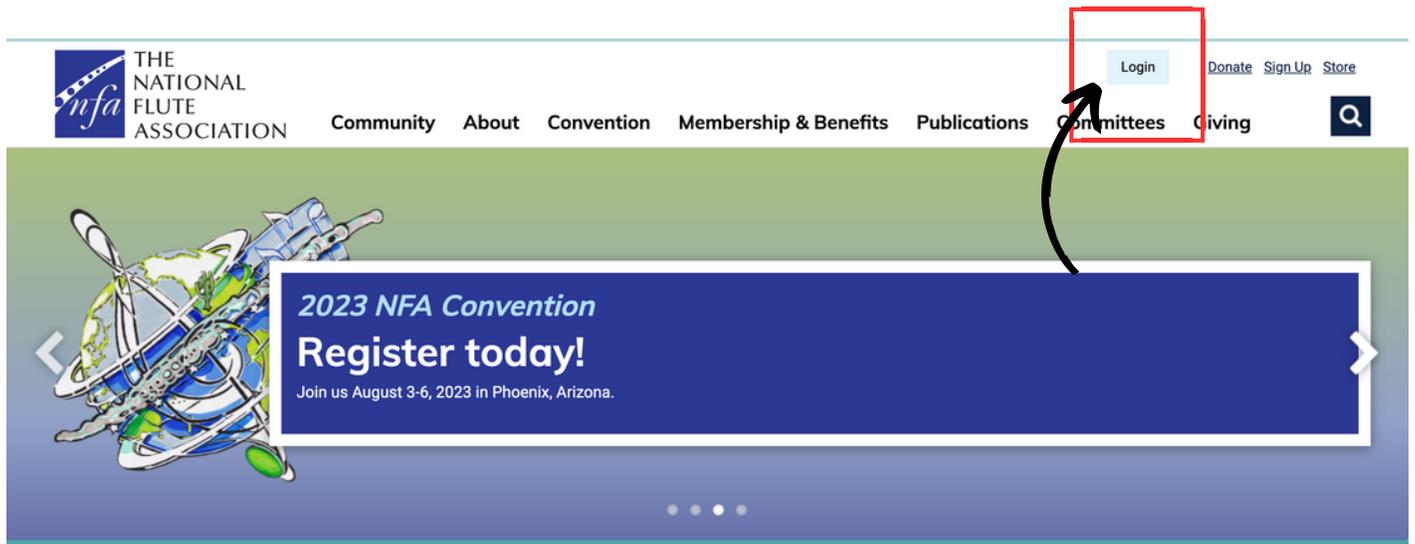
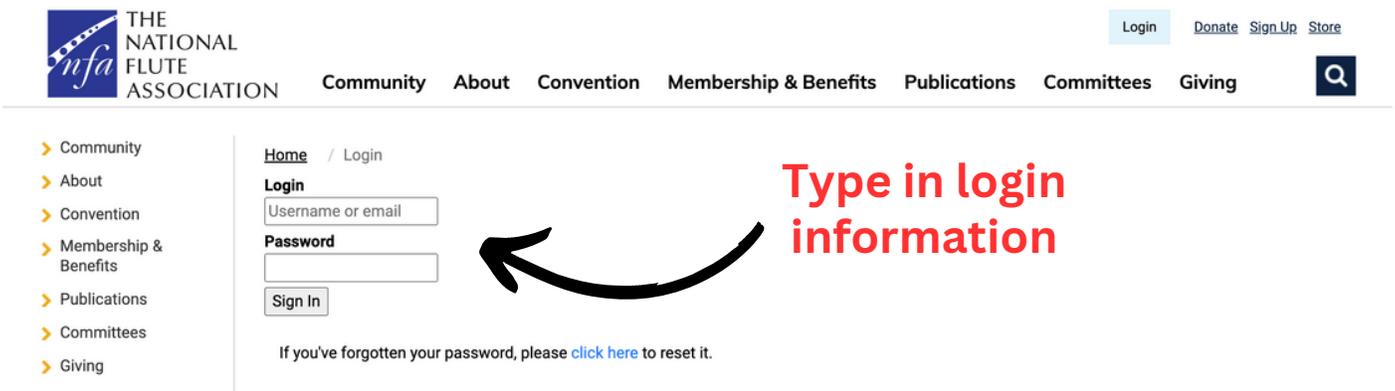


# 2024 Convention Proposal Instructions

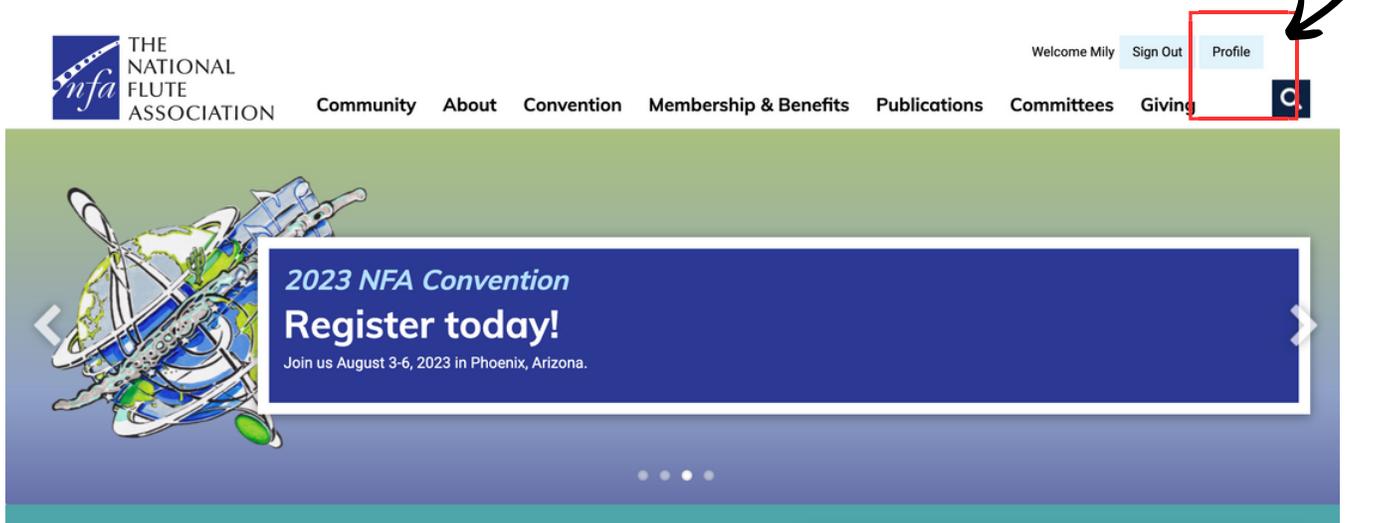
1) Go to our website [www.nfaonline.org](http://www.nfaonline.org) and click on "login" on the top right corner.



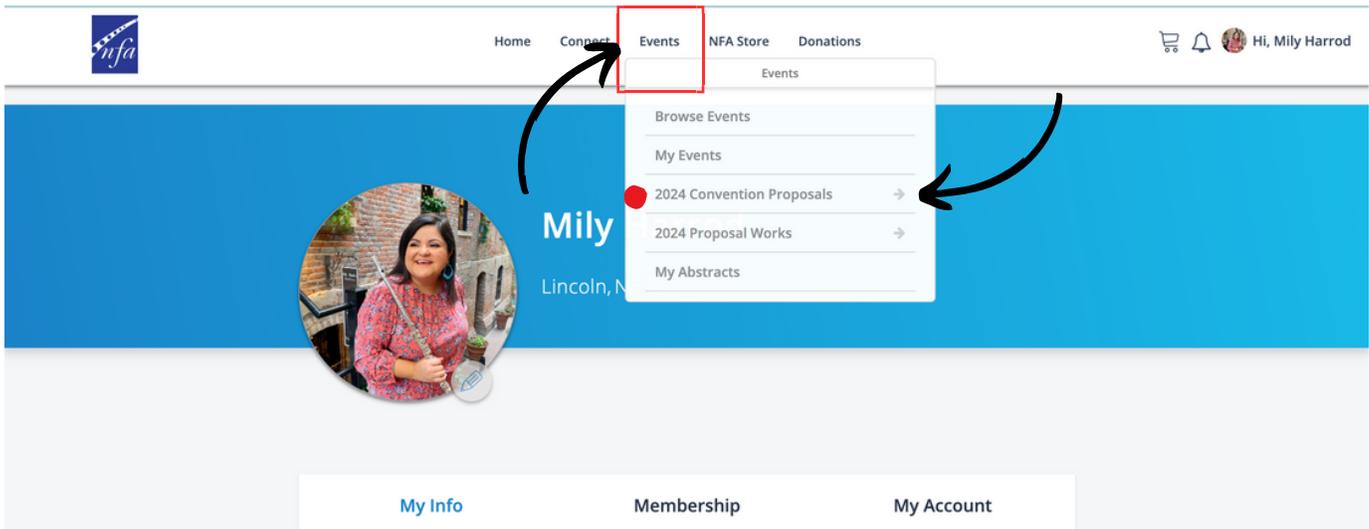
2) Login - If you have difficulties remembering or resetting your password please contact Mily Harrod, at [mharrod@nfaonline.org](mailto:mharrod@nfaonline.org).



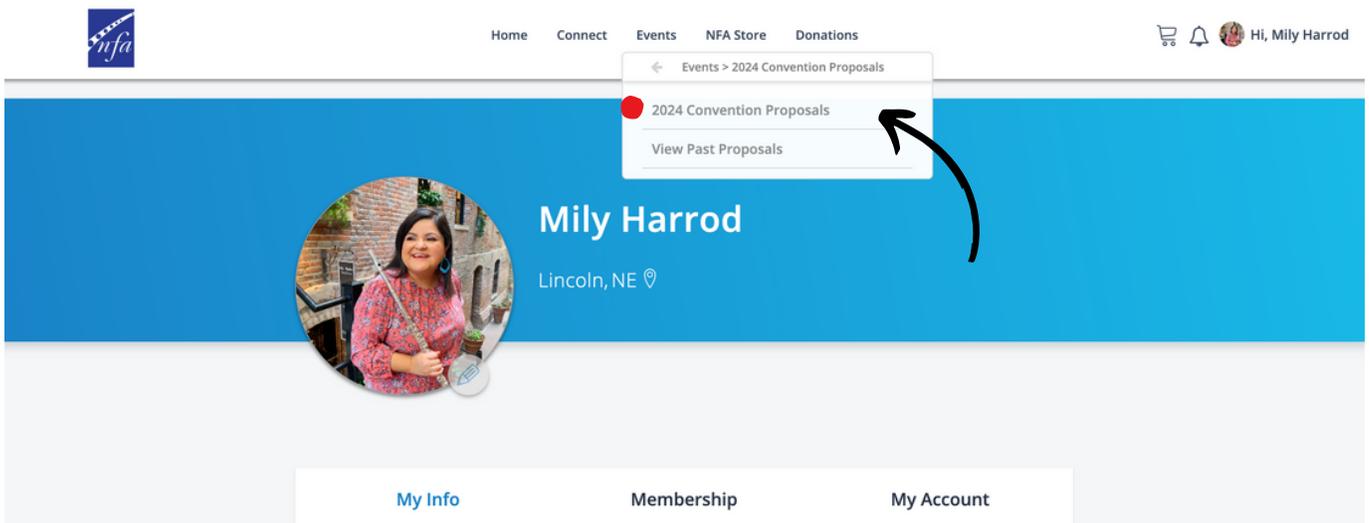
3) The system should now say "Welcome [your name]", then click on "profile".



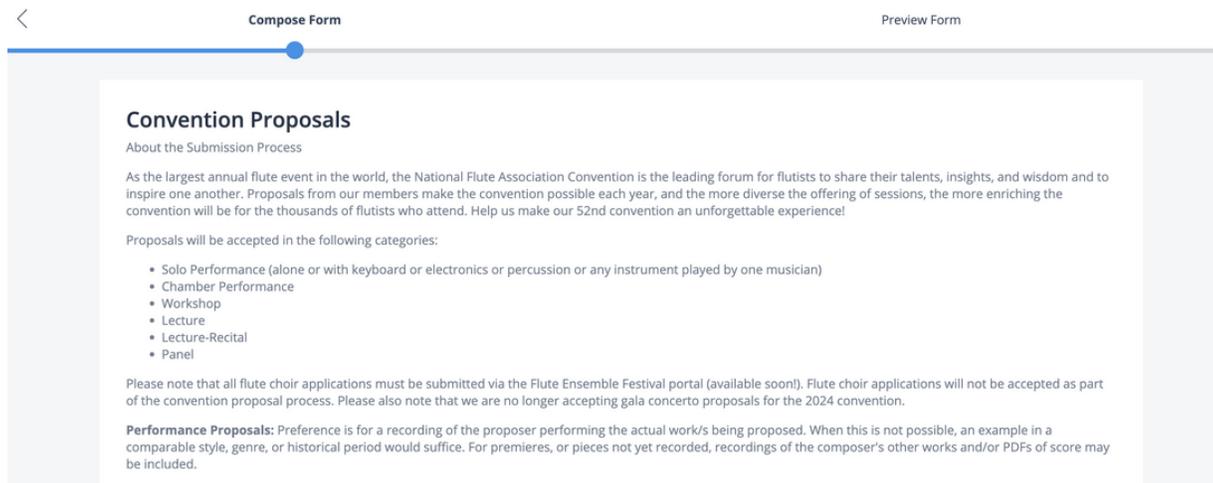
4) You should be in your NFA portal now. Click "Events". Click "2024 Convention Proposal".



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 words max and your bio is 300 characters 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.

The screenshot shows the 'Compose Form' interface with a progress bar at the top. The 'Program Details' section is active, indicated by a blue dot on the progress bar. The form contains the following fields: 'Length of entire proposed session or program \*' with the value 'Test Program', 'Set Up Timing', and 'Ensemble Name'. A blue comment box icon is visible on the right side of the form, with a black arrow pointing to it.

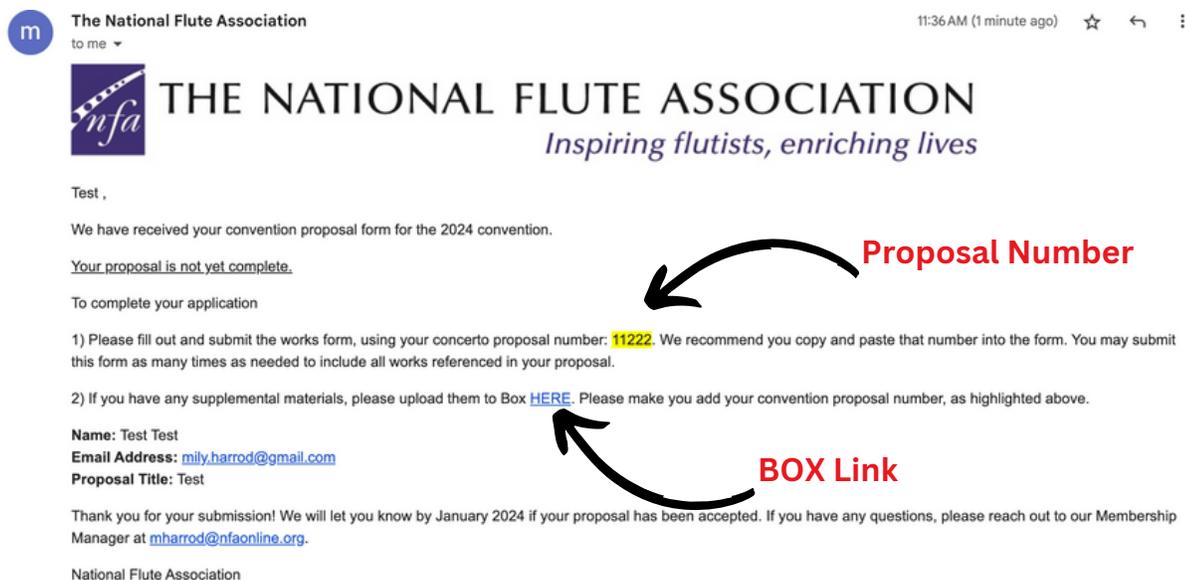
8) Once all the required fields are filled in, hit "Preview".

The screenshot shows the 'Compose Form' interface with the 'Additional Performer' section active. The form contains the following fields: 'Additional Performer #3 Bio:', 'Additional Performer #4 Bio:', 'Additional Performer #5 Bio:', and 'Use this last field to submit bios for all remaining contributing performers.' A blue comment box icon is visible on the right side of the form, with a black arrow pointing to it. A blue 'Preview' button is located at the bottom right of the form.

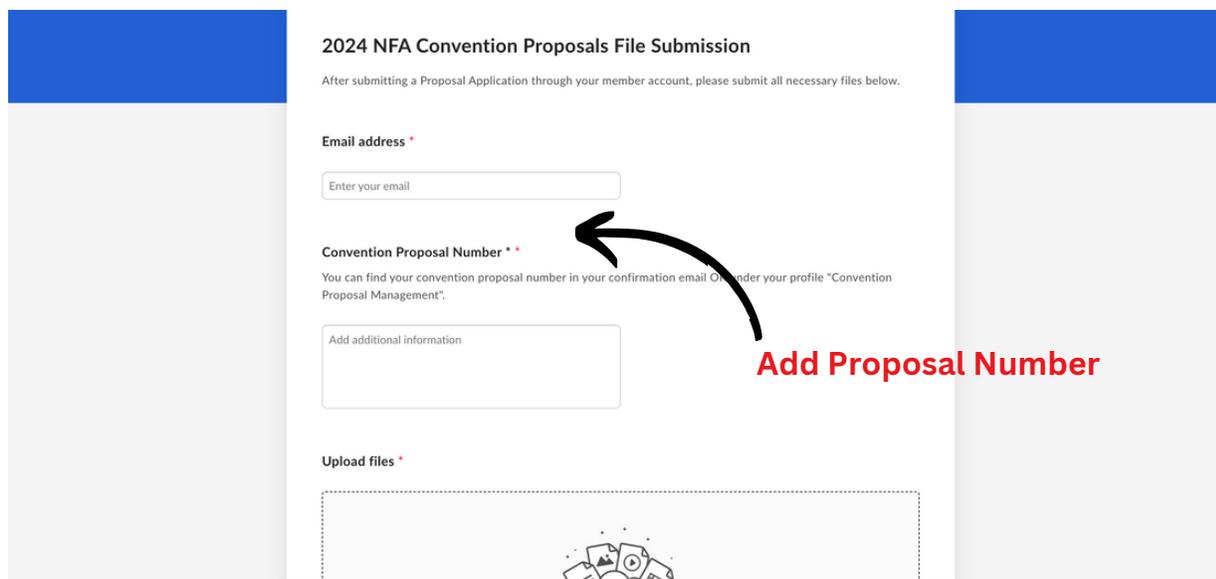
9) If your application is good to go, hit "save". You will get a pop up and click "Go Home"

The screenshot shows the 'Compose Form' interface with the 'Personal Information' section active. The form contains the following fields: 'Presenter/Performer/Group Name', 'Member First Name:' with the value 'Test', 'Member Last Name:' with the value 'Test', 'Preferred Pronouns', 'Email:' with the value 'mily.harrod@gmail.com', and 'City:'. A blue comment box icon is visible on the right side of the form, with a black arrow pointing to it. At the bottom of the form, there are two buttons: 'Back To Edit' and 'Save'.

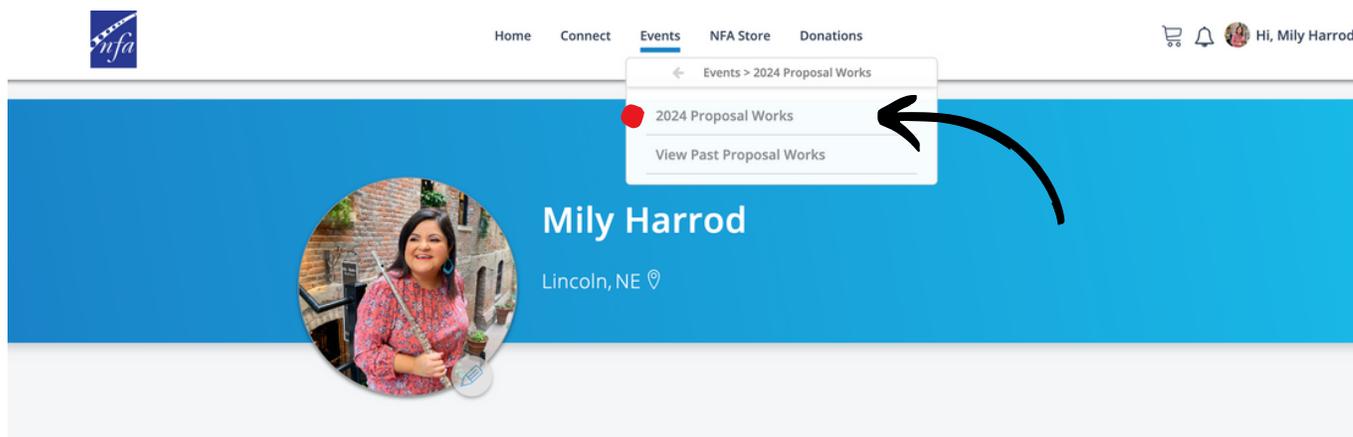
10) You should have received an automatic confirmation email. This email will have your proposal number. If you did not, please email Mily Harrod at mharrod@nfaonline.org. If you have any supplemental materials like scores, or recordings, please upload them to the BOX link.



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



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".

Compose Form Preview Form

TEST

Composer's Last Name: \*  
TEST

Publisher: \*  
TEST

Is the work currently in print? \*

Please list all movements of the work you'll be performing:  
/

Ensemble Description:

Preview

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:

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.