

# Potomac Youth Fine Arts Online Registration Tutorial

**STEP 1: Only the Fine Arts Coordinator can register students in the Brushfire registration.**

- FA coordinator must use their name/email to set up the group.
- **Parents & Students cannot register on brushfire!**

- 1.) Go to: <http://potomacyouth.com/events/fine-arts>
- 2.) Click on [Register Here](#) (This will take you to Brushfire registration.)
- 3.) Click on [Register](#)
- 4.) All Church's must choose: **“REGISTER AS A GROUP”** and click [Continue](#)

**\*You cannot register for fine arts as an individual**

**Potomac Youth Fine Arts Festival 2024**  
Saturday, Apr 20, 2024 8:00 AM - 5:00 PM EDT  
Christ Chapel Church

DETAILS REGISTER

**Potomac Youth Fine Arts Festival:** To check-in as a group (or church) on-site, please create a group below. This will help keep all of those in your group or church organized in the registration system. This is not the same as FAF presentation groups for categories.

**REGISTER AS AN INDIVIDUAL**  
CONTINUE WITHOUT CREATING OR JOINING A GROUP

**REGISTER AS A GROUP**  
CREATE OR JOIN A GROUP TO REGISTER

CONTINUE

5.) Once on the “Create a Group” page:

**Potomac Youth Fine Arts Festival 2024**  
Saturday, Apr 20, 2024 8:00 AM - 5:00 PM EDT  
Christ Chapel Church

DETAILS REGISTER

**Create A Group**

Creating a Group will allow you to register multiple attendees and manage your tickets and registrations. You'll also be able to invite others to join your group later.

Name of your group

Your group's most common registration type  
Select...

Your email address

Passcode to join this group

This is a simple, easy-to-remember code you'll share with others who will join your group later. Not case sensitive.

Passcode to manage this group

This is a code you'll use to come back and manage your group. This is NOT your account password. For security reasons, please don't use your account password. Not case sensitive. Must be DIFFERENT than your join code.

This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply.

CONTINUE

**Name of your group:** Use your Church name (Multisite church's must register together as one group)

**Your group's most common registration type:** Fine Arts Participant

**Your email address:** Fine Arts Coordinator's email address (All communication will be sent to this address only)

**Passcode to join this group:** Pick a passcode (Do not use this feature!)

**Passcode to manage this group:** Pick a passcode (This is how you will log in and out of brushfire)

**BRUSHFIRE WILL SEND YOU A CONFIRMATION EMAIL THAT WILL CONTAIN: GROUP NAME & PASSWORD TO THE EMAIL REGISTERED.**

Click [Continue](#)

- You can login as many times as you need up to the deadline but must checkout each time for information to be saved. Brushfire does not save your information unless you check out.

6.) Once you are on registrant type pick how many people you want to register at that time.

**Potomac Youth Fine Arts Festival 2024**  
Saturday, Apr 20, 2024 8:00 AM - 5:00 PM EDT  
Christ Chapel Church

DETAILS REGISTER

Registering as a part of: Potomac Youth Register as an individual instead

REGISTRANT TYPE	PRICE	QUANTITY
Fine Arts Participant <small>Regular Registration Price: \$39 per registration + \$20 per category (11.10.23-02.08.24 @ 4:00pm) Late Registration Price: \$75 per registration + \$20 per category (02.08.24 @4:01pm - 02.16.24 @ 4:00pm)</small>	\$19.00	6

CONTINUE

a.) Then Click [Continue](#)

7.) On the left you will see “Your Attendees”

- Fill out the student information for each student you are registering.
- Fill out the Fine Arts/Youth Leader info (this is the FA Coordinator’s information for that group).

Demographic Information

Registrant Name  
First Last

Registrant Mailing Address  
Address Address 2 (optional)  
City State Postal Code

Registrant Phone  
Phone Number

Registrant Email  
name@domain.com

Church  
Select...  
You can search for your church by city, state, or church name

Date of Birth  
mm/dd/yyyy

Please enter the grade the student attended for the '24-'25 school year.

Grade  
Select...

Gender at Birth  
Select...

Does your child have (or ever had) any medical condition that could require special attention?  
 Yes  
 No

Fine Arts/Youth Leader Info

Fine Arts/Youth Leader Name  
First Last

Fine Arts/Youth Leader Phone  
Phone Number

Fine Arts/Youth Leader Email  
name@domain.com

- c. Under “**Category Selection**” [check](#) the categories each student will participate in.
- d. If the student entered a group category, you must put the name of the group in.

**\*Please check the spelling of your group name per category. Students will not be grouped together if group names don't match exactly.**

**\*\*DO NOT USE APOSTROPHE'S IN GROUP NAMES. THIS WILL CAUSES ERRORS.**

- e. If the Category requires an accompanist, put in the name of the accompanist. (This is optional.)
- f. Click [Yes](#) that you agree with and have read the Terms and Conditions.
- g. Click [Continue](#)

### Fine Arts

**Fine Arts Categories:** Optional

- American Sign Language Group [+ \$20.00]
- American Sign Language Solo [+ \$20.00]
- Bass Solo [+ \$20.00]
- Brass Solo [+ \$20.00]
- Book Chapter Jr. [+ \$20.00]
- Book Chapter Sr. [+ \$20.00]
- Children's Lesson Group [+ \$20.00]
- Children's Lesson Solo [+ \$20.00]
- Children's Literature [+ \$20.00]
- Choir [+ \$20.00]
- Christian Band [+ \$20.00]
- Drama Ensemble Large [+ \$20.00]
- Drama Ensemble Small [+ \$20.00]
- Drama Solo [+ \$20.00]
- Dramatized Quoting Ensemble [+ \$20.00]
- Dramatized Quoting Solo [+ \$20.00]
- Fiber Art [+ \$20.00]
- First Person Essay Jr. [+ \$20.00]
- First Person Essay Sr. [+ \$20.00]
- Flash Fiction [+ \$20.00]
- Graphic Design [+ \$20.00]
- Guitar Solo [+ \$20.00]
- Hip Hop Dance Crew [+ \$20.00]
- Hip Hop Solo [+ \$20.00]
- Human Video Ensemble Large [+ \$20.00]
- Human Video Ensemble Small [+ \$20.00]
- Human Video Ensemble Spanish [+ \$20.00]
- Human Video Solo Jr. [+ \$20.00]
- Human Video Solo Sr. [+ \$20.00]
- Instrumental Ensemble Contemporary [+ \$20.00]
- Instrumental Ensemble Traditional [+ \$20.00]
- Instrumental Solo Folk [+ \$20.00]
- Mini Saga [+ \$20.00]
- Music Production [+ \$20.00]
- Musical Theater Ensemble Small [+ \$20.00]
- Musical Theater Ensemble Large [+ \$20.00]
- Musical Theater Solo Jr. [+ \$20.00]
- Musical Theater Solo Sr. [+ \$20.00]
- Percussion Ensemble Traditional [+ \$20.00]
- Percussion Solo Traditional Jr. [+ \$20.00]
- Percussion Solo Traditional Sr. [+ \$20.00]
- Percussion Unconventional [+ \$20.00]

- Photography Film [+\$20.00]
- Photography Digital Camera Jr. [+\$20.00]
- Photography Digital Camera Sr. [+\$20.00]
- Photography Mobile Device Jr. [+\$20.00]
- Photography Mobile Device Sr. [+\$20.00]
- Piano Solo Jr. [+\$20.00]
- Piano Solo Sr. [+\$20.00]
- Piano Solo Classical [+\$20.00]
- Poetry Jr. [+\$20.00]
- Poetry Sr. [+\$20.00]
- Promo Video [+\$20.00]
- Puppetry Group [+\$20.00]
- Puppetry Solo [+\$20.00]
- Rap Group [+\$20.00]
- Rap Solo [+\$20.00]
- Readers Theater [+\$20.00]
- Short Film [+\$20.00]
- Short Sermon Jr. [+\$20.00]
- Short Sermon Sr. [+\$20.00]
- Short Sermon Spanish [+\$20.00]
- Songwriting [+\$20.00]
- Spoken Word [+\$20.00]
- Stand-Up Comedy [+\$20.00]
- Step Troupe [+\$20.00]
- String Solo [+\$20.00]
- T-Shirt Design [+\$20.00]
- Visual Art Two Dimensional Alternative Media [+\$20.00]
- Visual Art Two Dimensional Painting and Drawing Jr. [+\$20.00]
- Visual Art Two Dimensional Painting and Drawing Sr. [+\$20.00]
- Visual Art Three Dimensional [+\$20.00]
- Vocal Ensemble Large [+\$20.00]
- Vocal Ensemble Small [+\$20.00]
- Vocal Ensemble Spanish [+\$20.00]
- Vocal Solo Classical Sr. [+\$20.00]
- Vocal Solo Female Jr. [+\$20.00]
- Vocal Solo Female Sr. [+\$20.00]
- Vocal Solo Spanish Female [+\$20.00]
- Vocal Solo Male Jr. [+\$20.00]
- Vocal Solo Male Sr. [+\$20.00]
- Vocal Solo Spanish Male [+\$20.00]
- Woodwind Solo [+\$20.00]
- Worship Dance Solo Jr. [+\$20.00]
- Worship Dance Solo Sr. [+\$20.00]
- Worship Dance Troupe Large [+\$20.00]
- Worship Dance Troupe Small [+\$20.00]
- Worship Leading Solo Jr. [+\$20.00]
- Worship Leading Solo Sr. [+\$20.00]
- Worship Team Large [+\$20.00]
- Worship Team Small [+\$20.00]

## Terms & Conditions

Please read the below terms and conditions.

I agree that I have reviewed the Fine Arts Rulebook to become familiar with the Fine Arts rules in regard to policies, procedures, and evaluation criteria. I understand that not meeting the criteria outlined in the rulebook can lead to rule violations on my student's evaluation.

Pre-submission Categories: I agree that I have reviewed the Fine Arts Rulebook to be familiar with what categories are pre-submission categories (all writing except Children's Literature and all film categories). I agree that it is my responsibility to ensure that those entries are submitted in the proper format at the proper time through the proper procedures.

Code of Conduct: I agree to abide by all policies that the host church has in place. These policies will be communicated via pre-event email and posted on [potomacyouth.com](http://potomacyouth.com).

I have read and agree with the Potomac District Fine Arts Festival Terms & Conditions

- Yes
- No

CONTINUE

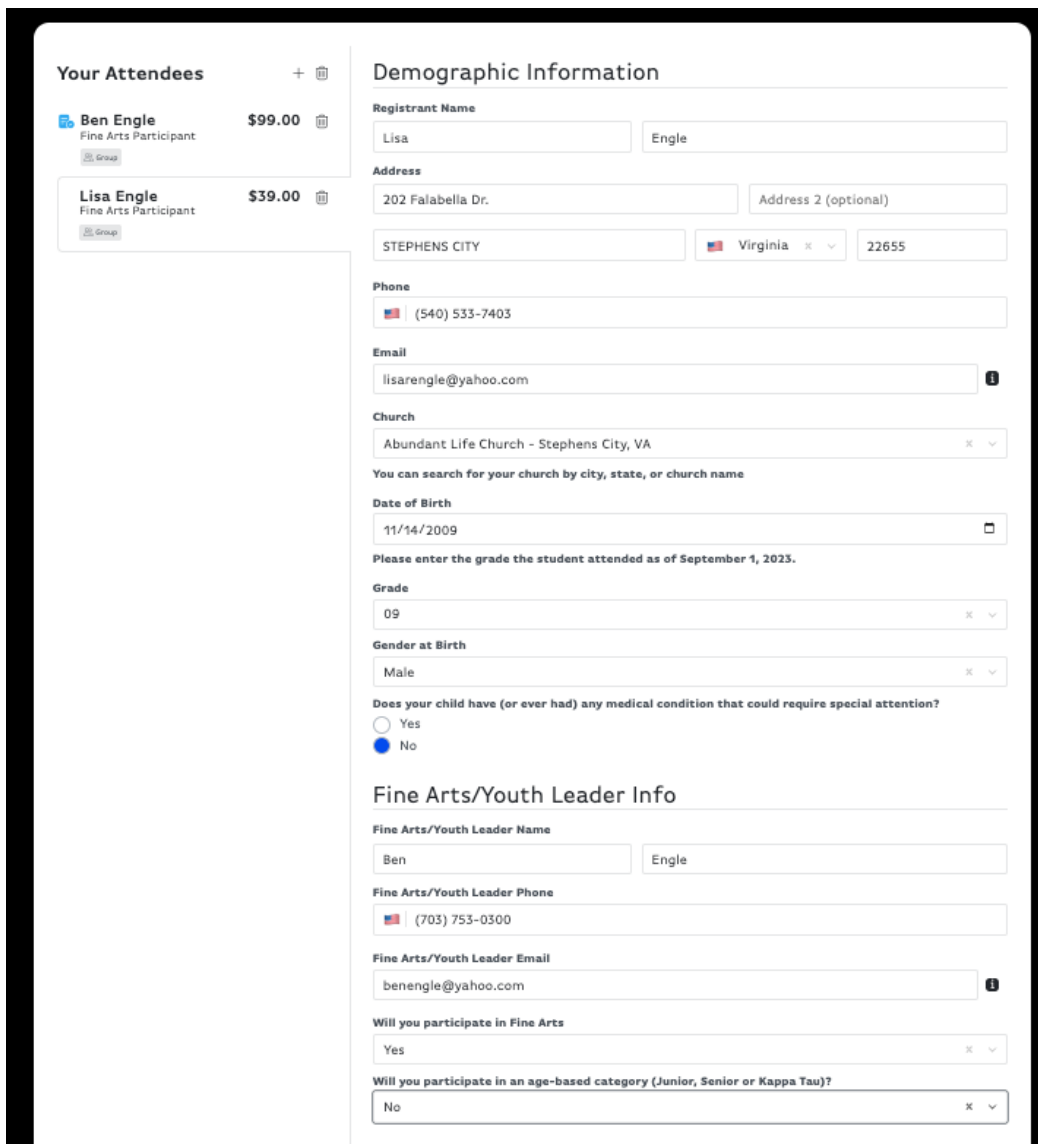
8.) Repeat this same step for all participants (You must click on the next persons name to fill out their information.)

- a. If the student entered a group category you must put the name of the group in for that category

**\*Please check the spelling of your group name per category. Students will not be grouped together if group names don't match exactly.**

**\*\*DO NOT USE APOSTROPHE'S IN GROUP NAMES. THIS WILL CAUSES ERRORS.**

- b. If the Category requires an accompanist, put in the name of the accompanist. (This is optional.)
- c. Click **Yes** that you agree with and have read the Terms and Conditions.
- d. Click [Continue](#)



**Your Attendees** +

- Ben Engle** \$99.00   
Fine Arts Participant  
[Group](#)
- Lisa Engle** \$39.00   
Fine Arts Participant  
[Group](#)

**Demographic Information**

**Registrant Name**  
Lisa Engle

**Address**  
202 Falabella Dr. Address 2 (optional)  
STEPHENS CITY Virginia 22655

**Phone**  
(540) 533-7403

**Email**  
lisarengle@yahoo.com

**Church**  
Abundant Life Church - Stephens City, VA

You can search for your church by city, state, or church name

**Date of Birth**  
11/14/2009

Please enter the grade the student attended as of September 1, 2023.

**Grade**  
09

**Gender at Birth**  
Male

Does your child have (or ever had) any medical condition that could require special attention?  
 Yes  
 No

**Fine Arts/Youth Leader Info**

**Fine Arts/Youth Leader Name**  
Ben Engle

**Fine Arts/Youth Leader Phone**  
(703) 753-0300

**Fine Arts/Youth Leader Email**  
benengle@yahoo.com

**Will you participate in Fine Arts**  
Yes

**Will you participate in an age-based category (Junior, Senior or Kappa Tau)?**  
No

## Category Selection

### Non-Age-Based Fine Arts Categories

- American Sign Language Group [+\$20.00]
- American Sign Language Solo [+\$20.00]
- Bass Solo [+\$20.00]
- Brass Solo [+\$20.00]
- Children's Lesson Group [+\$20.00]
- Children's Lesson Solo [+\$20.00]
- Children's Literature [+\$20.00]
- Choir [+\$20.00]
- Christian Band [+\$20.00]
- Drama Ensemble Large [+\$20.00]
- Drama Ensemble Small [+\$20.00]
- Drama Solo [+\$20.00]
- Dramatized Quoting Ensemble [+\$20.00]
- Dramatized Quoting Solo [+\$20.00]
- Fiber Art [+\$20.00]
- Flash Fiction [+\$20.00]
- Graphic Design [+\$20.00]
- Guitar Solo [+\$20.00]
- Hip Hop Dance Crew [+\$20.00]
- Hip Hop Solo [+\$20.00]
- Human Video Ensemble Large [+\$20.00]
- Human Video Ensemble Small [+\$20.00]
- Human Video Ensemble Spanish [+\$20.00]
- Instrumental Ensemble Contemporary [+\$20.00]
- Instrumental Ensemble Traditional [+\$20.00]
- Instrumental Solo Folk [+\$20.00]
- Mini Saga [+\$20.00]
- Music Production [+\$20.00]
- Musical Theater Ensemble Small [+\$20.00]
- Musical Theater Ensemble Large [+\$20.00]
- Percussion Ensemble Traditional [+\$20.00]
- Percussion Unconventional [+\$20.00]
- Photography Film [+\$20.00]
- Piano Solo [+\$20.00]
- Piano Solo Classical [+\$20.00]
- Promo Video [+\$20.00]
- Puppetry Group [+\$20.00]
- Puppetry Solo [+\$20.00]
- Rap Group [+\$20.00]
- Rap Solo [+\$20.00]
- Readers Theater [+\$20.00]
- Short Film [+\$20.00]
- Short Sermon Spanish [+\$20.00]
- Songwriting [+\$20.00]
- Spoken Word [+\$20.00]
- Stand-Up Comedy [+\$20.00]
- Step Troupe [+\$20.00]
- String Solo [+\$20.00]
- T-Shirt Design [+\$20.00]

- Visual Art Two Dimensional Alternative Media [+\$20.00]
- Visual Art Three Dimensional [+\$20.00]
- Vocal Ensemble Large [+\$20.00]
- Vocal Ensemble Small [+\$20.00]
- Vocal Ensemble Spanish [+\$20.00]
- Vocal Solo Spanish Female [+\$20.00]
- Vocal Solo Spanish Male [+\$20.00]
- Woodwind Solo [+\$20.00]
- Worship Dance Troupe Large [+\$20.00]
- Worship Dance Troupe Small [+\$20.00]
- Worship Team Large [+\$20.00]
- Worship Team Small [+\$20.00]

If applicable, please enter the name of your group for each category listed below. Group/team names are case sensitive.

**Rap Group**

Potomac Rappers

### Fine Arts Accompanists

If there is an accompanist for your presentation, please enter his/her name below. Please only enter an accompanist if a real person is accompanying your presentation. Please do not enter accompanists such as none, N/A, CD, MP3, Track, Soundtrack, Piano, etc. Please leave the accompanist field blank if you will not have an accompanist.

**Rap Group Accompanist** - optional

**Fine Arts Festival participants must read and abide by this 2024 Fine Arts Festival Rule Book.**

It is the responsibility of each participant to be familiar with the rules and procedures of this festival. No other person may be held responsible for a participant's lack of information. By signing a district and/or Columbus23 registration form and attending or participating in a festival, pastors, leaders, parents, and students acknowledge that: 1. They have read, understand, and agree to abide by the rules of this festival. 2. They will accept the decisions of the evaluators and coordinators as final. 3. They will not hold AG Youth Ministries, district youth directors, Fine Arts nor its respective officers and staff responsible for any injury as a result of their (or their child's) participation in the festival.

I have read and agree to abide by the terms above

- Yes
- No

 2 \$138.00

CONTINUE



- 9.) This brings you to the summary page.  
a. Click [Continue](#).

The screenshot shows a checkout summary page for the Potomac Youth Fine Arts Festival 2024. The page is titled "Potomac Youth Fine Arts Festival 2024" and includes the date and time "Saturday, Apr 20, 2024 8:00 AM - 5:00 PM EDT" and the location "Christ Chapel Church". There are two tabs: "DETAILS" and "REGISTER". The "Your Attendees" section lists two attendees: Ben Engle and Lisa Engle, both Fine Arts Participants, each priced at \$99.00. The "Checkout Summary" section shows "2 Attendees" for a total of \$198.00. An "Email Confirmation" box states "You will receive email confirmation of your order." At the bottom, there is a shopping cart icon with a count of 2 and a total of \$198.00, and a blue "CONTINUE" button.

Your Attendees	
Ben Engle Fine Arts Participant <small>Group</small>	\$99.00
Lisa Engle Fine Arts Participant <small>Group</small>	\$99.00

Checkout Summary	
2 Attendees	\$198.00
<b>Order Total</b>	<b>\$198.00</b>

**Email Confirmation**  
You will receive email confirmation of your order.

2 \$198.00 [CONTINUE](#)

- 10.) This will bring you to the check out page.  
a. Enter your Credit Card info and click "[Place Order](#)".

## TO LOG BACK IN TO YOUR GROUP:

Click on **“REGISTER AS A GROUP”**.

Click [Continue](#)

**Potomac Youth Fine Arts Festival:** To check-in as a group (or church) on-site, please create a group below. This will help keep all of those in your group or church organized in the registration system. This is not the same as FAF presentation groups for categories.

 <b>REGISTER AS AN INDIVIDUAL</b> CONTINUE WITHOUT CREATING OR JOINING A GROUP	 <b>REGISTER AS A GROUP</b> CREATE OR JOIN A GROUP TO REGISTER
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[CONTINUE](#)

Click on **“Join a group instead”**.

### Create A Group ×

Creating a Group will allow you to register multiple attendees and manage your tickets and registrations. You'll also be able to invite others to join your group later.

**JOIN A GROUP INSTEAD**

**Name of your group**

**Your group's most common registration type**

**Your email address**

**Passcode to join this group**

This is a simple, easy-to-remember code you'll share with others who will join your group later. Not case sensitive.

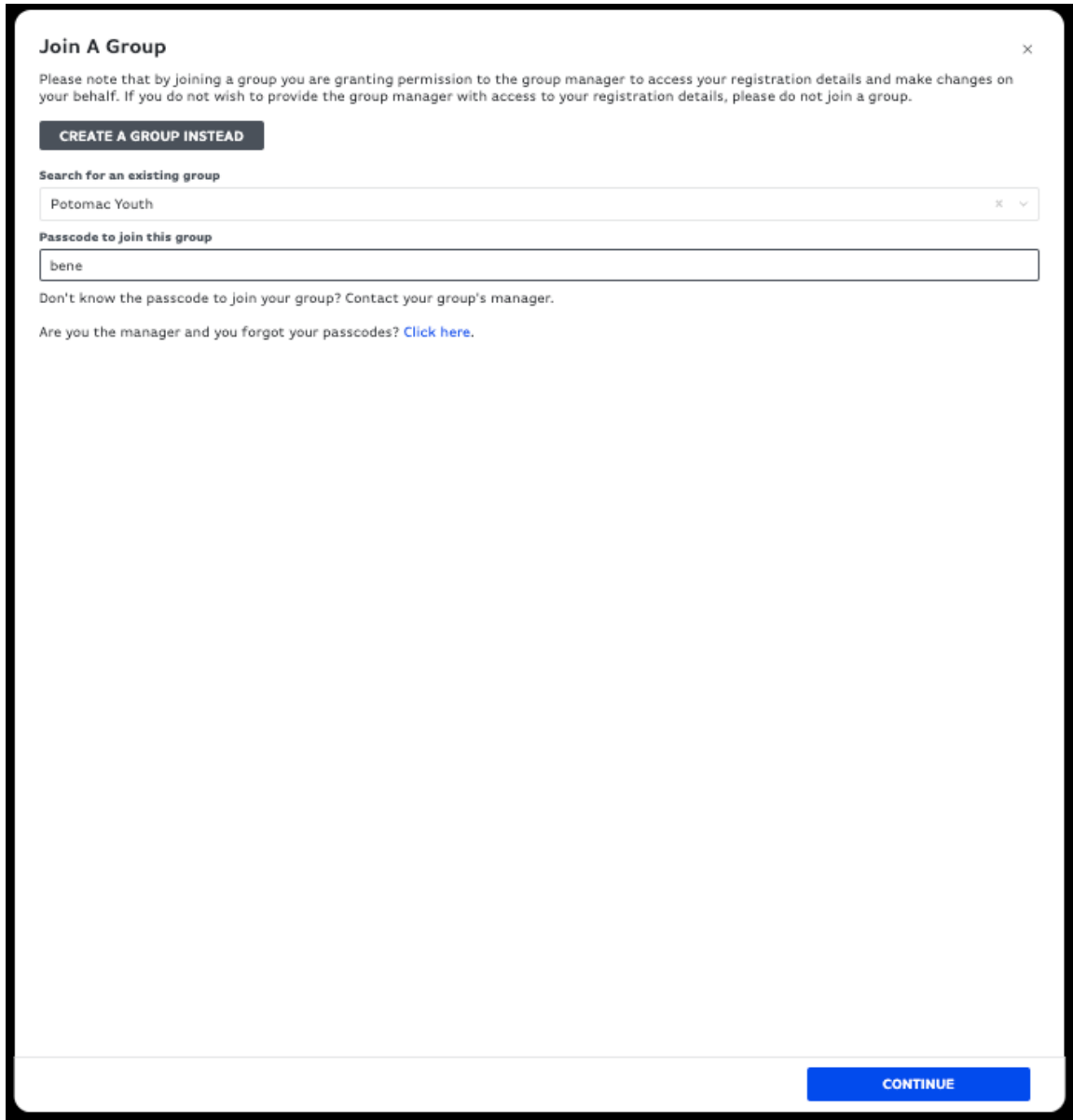
**Passcode to manage this group**

This is a code you'll use to come back and manage your group. This is NOT your account password. For security reasons, please don't use your account password. Not case sensitive. Must be DIFFERENT than your join code.

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

**CONTINUE**

Enter your [existing group name](#) and [passcode](#).  
Then click [continue](#)



The screenshot shows a 'Join A Group' form with the following elements:

- Title:** Join A Group (with a close button 'x' in the top right corner)
- Disclaimer:** Please note that by joining a group you are granting permission to the group manager to access your registration details and make changes on your behalf. If you do not wish to provide the group manager with access to your registration details, please do not join a group.
- Action:** A dark button labeled 'CREATE A GROUP INSTEAD'.
- Search for an existing group:** A search input field containing 'Potomac Youth' with a clear button 'x' and a dropdown arrow.
- Passcode to join this group:** A text input field containing 'bene'.
- Helpful Links:** Two lines of text: 'Don't know the passcode to join your group? Contact your group's manager.' and 'Are you the manager and you forgot your passcodes? [Click here.](#)'
- Submit:** A blue button labeled 'CONTINUE' at the bottom right.

This will take you to the registration screen.

Start process from [step 6](#).

## **THINGS TO REMEMBER:**

**\*\*SONGWRITING/WORSHIP DANCE SOLO ARE CONSIDERED A GROUP EVENT, EVEN IF THERE IS ONLY ONE PARTICIPANT.**

- If its is just one person you can use their name for the group name.

**\*USE THE SAME SPELLING FOR THE SAME GROUP NAME ON EACH PARTICIPANT. If you misspell the group name for one, it will put them in a separate group, so it's important to spell each group name the same.**

**\*\*DO NOT USE APOSTROPHE'S IN GROUP NAMES. THIS WILL CAUSES ERRORS.**

**BRUSHFIRE DOES NOT SAVE YOUR TYPED INFORMATION IF YOU DON'T CHECK OUT. IF YOU START REGISTERING SOMEONE, MAKE SURE TO FILL OUT ALL INFORMATION AND CHECKOUT.**

With Brushfire you can login to your church group as many times as you want to add and to register additional students (Each checkout will be a separate charge.) Remember you must complete each registration and checkout in order for it to save your information. **Brushfire does not save your information even if you have a login if you don't checkout.**

\*Check over each participant's categories carefully.