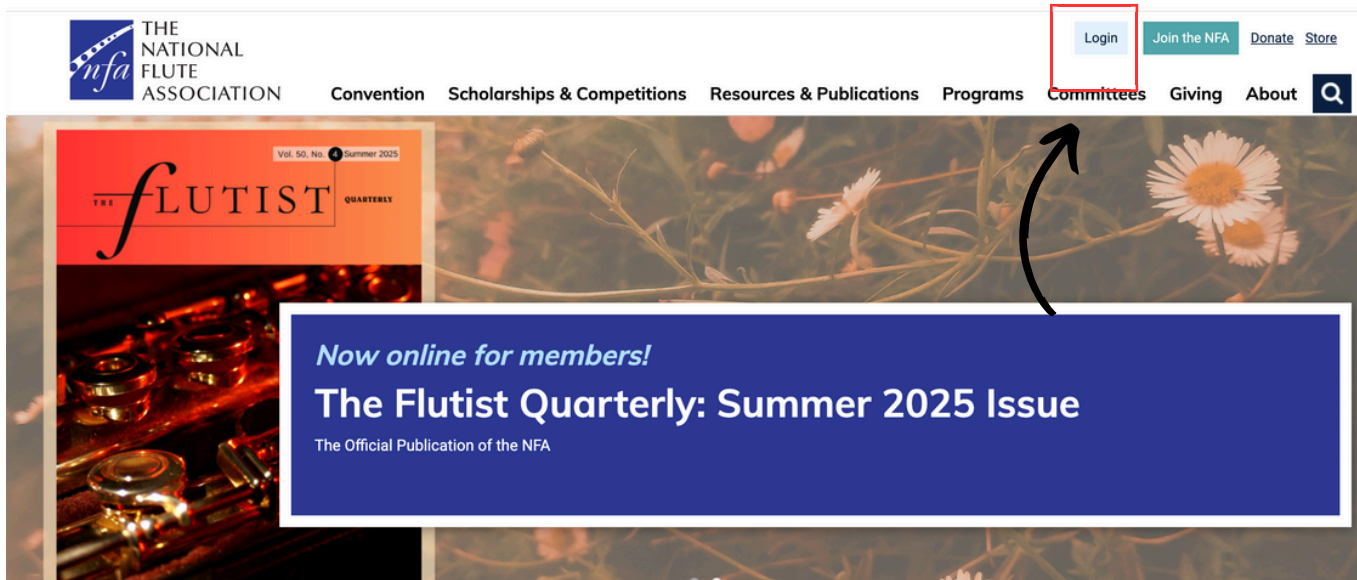
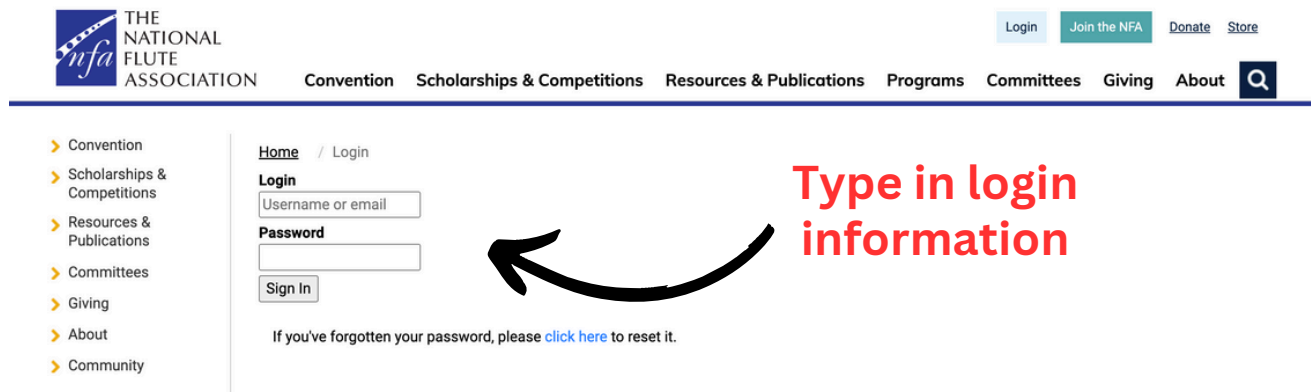



2026 Convention Proposal Instructions

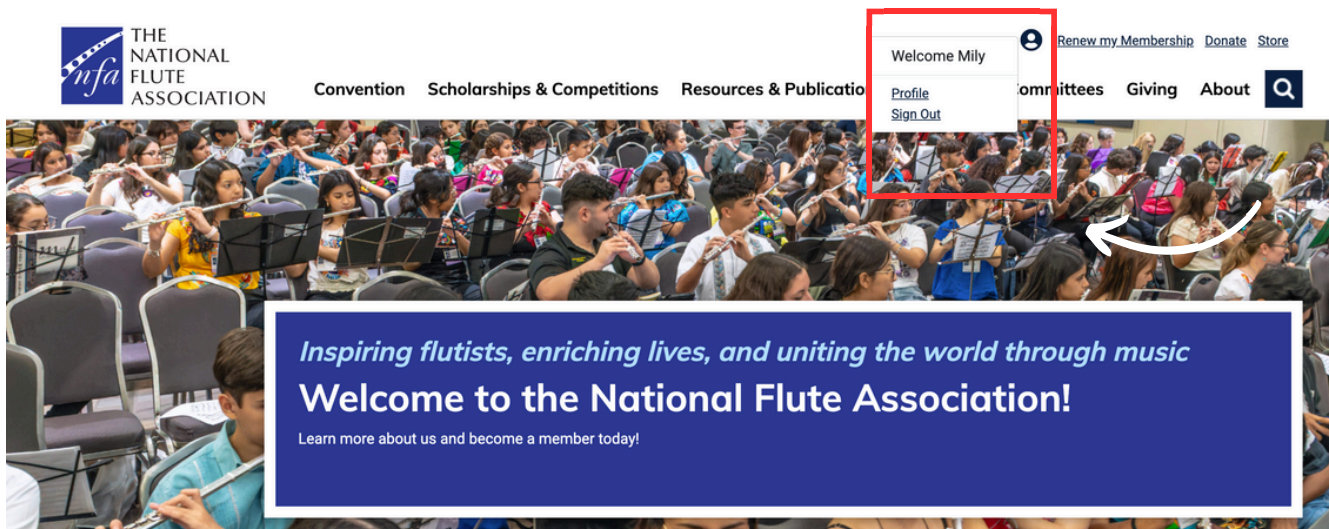
1) Go to www.nfaonline.org and click “Login” (in the top right corner).



2) Log in to your account. If you have difficulties remembering or resetting your password please contact Mily Harrod, at mharrod@nfaonline.org.

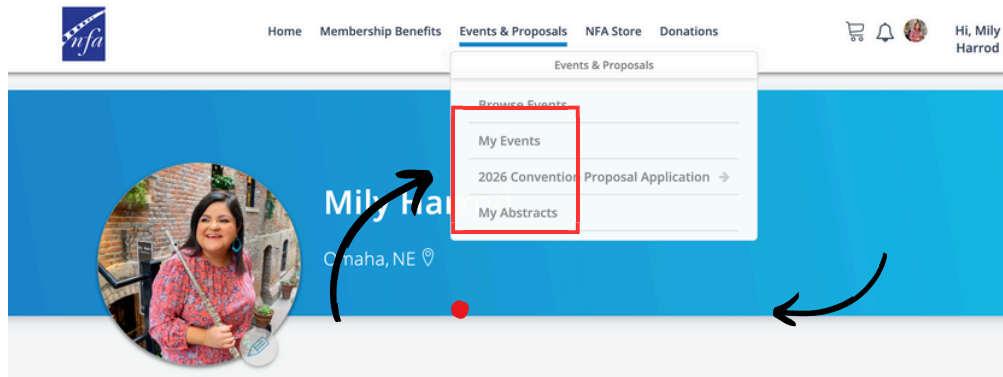


3) Click on the  symbol, then click “Profile.”



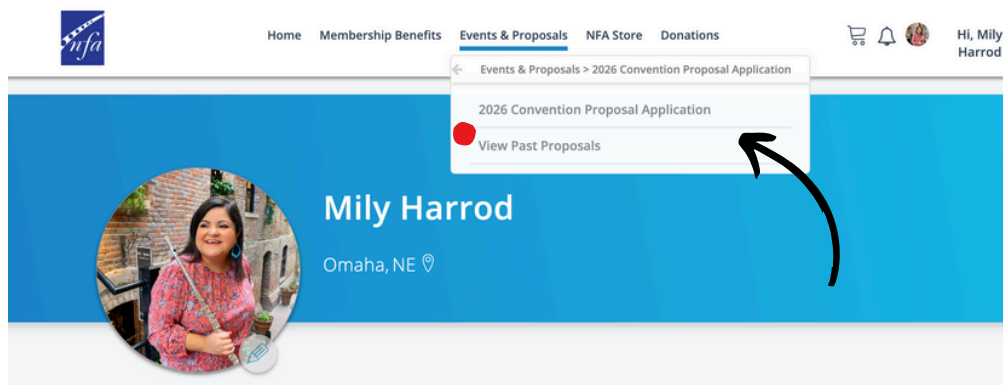
4) You are now in the NFA Member Portal. Click "Events & Proposals"

Tip: If your portal does not load, try clearing your cache and cookies from your browser and then try steps 1-3 once more.



5) Click "2026 Convention Proposal Application" to access the application form.

Tip: If you do not see "2026 Convention Proposal Application," that means **you are not an active NFA member. Please renew your membership in your portal before continuing.**



6) Read through the application instructions on our website **before** filling out the proposal form. **Once you begin your proposal, you cannot save your work and complete it later; the form must be completed in one sitting!** You will be timed out for inactivity.

Tip: There is a PDF sample will all of the application fields you can download [here](#).

A screenshot of the 'Compose Form' page for the 2026 Convention Proposal Application. The page has a header with 'Compose Form' and 'Preview Form' links. The main content area is titled 'Convention Proposals' and includes a welcome message: 'Welcome to the 2026 Convention Proposal Application!'. It then lists instructions for users: 'Before you begin, please read the following: 1) Have your application fields ready to enter before you begin this form. 2) You will be timed out for inactivity. 3) Be sure to complete all required fields (*) and read all instructions carefully. No additional materials may be submitted via email.' It also provides links to detailed instructions on the website and contact information for Mily Harrod (NFA Membership Manager) and Jennifer Clarke (NFA Executive Director).

7) As you complete the application, be sure to hover over the blue “speech bubble” symbol for additional notes/instructions.

The screenshot shows the 'Program Details' section of a form. At the top, there are two tabs: 'Compose Form' and 'Preview Form'. Below the tabs, the section is titled 'Program Details'. It contains a paragraph of instructions: 'We encourage members to submit proposals that include single works that can be programmed in shared recitals. Please fill out the following fields if you have one or more works. If you are submitting a panel, lecture, workshop, or poster there is no need to add works. Check here if you agree. *'. To the right of this text is a checkbox. Below this is a text input field labeled 'Timing for entire program: *'. To the right of this field is a blue speech bubble icon with a tooltip that says 'Please estimate the time you will need before your performance.' Below that is another text input field labeled 'Set Up Timing *'. To the right of this field is another blue speech bubble icon. At the bottom of this section is a text input field labeled 'Work 1 Full Title:'. To the right of this field is a third blue speech bubble icon. Two curved arrows point from the right side of the form towards the speech bubble icons.

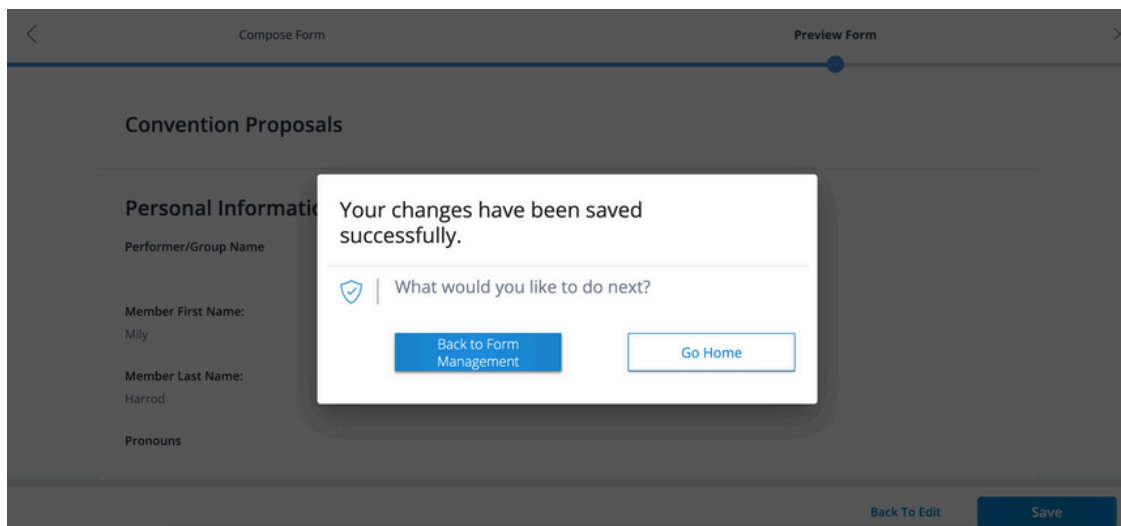
8) Once you have completed the form, click "Preview."

The screenshot shows the 'Preview Form' section of the application. At the top, there are two tabs: 'Compose Form' and 'Preview Form'. Below the tabs, the section is titled 'Preview Form'. It contains a text input field with '30 minutes' entered. Below this is a text input field labeled 'Additional equipment request comments:'. Below that is a large text area with the text 'Please hit "Preview" button once you fill in all fields.' and 'After viewing the preview, please hit "save" to submit your proposal. After you hit "save," you will receive a confirmation email a...'. At the bottom right of the form is a blue button labeled 'Preview'. A large curved arrow points from the right side of the form towards the 'Preview' button.

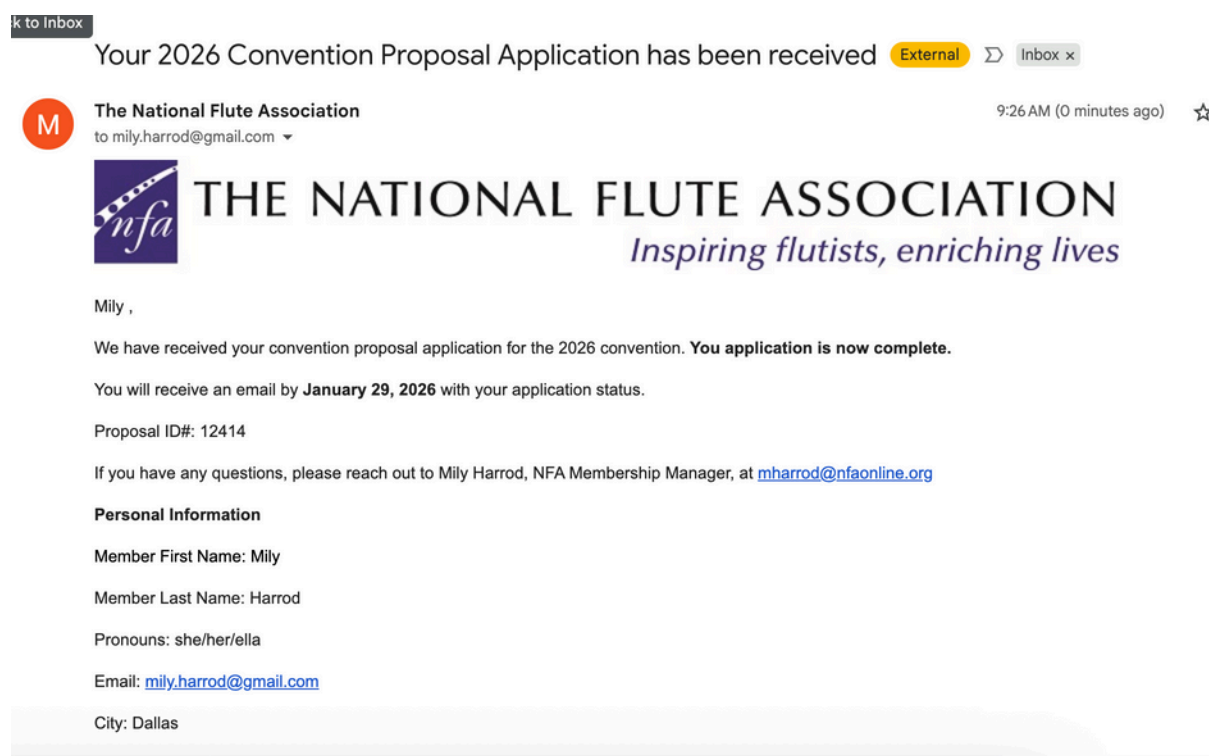
9) Review your application. If you need to make any changes, click “Back to Edit.” When you are ready to submit, click "Save.” This will submit your proposal!

The screenshot shows the 'Personal Information' section of the application. At the top, there are two tabs: 'Compose Form' and 'Preview Form'. Below the tabs, the section is titled 'Convention Proposals'. Below that is a section titled 'Personal Information'. It contains three text input fields: 'Performer/Group Name', 'Member First Name:' (with 'Mily' entered), and 'Member Last Name:' (with 'Harrod' entered). Below these is a text input field labeled 'Pronouns'. At the bottom right of the form are two buttons: 'Back To Edit' and 'Save'. A large curved arrow points from the right side of the form towards the 'Save' button.

10) You will see a pop-up message that “Your changes have been saved successfully.” This means that your proposal was submitted! Click “Go Home” to exit the form.

A screenshot of a web form titled "Convention Proposals" with a progress bar at the top showing "Compose Form" and "Preview Form". The form is partially filled with "Personal Information": "Performer/Group Name" (blank), "Member First Name" (Mily), "Member Last Name" (Harrod), and "Pronouns" (blank). A white pop-up message box is centered over the form, stating "Your changes have been saved successfully." Below the message is a question "What would you like to do next?" with two buttons: "Back to Form Management" and "Go Home". At the bottom right of the form, there are "Back To Edit" and "Save" buttons.

11) You should receive an automatic **confirmation email** after submitting your proposal. If you do not receive this email, please email Mily Harrod at mharrod@nfaonline.org.



12) You are done! We will review all proposals and be in touch in early 2026 with the results. Again, if you have any issues, questions, or need confirmation, please email Membership Manager, Mily Harrod, at mharrod@nfaonline.org.