2024 Convention Proposal Instructions

1) Go to our website www.nfaonline.org and click on "login" on the top right corner.

nfa Flute Association	Community	About	Convention	Membership & Benefits	Publications	Login Dommittees	<u>Donate</u> Sig	n Up Store
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	2023 NFA (Register Join us August 3-6, 20	Conver tod	ntion ay! nix, Arizona.			•		>
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2) Login - If you have difficulties remembering or resetting your password please contact Mily Harrod, at mharrod@nfaonline.org.

> Community	Home / Login						
> About	Login		Туре	in log	in		
> Convention	Username or email				-		
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> Publications	Sign In						
> Committees							
> Giving	If you've forgotten you	r password, please click here to	o reset it.				
							,
3) The system	should now sa	y "Welcome [y	/our name]", the	en click o	n "profile" Welcome Mily Sig	II . In Out Profile	V

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Register today! Join us August 3-6, 2023 in Phoenix, Arizona. 4) You should be in your NFA portal now. Click "Events". Click "2024 Convention Proposal".



5) Click "2024 Convention Proposals" to access the application form. You can view your past submitted proposals under "View Past Proposals".



6) Read through the application instructions and application before filling it out. You cannot save the application so I suggest doing it in word and then transferring the information once you are ready to submit.



7) Make sure your session description is 200 <u>words</u> max and your bio is 300 <u>characters</u> max. There are some additional notes instructions if you hover over the blue comment box. Please use the email you would like to receive the confirmation notice. If you are applying on behalf of someone else and you enter their email address, you will not receive the confirmation, the other person will.

<	Compose Form	Preview Form
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	Program Details	
	Length of entire proposed session or program * Test Program	
	Set Up Timing	
	Ensemble Name	

8) Once all the required fields are filled in, hit "Preview".

<	Compose Form	Preview Form	>
	Additional Performer #3 Bio:		
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	Additional Performer #4 Bio:		
		<i>h</i>	
	Additional Performer #5 Bio:		
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	Use this last field to submit bios for all remaining contributing performers.	(
		<u> </u>	
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0) 15		Previe	w
9) if your ap	Compose Form	up and click "Go Home" Preview Form	\times

Convention Frobusio	
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Personal Information	
Presenter/Performer/Group Name	
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Member Last Name:	
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Preferred Pronouns	
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	Pack To Edit
	back to cult Save

10) You should have received an automatic confirmation email. This email will have your proposal number. If you did not, please email Mily Harrod at mharrod@nfaonline.org If you have any supplemental materials like scores, or recordings, please upload them to the BOX link.

m	The National Flute Association to me -	11:36 AM (1 minute ago)	☆	¢	:
	THE NATIONAL FLUTE ASSOCIATIONAL FLUTE ASSOCIATIONAL FLUTE ASSOCIATIONAL	ON lives			
	Test,				
	We have received your convention proposal form for the 2024 convention.				
	Your proposal is not yet complete.	posal Num	ibe	r	
	To complete your application				
	 Please fill out and submit the works form, using your concerto proposal number: <u>11222</u>. We recommend you copy and paste the this form as many times as needed to include all works referenced in your proposal. 	nat number into the form.	You ma	y submi	it
	2) If you have any supplemental materials, please upload them to Box HERE. Please make you add your convention proposal nu	umber, as highlighted abov	/e.		
	Name: Test Test Email Address: mily.harrod@gmail.com Proposal Title: Test BOX Link				
	Thank you for your submission! We will let you know by January 2024 if your proposal has been accepted. If you have any quest Manager at mharrod@nfaonline.org .	ions, please reach out to o	our Mer	nbershi	p

National Flute Association

11) The BOX link is just like dropbox and you can upload most kinds of files. Please add your proposal number when submitting.

2024 NFA Convention Proposals File Submission After submitting a Proposal Application through your member account, please submit all necessary files below.	
Email address *	
Convention Proposal Number ** You can find your convention proposal number in your confirmation email Of order your profile "Convention Proposal Management". Add additional information Add Additional information Add Additional Information	
Upload files *	

12) If your proposal includes programming pieces that you intend to perform, you must fill out the Convention Works form too. Please go back to your NFA portal, and click "Events, "2024 Proposal Works". If you are doing a panel, you do not need to fill this out.



13) Fill this form out for every piece you intent to program and perform. Then hit "Preview".

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	Is the work currently in print? * 🛛		
	Please list all movements of the work you'll be performing:	4	(
	Ensemble Description:		
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		-	

14) If all of your info is correct, hit "save" and then "go home." You should receive an automatic confirmation email. If you did not, please email Mily Harrod, mharrod@nfaonline.org.

<	Compose Form	Preview Form	×
	Convention Works		
	Programming Information Your convention proposal confirmation number Test		
	Title of Work: Test	(
	Composer's First Name: Test Composer's Dates:		
	Test Arranged By:	V	
		Back To Edit Save	

15) You are done!! Again, if you have any issues, questions, or need confirmation, please email Membership Manager, Mily Harrod, at mharrod@nfaonline.org.