

## Local Student Affiliate Enrollment Instructions for Teachers

1. Sign in on tmta.org. A blue sign-in button is available on the upper right hand corner of the site.
2. Once you sign in, the list of your students will appear.
3. Click the Edit button next to the student's name.
4. Choose the **current** grade level for each student. This needs to be updated every year.
5. Select "Student is Homeschooled," if applicable.
6. Students participating in TMTA events throughout the year (such as Ensemble, Composition, Publication, Performance, etc.) need to have parent name, email, address, and phone number information.
7. Students who will participate only in the Theory or World of Music Test do not need further contact information.
8. Teachers will be able to add **new** students who are **not** transfers in their teacher profile along with needed information such as address, parent's name, etc. Click on Save Student when done editing or adding.
9. **Teachers must inform the Local SA chair of any students who have transferred from another TMTA teacher. Do NOT enter transfer students as new students. The Local SA Chair will transfer the student to the new teacher's list, if the student transferred from within your association. The state office will transfer the student to your profile if the student is from a different local association.**
10. Type in the notes section for each student "student affiliate 2017-2018" if you want your student enrolled in student affiliate.
11. Add your new students to your profile by clicking on the "add" button.
12. Students testing below level in theory should be marked as non-Whitlock. They may be eligible for an instrumental or vocal medal even if testing below level. More information will be available from your local theory chair.
13. If a student has left your studio, please put "no longer in my studio" in the notes section.
  1. If the student is transferring to another teacher, please write "transferring to another TMTA member" (if you know the teacher and/or association, please include that). The student record in your profile must be transferred to the new teacher's profile, so should not be deleted from your profile.
  2. If the student has graduated and should be removed from the database, please note that for your SA Chair to delete the record.
14. Students may remain in your profile and not be student affiliate. Simply leave their notes section blank. In addition, students may be added to the member profile and not registered as a Student Affiliate member.

Submit dues to your Local SA Chair.