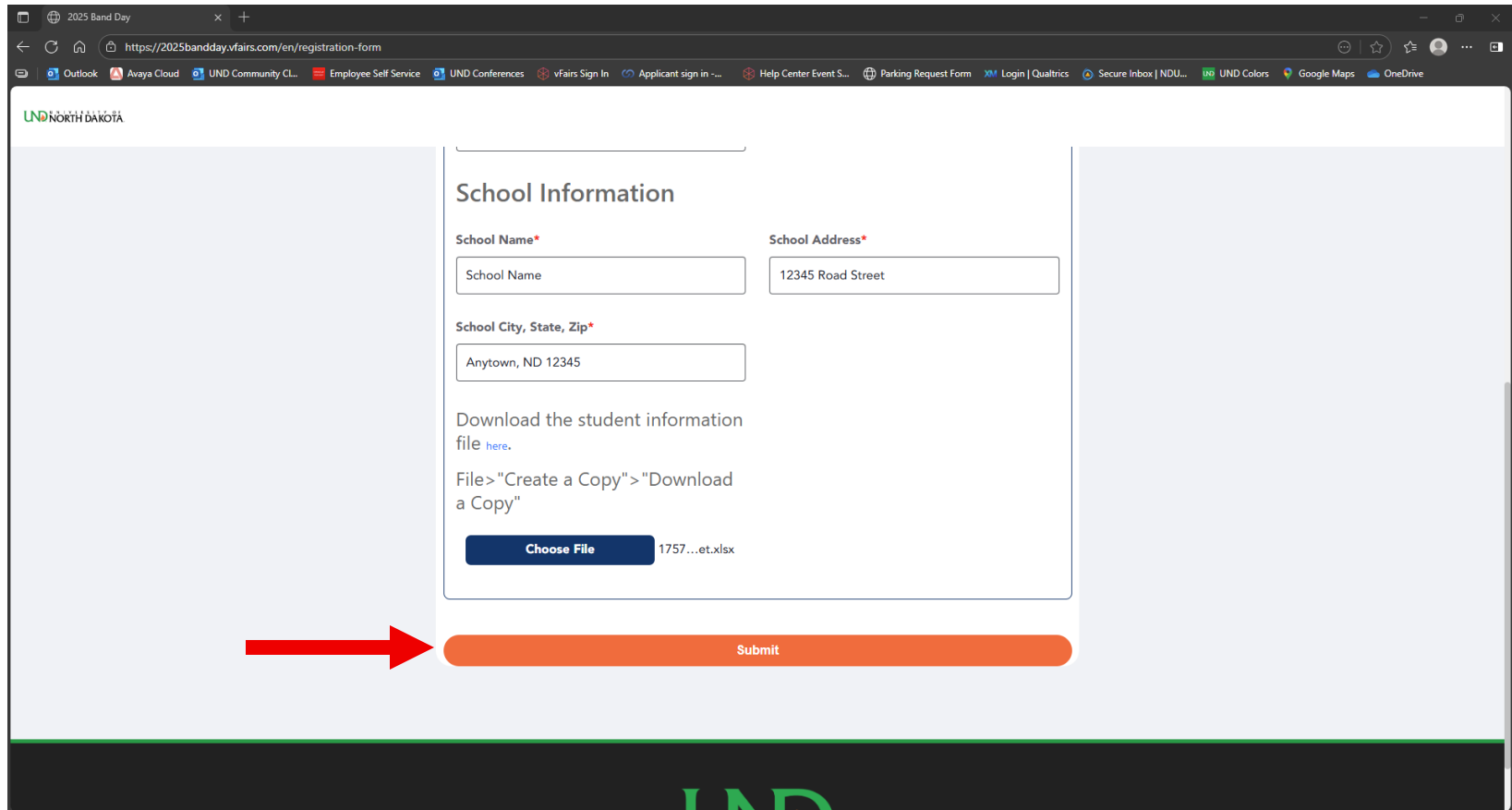
The sheet will automatically fill the dark gray area with repeated information (director and school information)

10. Save the sheet
11. Return to the registration form and click the “Choose File” button
12. A pop-up window will appear.
 - a. Navigate to where the file is saved, select it, and click “open”



13. Your file name will appear next to “Choose File”

14. Click “Submit”



The screenshot shows a web browser window with the URL <https://2025bandday.vfairs.com/en/registration-form>. The page is titled "2025 Band Day" and features the UND North Dakota logo. The main content area is a registration form titled "School Information". It contains three input fields: "School Name*" (with the placeholder text "School Name"), "School Address*" (with the placeholder text "12345 Road Street"), and "School City, State, Zip*" (with the placeholder text "Anytown, ND 12345"). Below these fields, there is a link to "Download the student information file [here](#)." and a file upload section. The file upload section includes a "Choose File" button and a file name "1757...et.xlsx". At the bottom of the form, there is a large orange "Submit" button. A red arrow points to the "Submit" button.

15. You will be invoiced for the students registered once the file has been uploaded by staff.