

Instructions for School Paid Registrations:

- Provide a list of the student names and registration information in [this google sheet](#) (save with school name as file name)
- Request an FEMEA Invoice by emailing jennifer@femea.flmusiced.org your completed google sheet.
- Email parents with the correct Participant Contract/Waiver link and ask them to notify you when it has been completed.
[Northern Regional Participant Waiver](#)
[Central Regional Participant Waiver](#)
[Southern Regional Participant Waiver](#)
- Present the invoice and print out of your google to your school's secretary book-keeper
- Payment by credit card is preferred if possible. Include the credit card receipt in your email(see below)
- Or, obtain a check payable to FEMEA and make a PDF copy of the check to attach to the email with a link to your edited google sheet. Send the email to the correct address below(copy/paste the email-it's so long):
northernregional@femea.flmusiced.org
centralregional@femea.flmusiced.org
southernregional@femea.flmusiced.org
- Mail the check to: FEMEA, 7509 Glenmoor Ln, Winter Park, FL 32792