

Southern California  
Junior Bach Festival

**SCJBF 2025 Teacher Registration Instructions**

**STRING • WIND & VOICE**





# Southern California Junior Bach Festival



To cultivate knowledge and understanding of Bach's music.

- SCJBF Home
- About Us
- Event Schedule
- Teacher Registration Instructions
- Parent Registration & Payment Instructions
- Rules & Guidelines
- Repertoire Lists
- Organ Regional Festival
- String and Wind & Voice Regional Festivals
- Masterclasses
- Contact Us

- If you are a Teacher who participated in SCJBF in 2024, please click on the **LOGIN** button on the left. (If you forgot your password, click on [Forgot password?](#))

**Registration Portals for KEYBOARD Regional Festivals Are OPEN**  
 Eligible Keyboard Students will automatically receive an email with a Registration Link.  
 Keyboard Teachers do NOT need to submit another registration.

**Registration Portals for STRING Regional Festival is OPEN**  
[Teachers Registration Instructions](#)  
[Parent Registration & Payment Instructions](#)

**Registration Portals for WIND & VOICE is OPEN**  
[Teachers Registration Instructions](#)  
[Parent Registration & Payment Instructions](#)

- If you are a **NEW/RETURNING** Teacher who did not participate in SCJBF in 2024, please click the **TEACHER REGISTRATION** button on the right.
  - NOTE: Usernames/Passwords from the OLD SYSTEM will NOT work in this portal.

**LOGIN**  
 for Teachers who participated in SCJBF in 2024  
 AND Teachers who have already paid their 2025 Annual Website Usage Fee

**TEACHER REGISTRATION**  
 for New/Returning STRING, WIND & VOICE Teachers ONLY  
 who did NOT participate in 2024

## QUESTIONS?

Please email: [scjbf@evensteps.com](mailto:scjbf@evensteps.com)





## Welcome

2024 Southern California Junior Bach Festival CWA

**Complete Works Audition Festival Date**  
September 29, 2024 (Sunday)

**Complete Works Audition Festival Teacher Registration Deadline**  
September 29, 2024

**Complete Works Audition Festival Parent Registration & Payment Deadline**  
June 28, 2024

## RETURNING TEACHERS

- You may land on the “Welcome” page for 2024
- If the heading at the top of your dashboard reads “Complete Works Audition,” please click on the “Hamburger” menu (3 lines)



## Welcome

2024 Southern California Junior Bach Festival CWA

### Complete Works Audition Festival Date

September 29, 2024 (Sunday)

### Complete Works Audition Festival Teacher Registration Deadline

September 29, 2024

### Complete Works Audition Festival Parent Registration & Payment Deadline

June 28, 2024

#### 📦 List Of Organizations

Southern California Junior Bach  
Festival

-String

-Wind & Voice



## RETURNING TEACHERS (continued)

- From the “Hamburger” menu, please click on the name of your Regional Festival

Deborah H. How  
Teacher



2024 Southern California Junior Bach Festival String - Regional



Log out



Users

## Welcome

2024 String Bach Regional Festival

### Regional Festival Date

April 14, 2024 (Sunday)

### Regional Festival Teacher Registration Deadline

April 14, 2024

### Regional Festival Parent Registration & Payment Deadline

April 14, 2024

## RETURNING TEACHERS (continued)

- Now your Regional Festival should be at the top
- Please continue by clicking on the “Trophy” icon

## RETURNING TEACHERS (continued)

- Click on the “Trophy” icon and select “2025 Southern California Junior Bach Festival”



Log out

2025 Southern California Junior Bach Festival - Santa Monica Bay - Branch

Festival:\*

- ✓ 2025 Southern California Junior Bach Festival
- 2024 Southern California Junior Bach Festival

Save

2025 Southern California Junior Bach Festival - Santa Monica Bay - Branch



Log out



SCJBF

Create a Teacher's Account

Teacher Registration

General Organization

Southern California Junior Bach Festival

Branch Organization\*

String

Teacher's Email\*

Teacher's User Name\*

Password\*

Confirm password\*

Teacher's First Name\*

Teacher's Last Name\*

RETURNING & NEW TEACHERS

- Edit or Fill in or the required information
- Be sure your "Organization" (String OR Wind & Voice) is correct



Teacher's User Name\*

The User Name is required.

The minimum username length is 6 characters

# of characters

Password\*

The minimum password length is 6 characters and must contain at least 1 lowercase letter, 1 capital letter, 1 number, and 1 special character.

- # of characters
- Lowercase letter
- Capital letter
- Number
- Special character

Address 2

City\*

State\*

Zip\*

Country\*

Teacher's Phone Number\*

## RETURNING & NEW TEACHERS (continued)

- Fill in the required information
- Agree to the “terms and conditions”
- Click “Register and Pay using Stripe”

### Consent Information

#### SCJBF 2025 Teacher Agreement

I Agree to the terms and conditions

I have read and agree to abide by the Rules & Teacher Guidelines of the Southern California Junior Bach Festival found at <https://scjbf.org/rules-guidelines>.

Register and Pay using Stripe

Teacher Annual Website Fee

**\$25.00**

- Choose a “Payment Method”
- Fill in Required Information
- **UNCLICK** “Save my info for 1-click checkout with Link”
  - Link is a STRIPE product and is **not** related to SCJBF
- Click on “Pay”



Or pay another way

Email

Payment method

 Card

 US bank account

Save my info for 1-click checkout with Link  
Securely pay on Southern California Junior Bach Festival, Inc. and everywhere Link is accepted.



SCJBF Teacher Payment Confirmation Detail

scjbf@6938072.brevo.send.com  
to dhhow, me

Tue, Jan 21, 4:07 PM (2 days ago) ☆ 😊 ↶ ⋮

**SCJBF 2025 Teacher Annual Website Usage Fee Confirmation**

**Dear Teacher,**

Payer : Deborah WMC How  
Payment GateWay : Stripe  
Payment Status : paid  
Payment Amount : 25.00

**THANK YOU!**

- **You will receive a payment confirmation from SCJBF by email**

↶ Reply

↷ Forward



Your Southern California Junior Bach Festival, Inc. receipt [#1750-4538] Inbox x Updates x



 Southern California Junior Bach Festival, Inc.  <receipts+acct\_1BGHyeBOuyuGgVVV@stripe.com>  
to dhhow ▾

Tue, Jan 21, 4:10 PM (2 days ago) ☆ 😊 ↶ ⋮

- You will also receive a payment confirmation from Stripe by email

### Receipt from Southern California Junior Bach Festival, Inc.

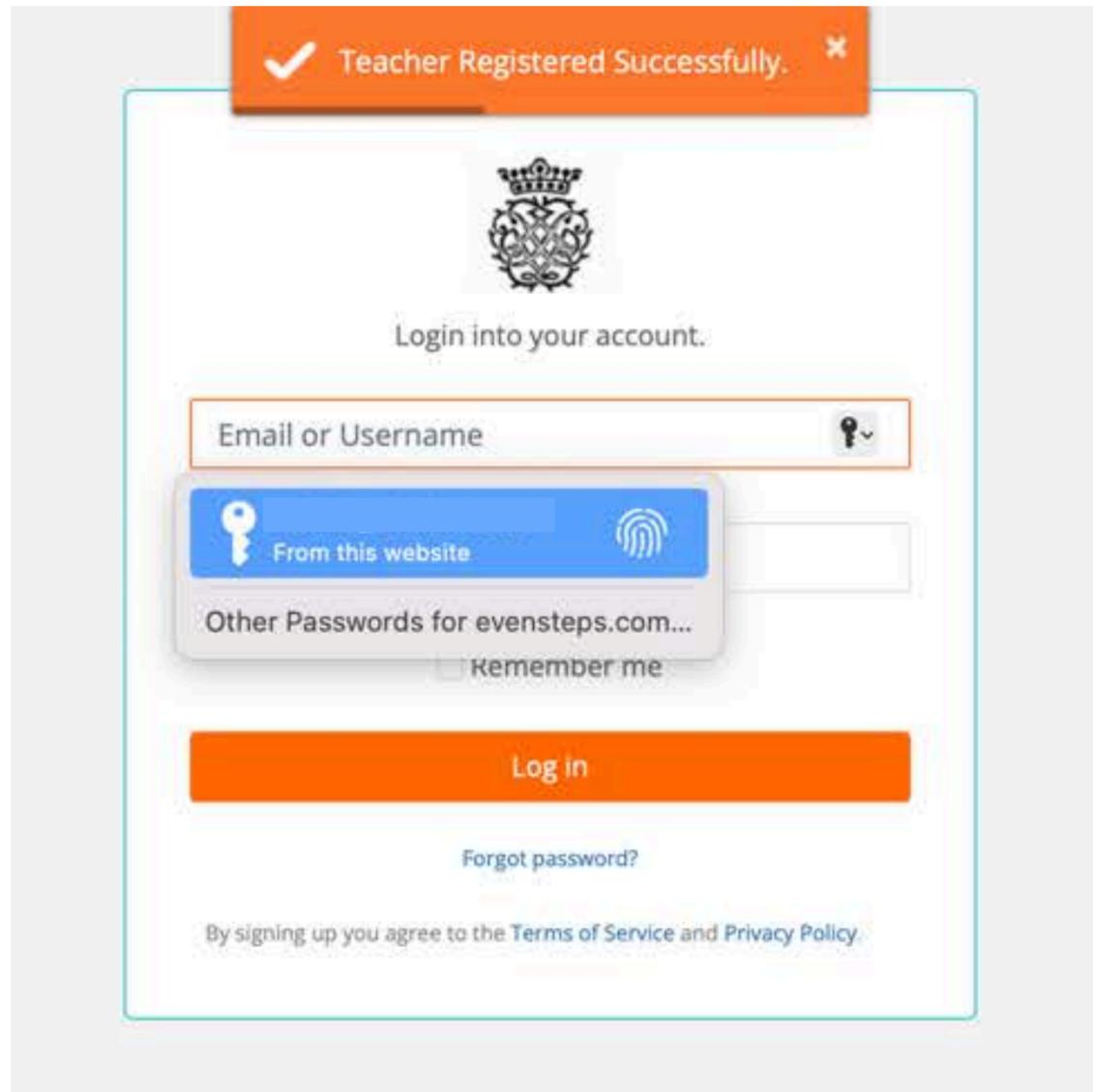
Receipt #1750-4538

AMOUNT PAID	DATE PAID	PAYMENT METHOD
\$25.00	Jan 21, 2025, 4:07:13 PM	<b>MasterCard</b> - - Apple Pay

#### SUMMARY

Teacher Annual Website Fee x 1	\$25.00
<b>Amount paid</b>	<b>\$25.00</b>

- Once you have paid your annual teacher website usage fee, you may **Login to your account at <https://scjbf.evensteps.com>**



✓ Teacher Registered Successfully. ✕



Login into your account.

Email or Username 

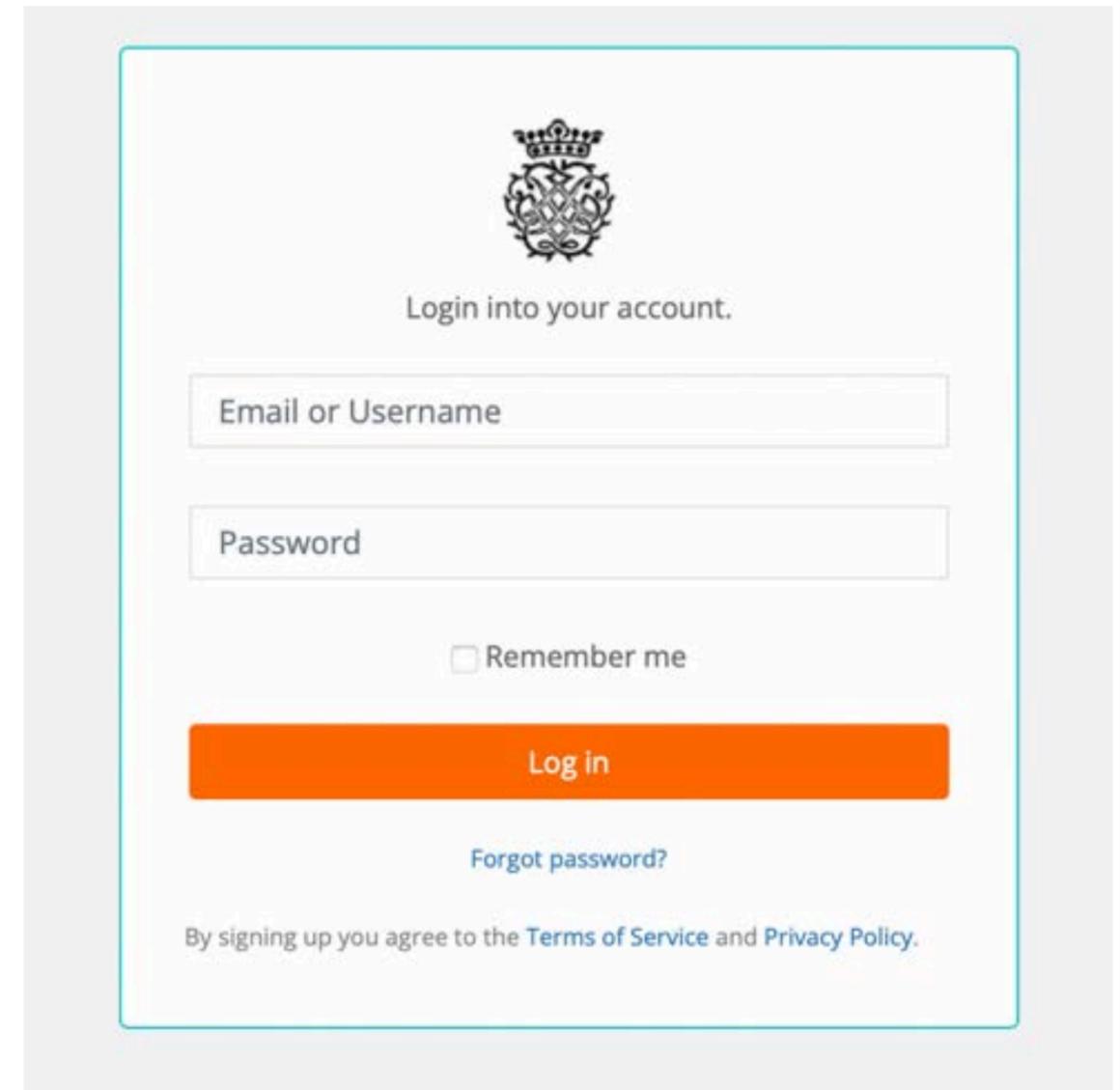
 From this website 

Other Passwords for evensteps.com...  
 Remember me

**Log in**

[Forgot password?](#)

By signing up you agree to the [Terms of Service](#) and [Privacy Policy](#).





Login into your account.

Email or Username

Password

Remember me

**Log in**

[Forgot password?](#)

By signing up you agree to the [Terms of Service](#) and [Privacy Policy](#).



## Welcome

SCJBF 2025 Bach String Regional Festival

### Regional Festival Date

April 27, 2025 (Sunday)

### Regional Festival Venue

Westside Music Conservatory  
12424 Wilshire Blvd Ste 100  
Los Angeles (Brentwood) 90025

### Regional Festival Teacher Registration Deadline

April 11, 2025

### Regional Festival Parent Registration & Payment Deadline

April 15, 2025

- You will land on your “Welcome” page
- Regional Festival information will be listed as provided by your Regional Chair

- If you participated in SCJBF last year, you can toggle between 2024 and 2025 by clicking on the “Trophy” icon
- To see this year’s Bach Regional Festival, please select 2025



- Click on the “Trophy” icon and select “2025 Southern California Junior Bach Festival”



Log out

2025 Southern California Junior Bach Festival - Santa Monica Bay - Branch

Festival:\*

- ✓ 2025 Southern California Junior Bach Festival
- 2024 Southern California Junior Bach Festival

Save

2025 Southern California Junior Bach Festival - Santa Monica Bay - Branch



Log out



Users

Documents

All Users



### In the Left-Hand Menu

- Click on "User"
- Then, Click on "All Users"

Index

Users / All Users

List of Users

Create Student

Role Name

All

First Name Or Last Name Or Email

Search

### To register a Student

- Click on "Create Student"

Show

10

Users List

### Clicking on "User" > "All Users" will open your dashboard

- You will see yourself
- You will see your students, once they are registered

Showing 1 to 2 of 2 Users

First Name	Last Name	Email	User Name	Role Name	Payment Status	Action
Deborah H.	How	your.email@example.com	your#user#name	Teacher	Stripe - Paid	Edit Details
Peter	Pan			Student		Edit Student Details

Page 1 of 1

1



## Create Student

Users / All Users / Create

### Create Student

Student\*

Create Student

Parent Email\*

Student First Name\*

Student Last Name\*

Festival\*

SCJBF 2025 Bach String Regional Festival

Instrument\*

Select One

Category\*

Select One

Repertoire\*

Select One

Movement

Select Some Opti

Time (mm:ss)\*

Select One

Select One

Select Some Opti

- “Create Student” by entering the required information

OR

- Select a “Student” from the pre-populated drop-down list from last year (only if you participated in SCJBF in 2024) by clicking in the “Create Student” box





Users ▾

Documents

All Users



## Create Student

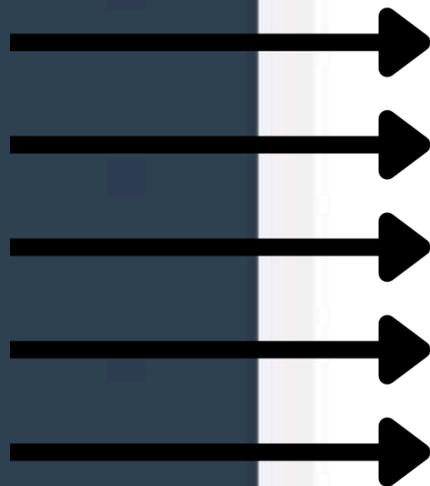
Users / All Users / Create

### Create Student

Student*	<input type="text" value="Create Student"/>
Parent Email*	<input type="text" value="your.email@example.com"/>
Student First Name*	<input type="text" value="Tinker"/>
Student Last Name*	<input type="text" value="Bell"/>
Festival*	<input type="text" value="SCJBF 2025 Bach String Regional Festival"/>
Instrument*	<input type="text" value="Cello"/>

### To "Create Student"

- Fill in the required information
- Select "SCJBF 2025 Bach String Regional Festival or "SCJBF 2025 Wind & Voice Regional Festival"
- Select "Instrument"



Category*	Repertoire*	Movement	Time (mm:ss)*
<input type="text" value="Select One"/>	<input type="text" value="Select One"/>	<input type="text" value="Select Some Opti"/>	<input type="text"/>
<input type="text" value="Select One"/>	<input type="text" value="Select One"/>	<input type="text" value="Select Some Opti"/>	<input type="text"/>

Create Student

Student\*

✓ Create Student

Mickey Mouse

Parent Email\*

Minnie Mouse

Donald Duck

Student First Name\*

Daisy Duck

Ariel Mermaid

Student Last Name\*

Sebastian Crab

Ursula Witch

Festival\*

Snow White

Doc Dwarf

Instrument\*

Frumpy Dwarf

Happy Dwarf

Sleepy Dwarf

Select One

Bashful Dwarf

Sneezy Dwarf

Dopey Dwarf

Prince Charming

Select One

Select One

Select Some Options

Teacher Notes

- If you participated in SCJBF in 2024, you can select a “Student” from the pre-populated drop-down list from last year by clicking in the “Create Student” box
- When you select an existing student, the “Parent Email,” “Student First Name,” and “Student Last Name” fields will be filled in automatically



Users

Documents

All Users

## Create Student

Users / All Users / Create

**Create Student**

Student\* Create Student

Parent Email\* your.email@example.com

Student First Name\* Tinker

Student Last Name\* Bell

Festival\* SCJBF 2025 Bach String Regional Festival

Instrument\* Cello

Category*	Repertoire*	Movement	Time (mm:ss)*
Select One	Select One	Select Some Opti	
Select One	Select One	Select Some Opti	

Text area

Create

- Select "Category"

- Click in the "Select One" box under the "Category" to open the drop-down menu
- Click on the "Category" to select





## Create Student

Users / All Users / Error / Create

### Create Student

Student\* Create Student

Parent Email\* your.email@example.com

Student First Name\* Tinker

Student Last Name\* Bell

Festival\* SCJBF 2025 Bach String Regional Festival

Instrument\* Cello

- **Select "Repertoire"**

- Click in the "Select One" box under the "Repertoire" to open the drop-down menu
- Click on the "Repertoire" to select



Category*	Repertoire*	Movement	Time (mm:ss)*
Category XX - Violoncello	Select One	Select Some Options	
Select One	Select One	Select Some Options	
	Suite #1 in G Major, BWV 1007		
	Suite #2 in D Minor, BWV 1008		
	Suite #3 in C Major, BWV 1009		
	Cello Suite #4 in E-flat Major, BWV 1010		
	Cello Suite #5 in C Minor, BWV 1011		
	Cello Suite #6 in D Major, BWV 1012		
	Viola da Gamba Sonata #1 in G Major, BWV 1027		

Create



## Create Student

Users / All Users / Error / Create

### Create Student

Student\*

Create Student

Parent Email\*

your.email@example.com

Student First Name\*

Tinker

Student Last Name\*

Bell

Festival\*

SCJBF 2025 Bach String Regional Festival

Instrument\*

Cello

- **Select "Movement"**

- Click in the "Select One" box under the "Movement" to open the drop-down menu
- Click on the "Movement" to select



Category\*

Category XX - Violoncello

Repertoire\*

Suite #1 in G Major, BWV 1007

Movement

Prélude

Allemande

Courante

Sarabande

Menuet I & II

Gigue

Time (mm:ss)\*

Teacher Notes

Create



## Create Student

Users / All Users / Error / Create

### Create Student

Student\* Create Student

Parent Email\* your.email@example.com

Student First Name\* Tinker

Student Last Name\* Bell

Festival\* SCJBF 2025 Bach String Regional Festival

Instrument\* Cello

- You may Select multiple Movements

- Click on the next “Movement” to Select
- Please enter all “Movements” of the same BWV under one Repertoire selection



Category*	Repertoire*	Movement	Time (mm:ss)*
Category XX - Violoncello	Suite #1 in G Major, BWV 1007	Prélude x Allemande x   <b>Courante</b> Sarabande Menuet I & II Gigue	
Select One	Select One		

Teacher Notes

Text area for Teacher Notes

Create



- Users
- Documents
- All Users

## Create Student

Users / All Users / Error / Create

### Create Student

Student\* Create Student

Parent Email\* your.email@example.com

Student First Name\* Tinker

Student Last Name\* Bell

Festival\* SCJBF 2025 Bach String Regional Festival

Instrument\* Cello

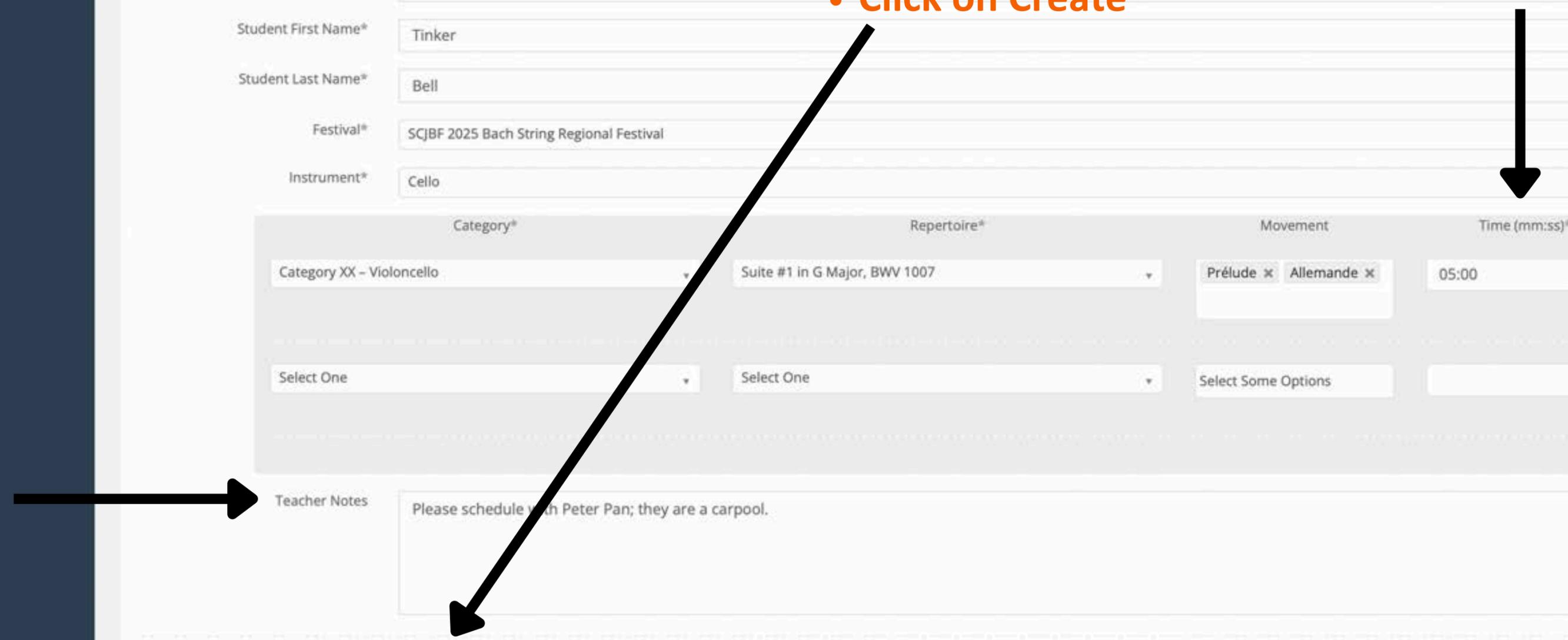
Category*	Repertoire*	Movement	Time (mm:ss)*
Category XX - Violoncello	Suite #1 in G Major, BWV 1007	Prélude x Allemande x	05:00
Select One	Select One	Select Some Options	

Teacher Notes

Please schedule with Peter Pan; they are a carpool.

Create

- Entire "Time" in mm:ss
- Enter any "Teacher Notes" to the Chair
- Click on Create





- Users
- Documents
- All Users

## Index

Users / All Users

### List of Users

Create Student

Role Name

All

First Name Or Last Name Or Email

Search

Show

10

Users List

Showing 1 to 3 of 3 Users

First Name	Last Name	Email	User Name	Role Name	Payment Status	Action
Deborah H.	How	<a href="mailto:your.email@example.com">your.email@example.com</a>	your#user#name	Teacher	Stripe - Paid	<a href="#">Edit</a> <a href="#">Details</a>
Peter	Pan			Student		<a href="#">Edit Student</a> <a href="#">Details</a>
Tinker	Bell			Student		<a href="#">Edit Student</a> <a href="#">Details</a>

Page 1 of 1

1

- Once you "Create Student," you will see the student in your "List of Users"



# Index

Users / All Users

## List of Users

Create Student

Role Name

All

First Name Or Last Name Or Email

Search

Show

10 Users List

Showing 1 to 3 of 3 Users

First Name	Last Name	Email	User Name	Role Name	Payment Status	Action
Deborah H.	How	dhhow.music@gmail.com	dhhow.music@gmail.com	Teacher	Stripe - Paid	Edit Details
Peter	Pan			Student		Edit Student Details
Tinker	Bell			Student	Stripe - Paid	Edit Student Details

Page 1 of 1 1

- Once the Parent has completed the registration and paid the registration fees, you will see “Stripe - Paid” after the Student’s Name

SCJBF Student Payment Confirmation Detail

scjbf@scjbf.evensteps.com via hp.d.sender-sib.com Unsubscribe Exclude  
THU JAN 23 12:52 PM NEWSLETTER  
dhow, dhow.music, dhow

SCJBF 2025 Bach String Regional Festival Payment Receipt

Dear Parent and Teacher,

The following student is paid.

SCJBF 2025 Bach String Regional Festival  
04/27/2025

Payer : J.M. Barrie  
Student Name : Peter Pan  
Payment GateWay : Stripe  
Payment Status : paid  
Payment Amount : 45.00

THANK YOU for your payment!  
SCJBF

Please email [scjbf@evensteps.com](mailto:scjbf@evensteps.com) with any Registration questions.

- You will receive a payment confirmation from SCJBF by email



- Users
- Documents
- All Users

- Click on "Documents" to see SCJBF Documents for your Regional Festival, if there are any

Index  
Users / All Users

List of Users

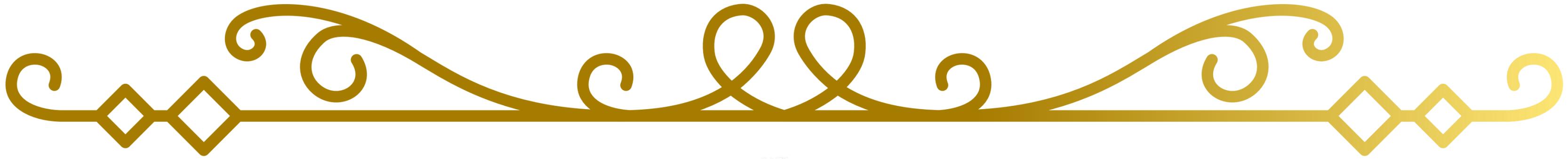
Create Student

Role Name: All  
First Name Or Last Name Or Email:   
Search

Show 10 Users List  
Showing 1 to 3 of 3 Users

First Name	Last Name	Email	User Name	Role Name	Payment Status	Action
Deborah H.	How	dhhow.music@gmail.com	dhhow.music@gmail.com	Teacher	Stripe - Paid	Edit Details
Peter	Pan			Student		Edit Student
Tinker	Bell			Student		Edit Student Details

- Click on "Edit Student" to edit Student Name, Parent Email, or Repertoire
- Click on "Details" to see Registration Details and to RESEND Registration Email to UNPAID Students



Southern California  
Junior Bach Festival

Questions? email: [evensteps@scjbf.com](mailto:evensteps@scjbf.com)

**THANK YOU!**

