

Steps to complete for UAMB Registration and Forms:

DO WE HAVE YOUR INFORMATION CORRECT? Confirm at 8th grade night your contact information is correct in CutTime. This can be done at the table outside the band room.

GETTING STARTED IN CUTTIME: A CutTime “Magic Link” will be sent to you by May 17th. If you do not receive one by this date, please reach out to Karin Richard, karinrichard4@gmail.com, to confirm your information is correct.

When you receive the “Magic Link” you will be asked to authenticate your phone. Follow the steps and enter the code you will receive.

You should be in! Make sure your student’s information is correct and look to see where the announcements, calendar (which will contain volunteer information), and student balance is on this screen.

CREATING SHORTCUTS: Once you have your “Magic Link” we suggest you create a bookmark for the link to your browser and / or home page by following these instructions: <https://support.gocuttime.com/article/293-bookmarking>

At this time you can also send this link to your desktop computer and bookmark it there.

We also recommend that you subscribe to the calendar by following the instructions in this link: <https://support.cuttime.net/article/149-parents-members-subscribing-to-a-google-calendar>

BAND CAMP REGISTRATION: You will receive an announcement with Band Camp Registration by May 20th. Please complete this information as soon as possible, no later than June 15th.

FORMS: By May 24th, you will be sent an announcement with four forms to complete: Yard Sign form, Social Media Waiver, Volunteer Interest Form, and Parent / Student Directory Authorization. These are very short, quick forms. Please complete them by June 15th so we can compile the directories and start working on yard sign invoicing.

FEES: Band Fees which will appear under Financial Summary are due by July 26th. CutTime will allow you to make partial payments so if you wish to set up a monthly payment plan for yourself you are welcome to do so.....But have fees paid in full BY JULY 26th. CutTime will also allow you to share costs with a friend or family member etc. Just click on the “Share these costs” button and follow the instructions to add the additional donor to your account.

A 3% fee will be added to any Band Fee paid by credit card via CutTime. You are welcome to pay your fee by cash or check. Treasurers will be available at July 4th practices to collect money.

If you need financial assistance for band fees, please complete the form located on www.uaband.org/forms/ and return to Todd Fessler. We have limited scholarships available. Return form no later than June 15th.

That’s it for now! Reach out if you have questions: karinrichard4@gmail.com