



## INSTRUCTIONS

### **BAND REGISTRATION**

The group must have a user account that will serve to all features, not only OuTonalidades web platform, as well as the d'Orfeu's website. Only after that, the user can proceed to the group(s) registration(s). The order is:

1. access [www.dorfeu.pt/outonalidades](http://www.dorfeu.pt/outonalidades)
2. [create](#) user account
3. activate link received by email  
(Attention: allow all mail received from [outonalidades@dorfeu.pt](mailto:outonalidades@dorfeu.pt) at the SPAM settings)
4. [login](#)
5. click "Gerir Inscrições / Manage Registration" and then "Subscribe group"  
(The registration procedure is divided into 3 phases: 1- complete the form, 2- payment of the registration fee, 3- documents upload and filling availabilities,)

IMPORTANT: Already registered users should just follow steps 4 and 5, using their password. If one have forgotten LOGIN information, should go to [www.dorfeu.pt/login/recover](http://www.dorfeu.pt/login/recover)

#### **FOR THOSE WHO ALREADY SIGNED GROUP(S) IN PREVIOUS EDITIONS:**

1. login
2. click on "Gerir Inscrições / Manage Registration"
3. click "Subscribe group"
4. follow the statement that appears at the beginning of the form:

***"You can fill in the following fields using existing data. Enter here to choose."***

NOTE: If, for some reason, the group will no longer be entered by the same user, please inform us by [outonalidades@dorfeu.pt](mailto:outonalidades@dorfeu.pt) of the situation so that we can preserve the history data of the group in a single record.