

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.

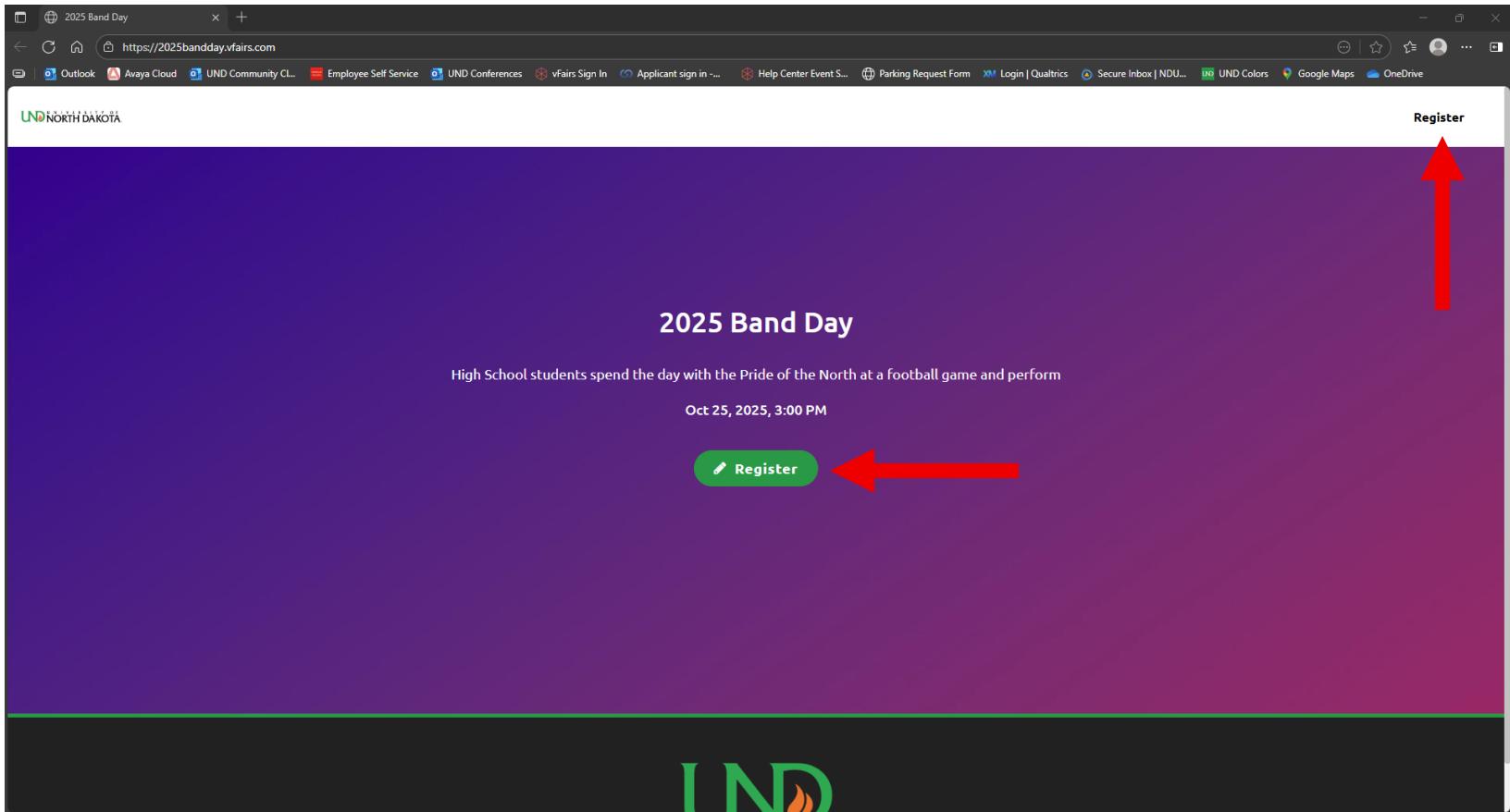
This document will show you a step by step for each option.

- **Registration via the online form**
- **Registration via Excel Sheet**

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

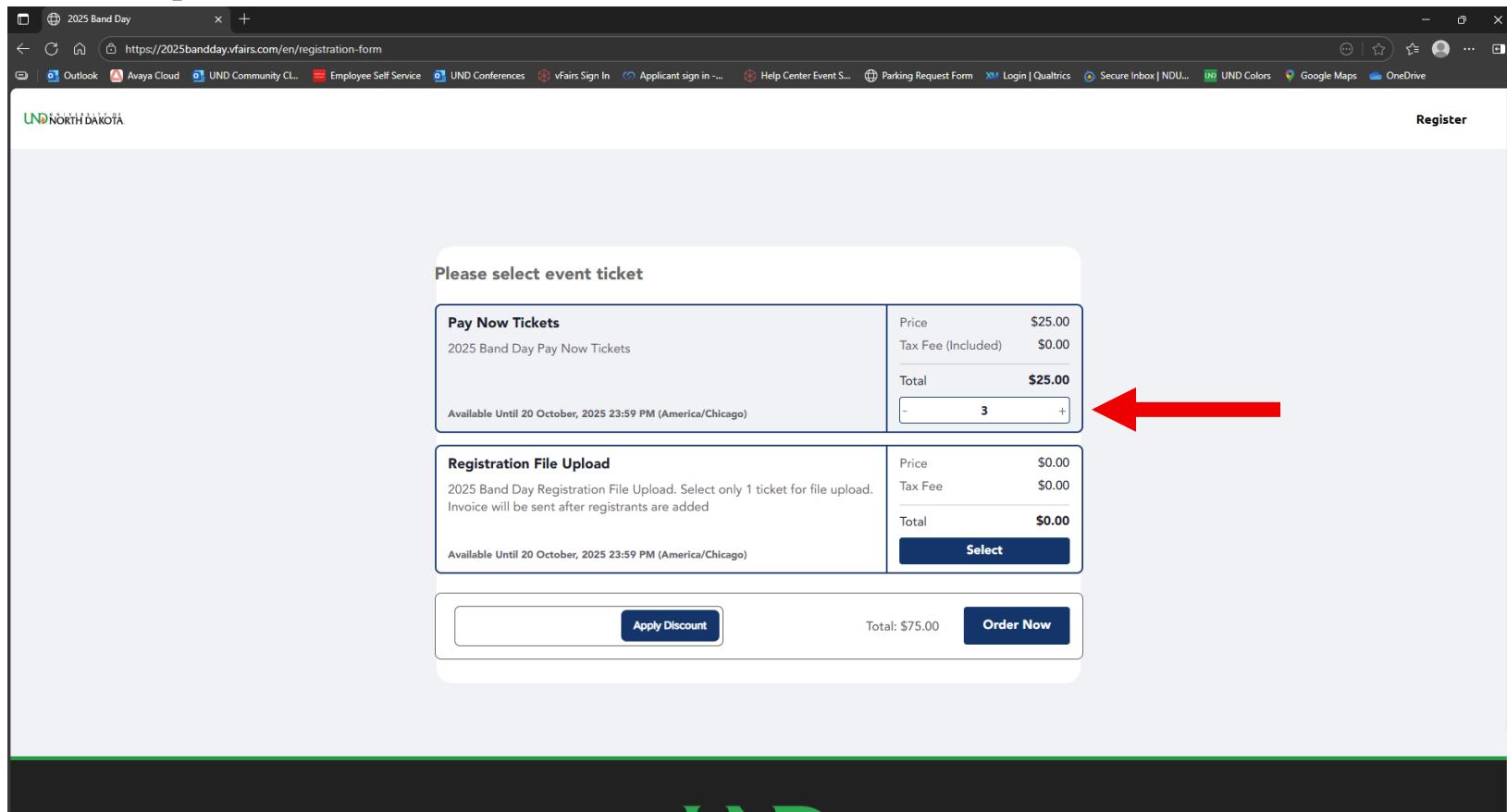
Registration via the Online Form

1. **Navigate to <https://2025BandDay.vfairs.com/>**
2. **Click Register**



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 for the 2025 Band Day registration form. The URL is <https://2025bandday.vfairs.com/en/registration-form>. The page displays a 'Please select event ticket' section. There are two ticket options: 'Pay Now Tickets' and 'Registration File Upload'. The 'Pay Now Tickets' option is selected, showing a price of \$25.00, tax of \$0.00, and a total of \$25.00. The quantity input field shows '3'. A red arrow points to this input field. Below the ticket options, there are buttons for 'Apply Discount' and 'Order Now'. The total amount is listed as \$75.00.

| Pay Now Tickets | | Price | \$25.00 |
|---|--|--------------------|----------------|
| 2025 Band Day Pay Now Tickets | | Tax Fee (Included) | \$0.00 |
| | | Total | \$25.00 |
| Available Until 20 October, 2025 23:59 PM (America/Chicago) | | - | 3 |
| | | + | |

| Registration File Upload | | Price | \$0.00 |
|--|--|---------------|---------------|
| 2025 Band Day Registration File Upload. Select only 1 ticket for file upload. Invoice will be sent after registrants are added | | Tax Fee | \$0.00 |
| | | Total | \$0.00 |
| Available Until 20 October, 2025 23:59 PM (America/Chicago) | | Select | |

Apply Discount Total: \$75.00 Order Now

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

The screenshot shows a web browser window for the "2025 Band Day" registration form. The URL is <https://2025bandday.vfairs.com/en/registration-form>. The page header includes the "UND NORTH DAKOTA" logo. The main content area is titled "Customer details" and contains three sections: "Director Information", "School Information", and "Student Information".

Director Information:

- Director First Name* (highlighted with a red arrow)
- Director Last Name* (highlighted with a red arrow)
- Director Email* (highlighted with a red arrow)

School Information:

- School Name* (highlighted with a red arrow)
- School Address* (highlighted with a red arrow)
- School City, State, Zip* (highlighted with a red arrow)

Student Information:

- Student First Name
- Student Last Name

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

The screenshot shows a web browser window for the '2025 Band Day' registration form. The URL is <https://2025bandday.vfairs.com/en/registration-form>. The page is titled 'Student Information'. It contains fields for Student First Name ('Student'), Student Last Name ('A'), Student Email ('StudentA@AnytownSchool.com'), Student Grade ('Sophomore (10)'), Student Shirt Size ('Small'), and Instrument ('Trombone'). Below these fields is a 'Group Registration' section with a 'Pay Now Tickets (0/3)' button. A modal window is open, showing a list of users: 'Student A (Buyer)' and 'StudentA@AnytownSchool.com'. A red arrow points to the 'Student First Name' field, another red arrow points to the 'Student Email' field, and a third red arrow points to the 'Student Shirt Size' field. A blue arrow points to the '+ Assign' button in the modal window.

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 for the '2025 Band Day' registration form at <https://2025bandday.vfairs.com/en/registration-form>. The page is titled 'Student Information'.

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 | |

Actions:

- + Assign** (Red arrow pointing to this button)
- + Add a New User** (Blue arrow pointing to this button)

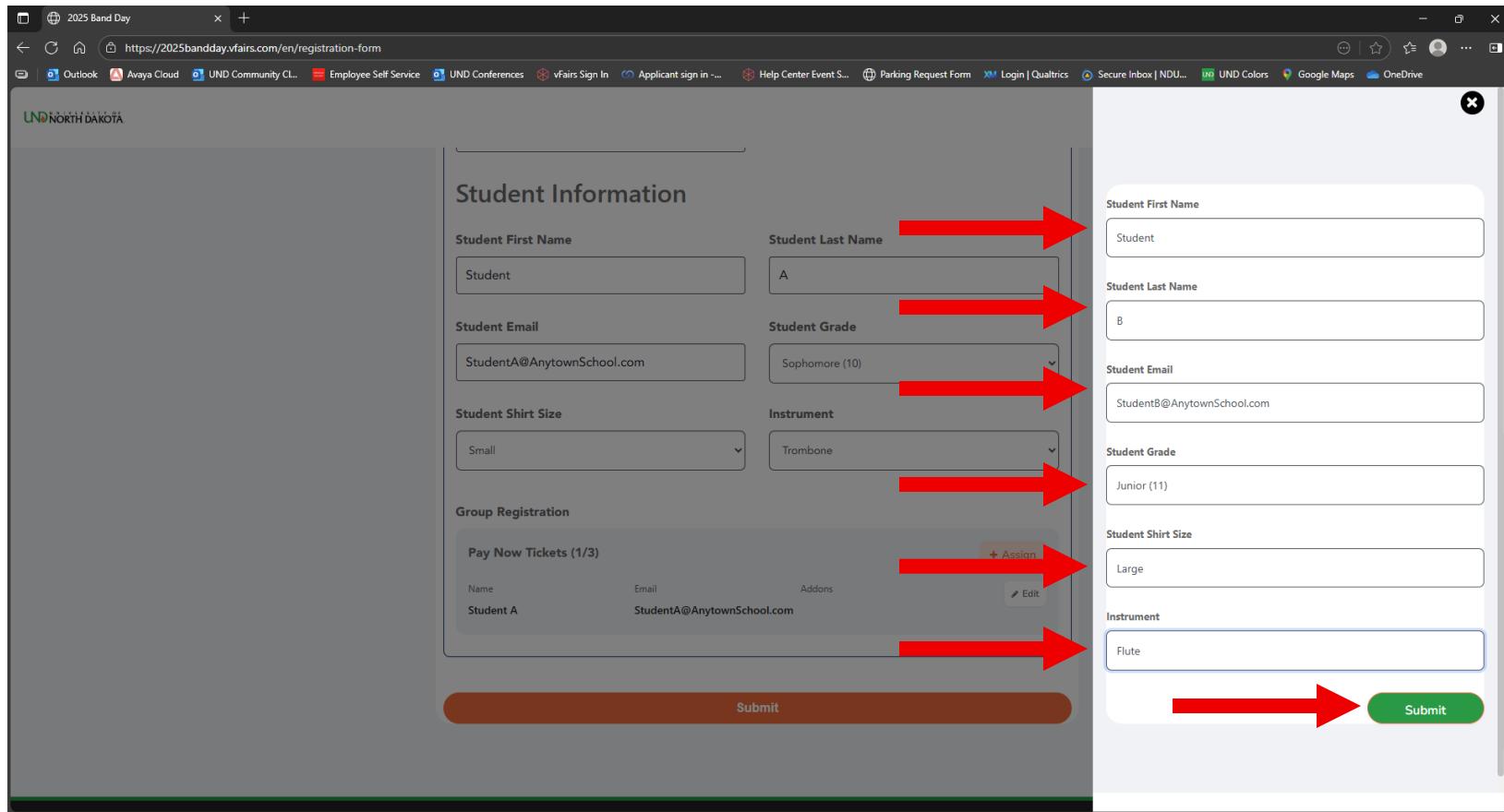
Modal (Visible on the right):

+ Add a New User

Assign to Existing User:
Student A (Buyer)
StudentA@AnytownSchool.com

Submit

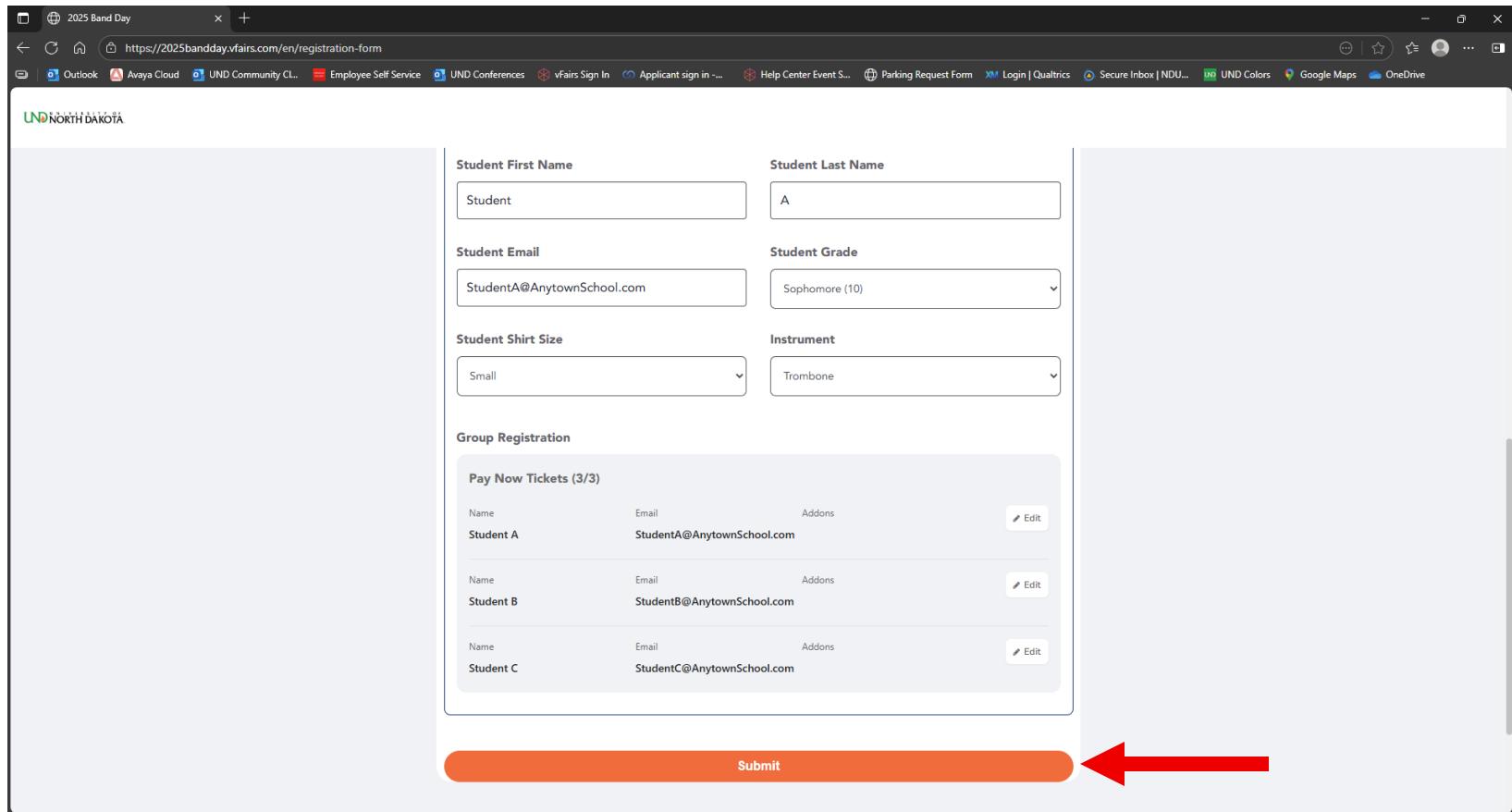
10. A side panel will pop up and load



The screenshot shows a web browser window for '2025 Band Day' at the URL <https://2025bandday.vfairs.com/en/registration-form>. The main form on the left is for 'Student Information' and includes fields for Student First Name (Student), Student Last Name (A), Student Email (StudentA@AnytownSchool.com), Student Grade (Sophomore (10)), Student Shirt Size (Small), and Instrument (Trombone). Below this is a 'Group Registration' section for 'Pay Now Tickets (1/3)' with a table for Student A. A 'Submit' button is at the bottom. A side panel on the right mirrors these fields: Student First Name (Student), Student Last Name (B), Student Email (StudentB@AnytownSchool.com), Student Grade (Junior (11)), Student Shirt Size (Large), and Instrument (Flute). A 'Submit' button in the side panel is highlighted with a red arrow. Red arrows also point from the main form fields to their counterparts in the side panel.

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

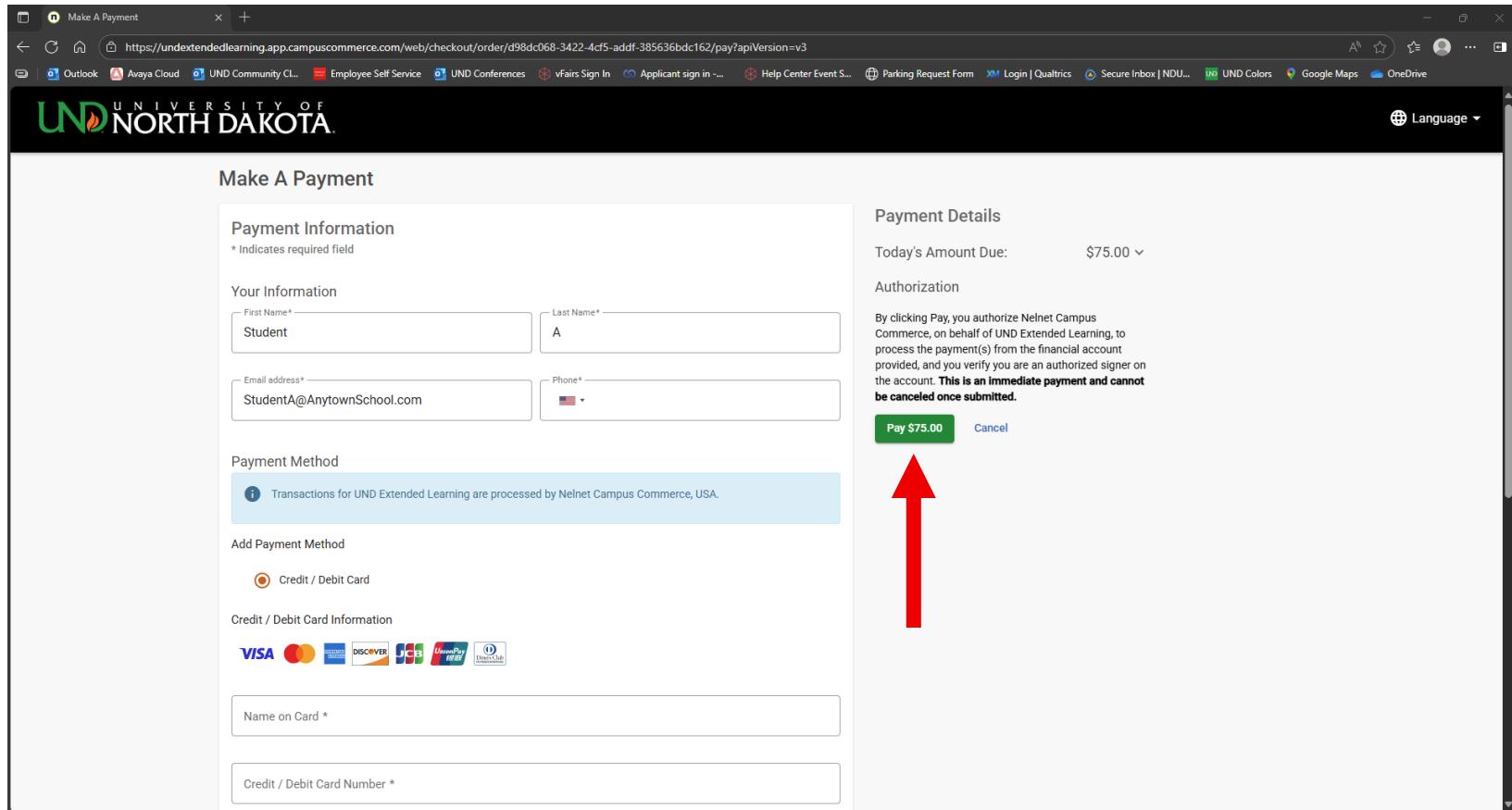
14. Once all the student information has been input, click submit on the main page



The screenshot shows a web browser window for the '2025 Band Day' registration form at <https://2025bandday.vfairs.com/en/registration-form>. The form includes fields for Student First Name (Student), Student Last Name (A), Student Email (StudentA@AnytownSchool.com), Student Grade (Sophomore (10)), Student Shirt Size (Small), and Instrument (Trombone). Below these, a 'Group Registration' section shows three entries: Student A (Email: StudentA@AnytownSchool.com), Student B (Email: StudentB@AnytownSchool.com), and Student C (Email: StudentC@AnytownSchool.com). Each entry has an 'Edit' button. At the bottom is a large orange 'Submit' button, which is highlighted with a red arrow pointing to it.

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 the UND Make A Payment page. The URL is <https://undextendedlearning.app.campuscommerce.com/web/checkout/order/d98dc068-3422-4cf5-addf-385636bdc162/pay?apiVersion=v3>. The page header includes the UND logo and a Language dropdown. The main content is divided into two columns: "Payment Information" and "Payment Details".

Payment Information (Left Column):

- Section: "Your Information". Fields: First Name* (Student), Last Name* (A), Email address* (StudentA@AnytownSchool.com), Phone* (USA).
- Section: "Payment Method". Note: "Transactions for UND Extended Learning are processed by Nelnet Campus Commerce, USA." Below this, "Add Payment Method" and "Credit / Debit Card" are selected. Logos for VISA, MasterCard, American Express, Discover, JCB, UnionPay, and Diners Club are shown.
- Fields: "Name on Card *", "Credit / Debit Card Number *".

Payment Details (Right Column):

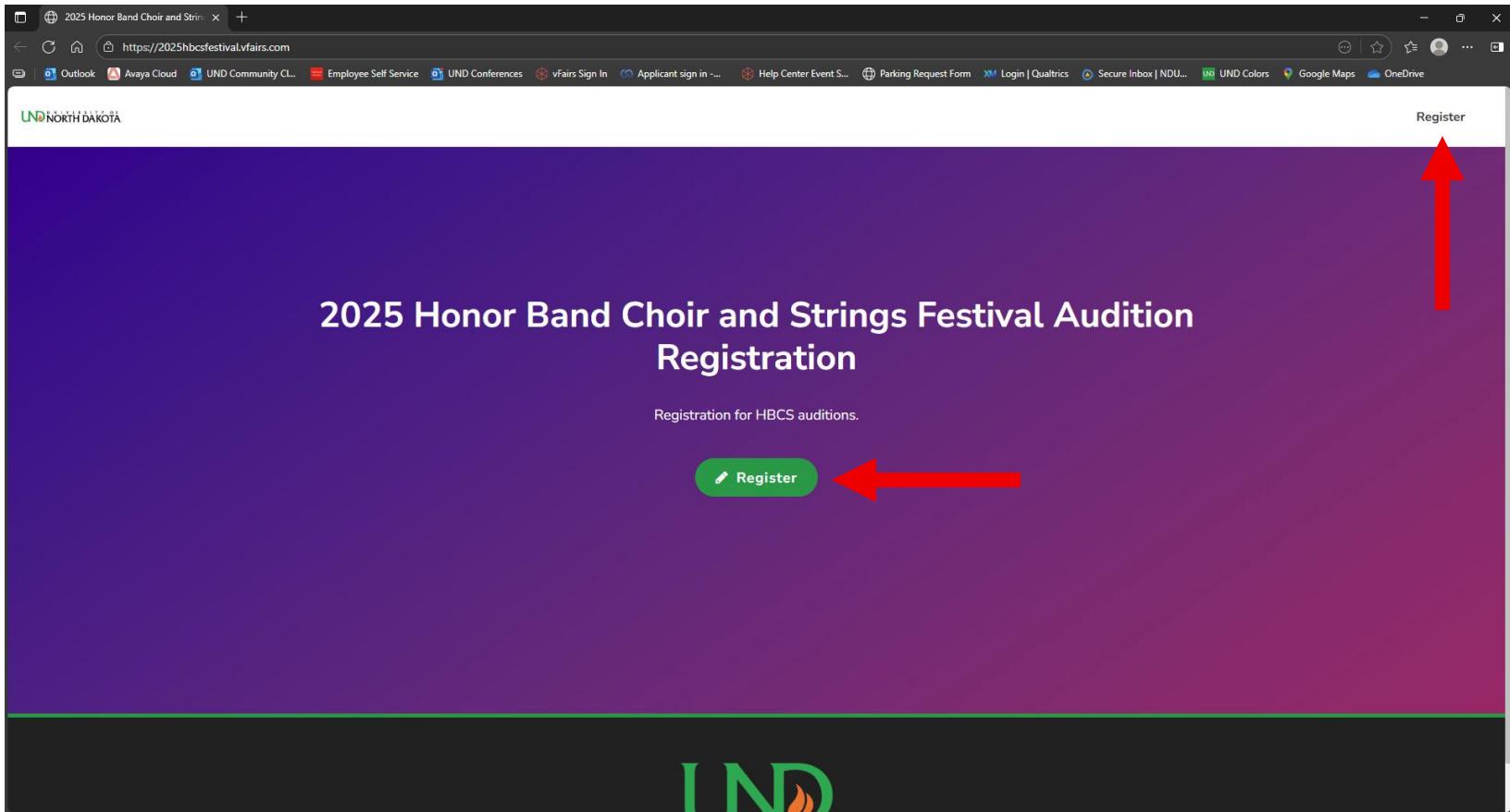
- Section: "Payment Details". Today's Amount Due: \$75.00.
- Section: "Authorization". Note: "By clicking Pay, you authorize Nelnet Campus Commerce, on behalf of UND Extended Learning, to process the payment(s) from the financial account provided, and you verify you are an authorized signer on the account. **This is an immediate payment and cannot be canceled once submitted.**"
- Buttons: "Pay \$75.00" (highlighted with a red arrow), "Cancel".

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

This Page is left intentionally Blank

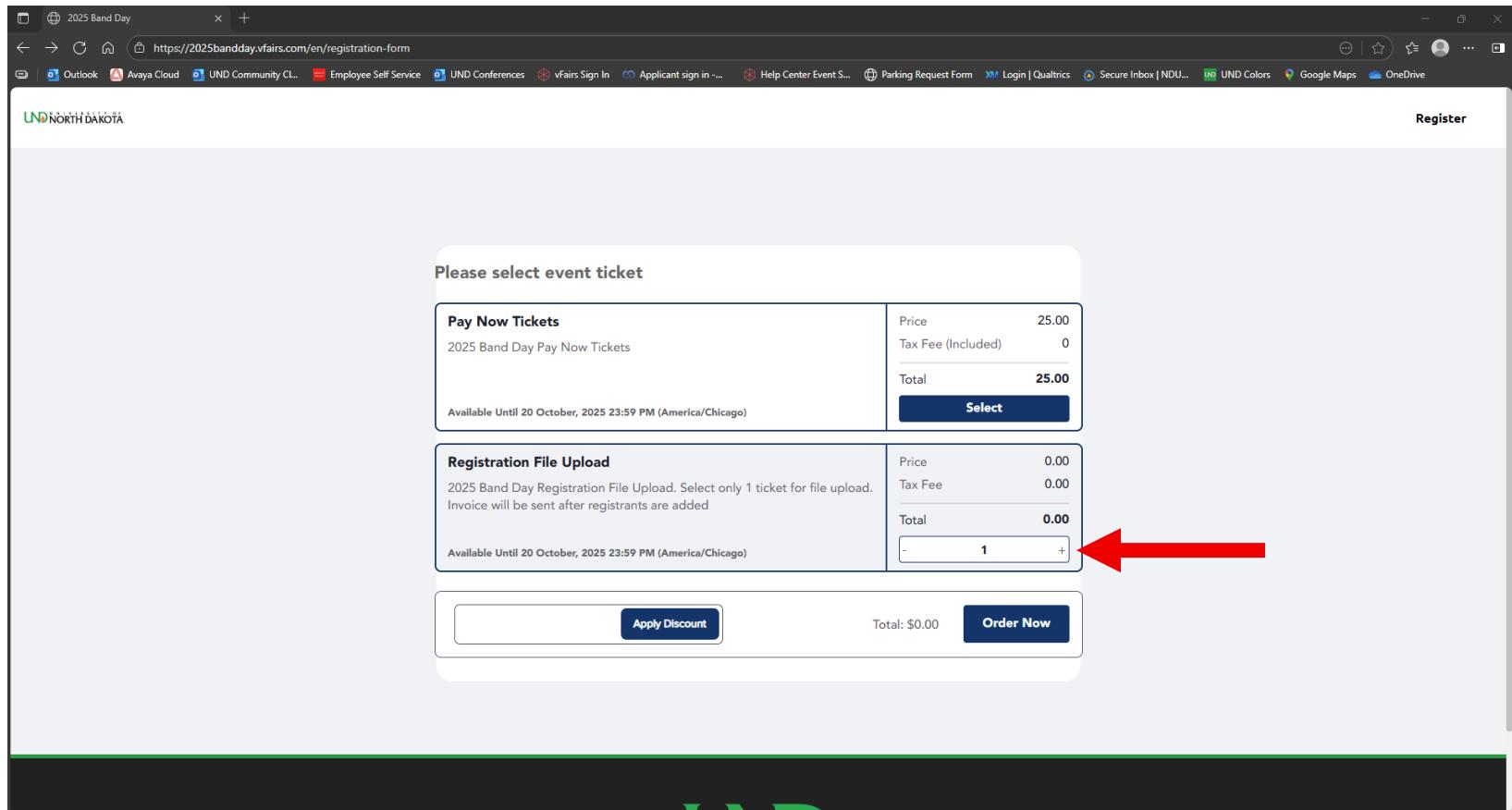
Registration via Excel Sheet

1. **Navigate to <https://2025hbcsfestival.vfairs.com/>**
2. **Click Register**

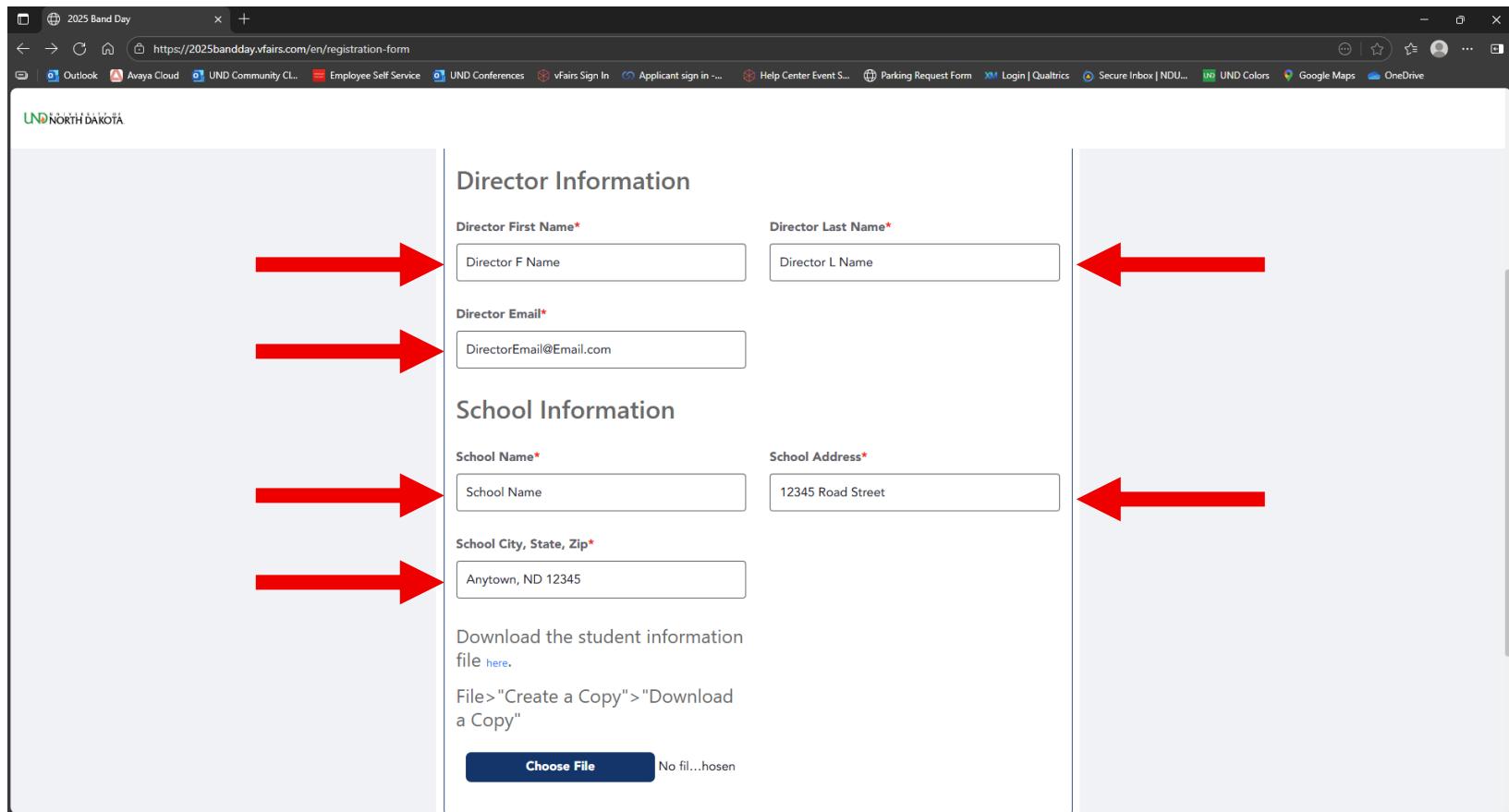


3. Select “Registration File Upload”, then “Order Now”

a. Only one ticket is needed



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 "UND NORTH DAKOTA". It contains two main sections: "Director Information" and "School Information".

Director Information

- Director First Name* (input field: Director F Name)
- Director Last Name* (input field: Director L Name)
- Director Email* (input field: DirectorEmail@Email.com)

School Information

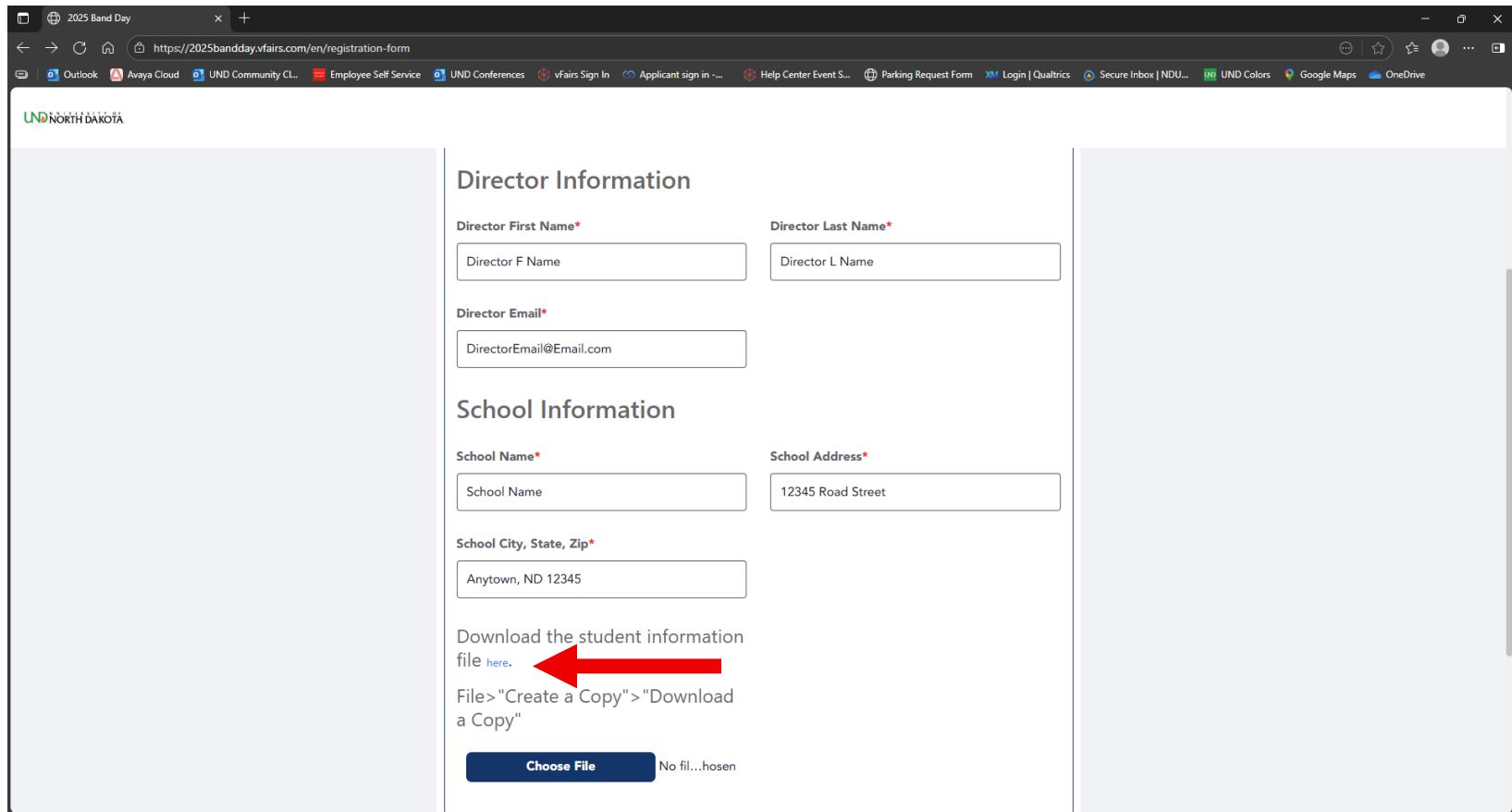
- School Name* (input field: School Name)
- School Address* (input field: 12345 Road Street)
- School City, State, Zip* (input field: Anytown, ND 12345)

Below the School Information section, there is a note: "Download the student information file [here](#). File>"Create a Copy">"Download a Copy"

At the bottom, there is a "Choose File" button and a message: "No fil...hosen".

Red arrows are overlaid on the image, pointing to the following fields: Director First Name, Director Email, School Name, and School City, State, Zip.

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



UND NORTH DAKOTA

Director Information

Director First Name* Director Last Name*

Director Email*

School Information

School Name* School Address*

School City, State, Zip*

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

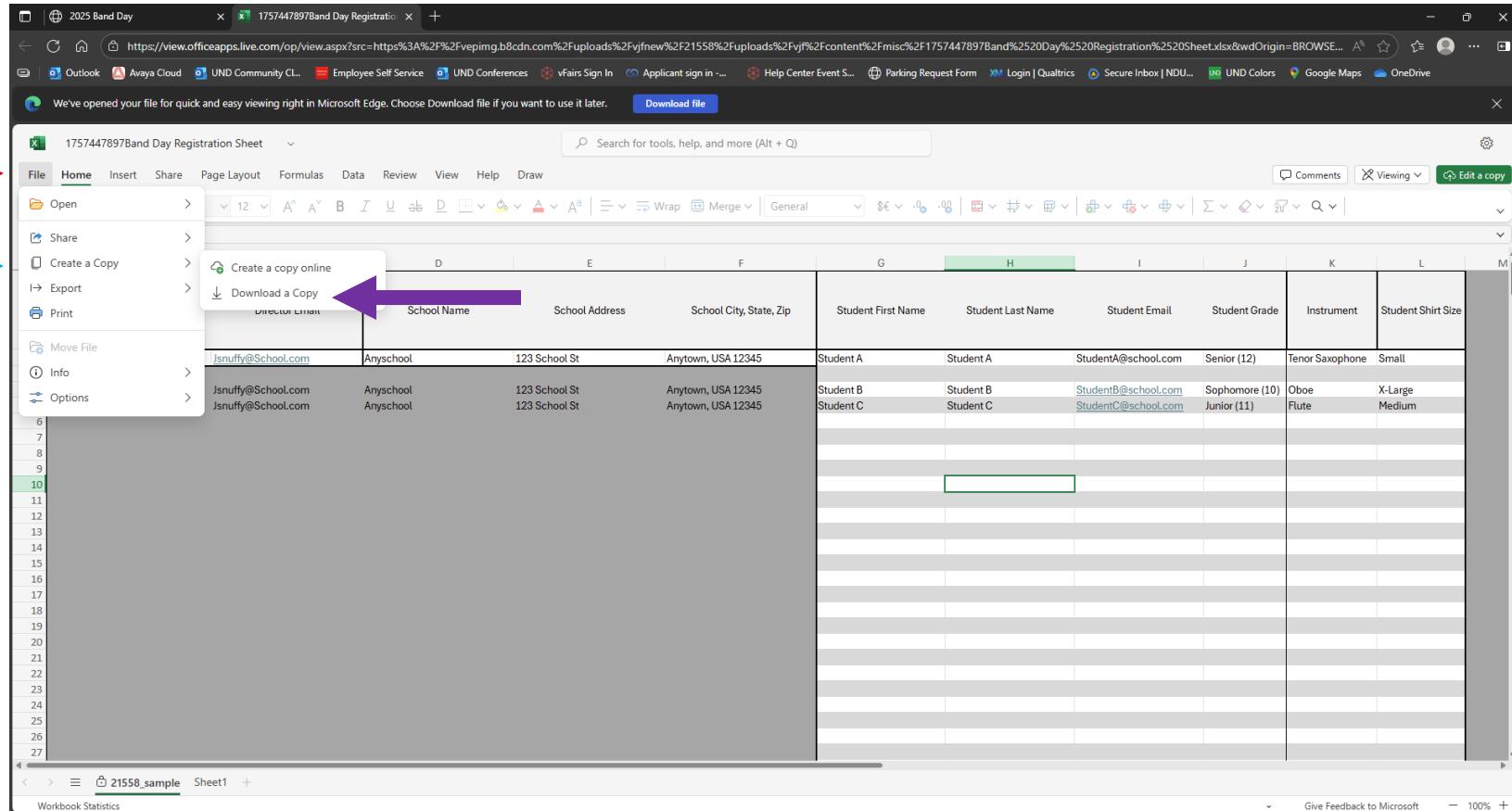
File>"Create a Copy">"Download a Copy"

Choose File No fil...hosen

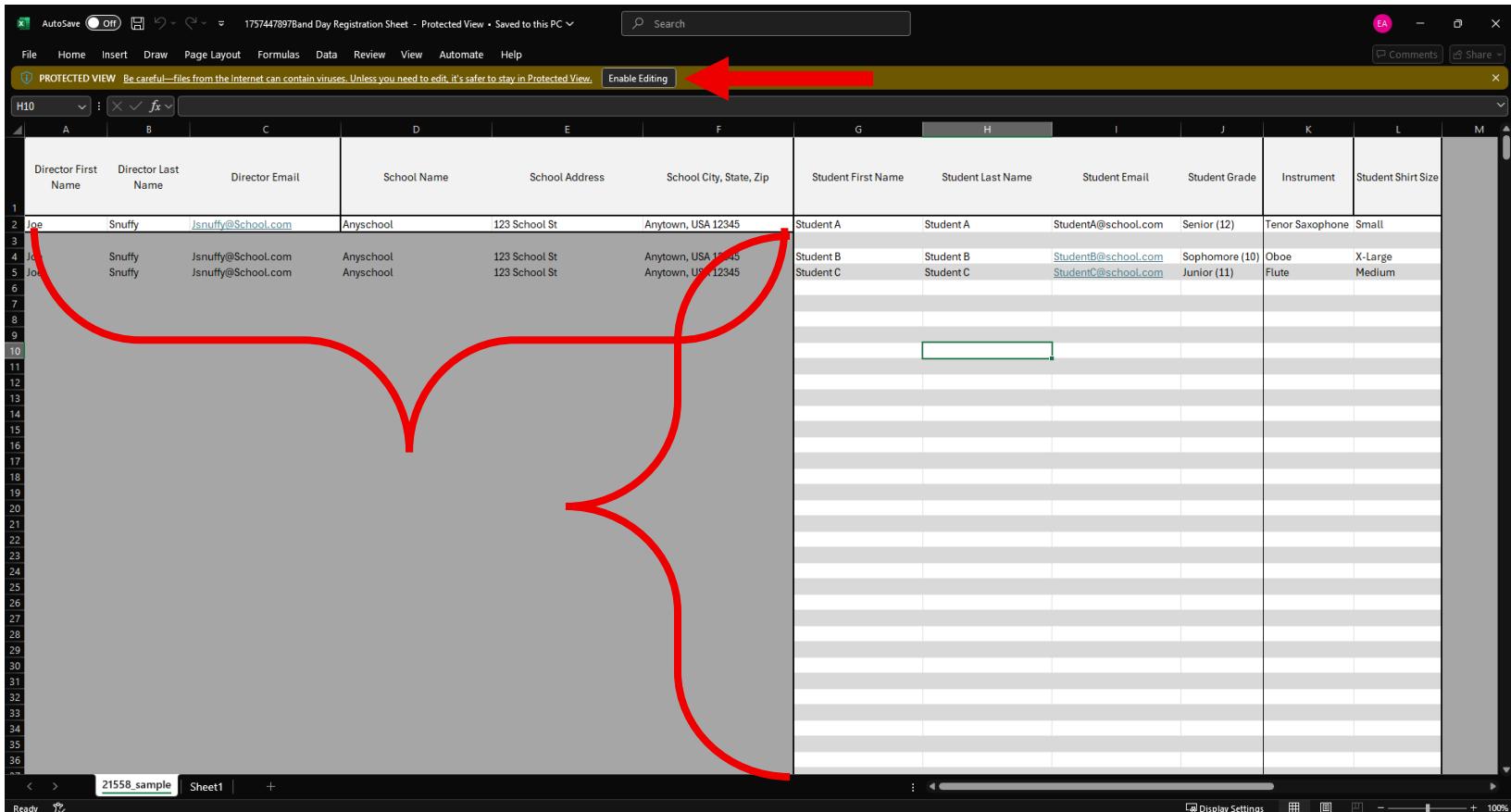
6. You will be redirected to a spreadsheet tab

7. Download the spreadsheet before making edits

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

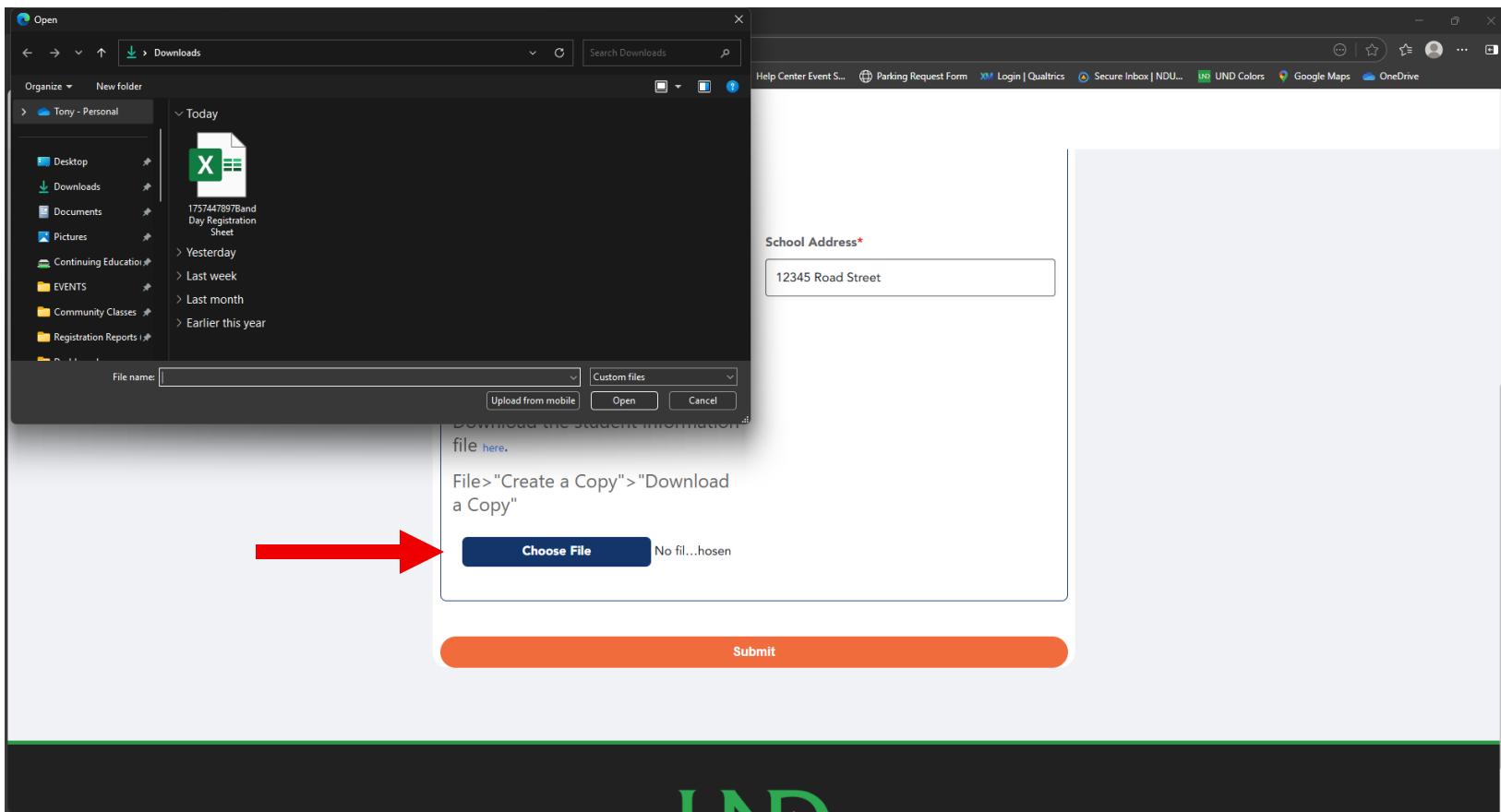


- 8. Open the downloaded spreadsheet and enable editing**
- 9. Information can only be entered in the white and light gray fields**



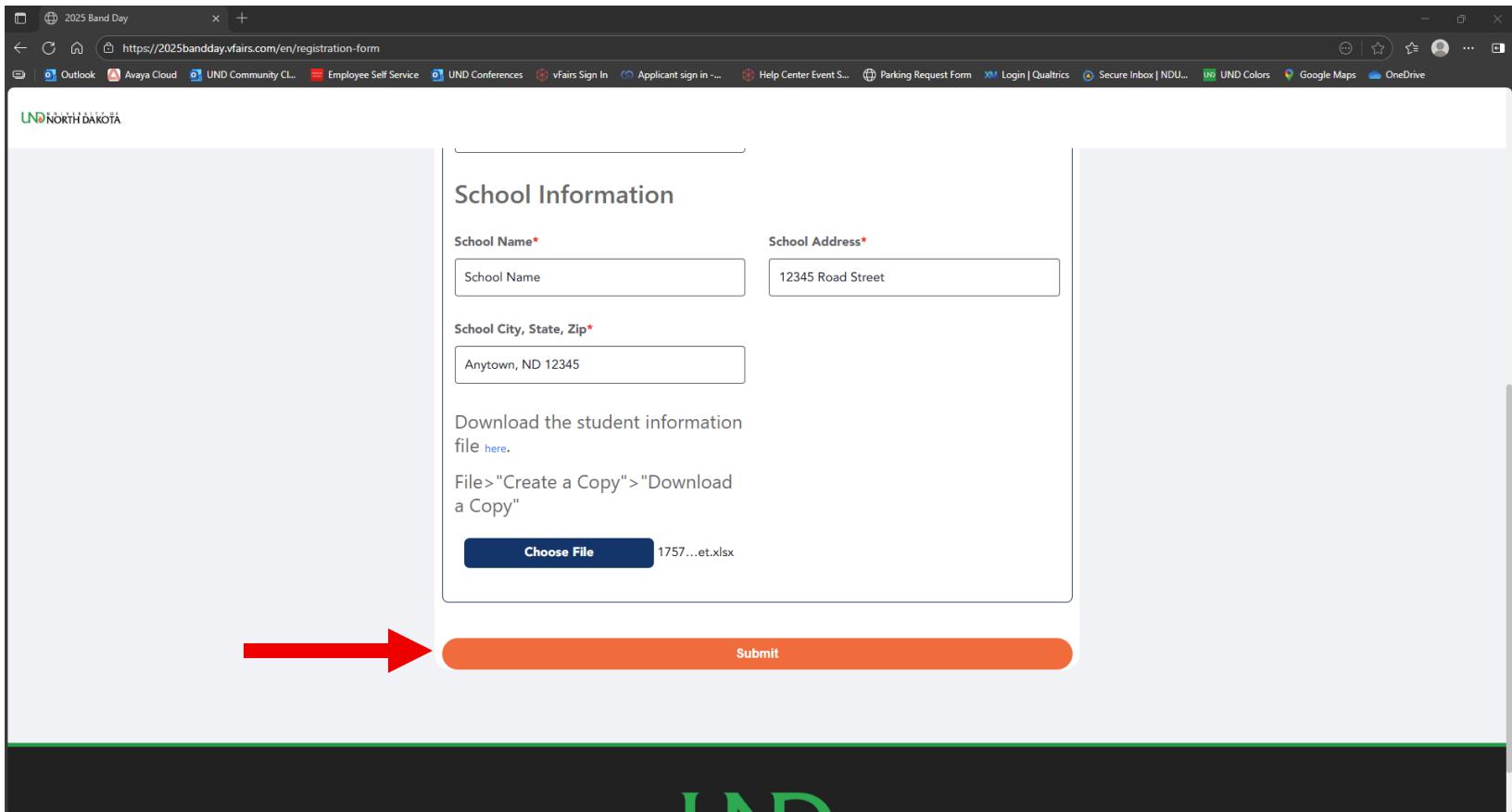
The sheet will automatically fill the dark gray area with repeated information (director and school information)

- 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 for the '2025 Band Day' registration form at <https://2025bandday.vfairs.com/en/registration-form>. The page is titled 'UND NORTH DAKOTA'. The 'School Information' section contains fields for 'School Name*' (with 'School Name' and '12345 Road Street' entered), 'School Address*', 'School City, State, Zip*' (with 'Anytown, ND 12345' entered), and a note about downloading student information files. Below these fields is a 'Choose File' button with the file name '1757...et.xlsx' and an 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.