


TMTA SA Ensemble Entry Processes for Local Chairs


Repertoire Approval:


1. Read the *TMTA Handbook* carefully for ensemble requirements, and check the calendar in the back of the *TMTA Handbook* for deadlines.
2. Submit a Repertoire Approval Form on the Ensemble page of the TMTA website for each ensemble wishing to perform no later than **November 1**. Confirmation of your selection(s) will be emailed to you within a few weeks of submission.


Entry Procedures:

- The login address and password will be sent to you by the Ensemble Coordinator. The login information changes annually.
- Please have your teachers verify that the student profiles for all entering students are complete. (Address, email address, etc.) Students will not receive a convention brochure, emails, unclaimed awards, etc. if that information is not available. (Teachers can check this by clicking the “details” button by each student on their list.)
- You will be able to go back and edit student entries or add students up until the deadline. You need not complete your entries in one sitting.
- You can add students participating from another association just like you add your own.
- Make sure you have everything you need before you begin.
 - ensemble category
 - association
 - piece, composer, and arranger
 - level
 - performance time (Don’t just guess. Time it!)
 - instruments other than piano
 - ensemble director, phone number, and email address
 - local chair and email address
 - schedule requests and reasoning (Be specific as possible. It is not likely that everyone will get their first or second choice, so let us know how we can accommodate you.) **Saturday and Sunday Evenings are NOT an option in 2019.**
 - lab rehearsal request (before or after stage rehearsal)
 - name, grade, and teacher of each student participating

Go to www.tmta.org. In the upper right hand corner, click  .
You must sign in with ENSEMBLE login, not your personal login.

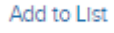
Once you have logged in, you should see “Ensemble Additions.” Near the top, click on  .


Next, click  .

Enter all of the required information, and click  .

The dashboard allows several methods for locating student profiles:

- To find multiple students from a specific grade, select the grade level and Student Affiliate, and then select Search.
- To add several students from a single teacher to the same entry list, enter the teacher’s last name in the appropriate box and then select Search.
- To search for individual students, enter the last name in the Student Last Name box and then select Search.

To the right of each student you are entering in the selected division, click  .

It should change to  .

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Additional students from a different grade level may be added to the current list by selecting the new grade level and Student Affiliate, and then selecting Search. **All students, INCLUDING POST-12 STUDENTS must be added to the list.** (Work with your SA Chair to make sure the Post-12 students are entered as Student Affiliates.)

Once you have selected the students you wish to enter, click

SAVE & VIEW ENSEMBLE DETAILS

Enter the number of years each student has participated in SA Ensembles. Click

UPDATE YEARS PARTICIPATED

THIS IS HOW WE KNOW WHAT RIBBON TO GIVE THEM FOR THEIR BADGE.

Print the list of participants so you have record or your entries. You will not be able to view your list after the entry deadline.

You may then click on [← Back to Ensemble Lists](#) to go back to the beginning to do another ensemble or

EDIT PARTICIPANTS

to add or remove students from the current ensemble.

EACH ENSEMBLE MUST BE ON A SEPARATE LIST. MAKE SURE YOU START A NEW LIST BEFORE ADDING STUDENTS FOR A DIFFERENT ENSEMBLE.

Complete a [Student Affiliate Activities Registration Summary](#). Forward the confirmation email to your treasurer for payment.

Additions and Deletions:

- You will be able to view/edit your ensemble list in the portal until the entry deadline. Once the deadline is past, you will no longer have access.
- After the portal closes, you can add additional ensemble participants using the Addition and Deletion form found on the Ensemble Page of the TMTA website.
 - You may make as many additions as necessary prior to **May 1**.
 - Late additions will not be in the program book or announced.
 - Upon completion of the form, fill out a [Student Affiliate Activities Registration Summary](#). Forward the confirmation email to your treasurer for payment. Every student added must be paid for, even if other students are deleted. The deleted students' entry fees are nonrefundable.
- After the portal closes, you can remove ensemble participants using the Addition and Deletion form found on the Ensemble Page of the TMTA website.
 - You may make as many deletions as necessary. Deletions are preferable prior to May 1, but you may continue to make deletions as needed.
 - After convention, by **June 30**, please make sure you submit a deletion form for any students who were no shows so that their participation is removed from their record.

Theory Verification and Volunteers:

- The Ensemble Volunteer Form and Theory Verification Form found on the Ensemble page of the TMTA website is due by **May 1**.
- Each association is responsible for certifying the theory eligibility of all of its pre-collegiate members.
- All associations sending groups to perform at convention must provide a volunteer(s) to assist the ensemble committee during convention in a two-hour shift.
 - Associations with one to three ensembles must provide one volunteer and those with four or more ensembles must provide two volunteers.
 - Associations unable to provide a volunteer may elect to pay a fee of \$50 per volunteer.
 - A volunteer sign-up will be sent to local chairs in May.

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Withdrawal of Entry or Declining a Stage Rehearsal:

- Contact the Ensemble Coordinator by **May 1**.
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Ensemble Awards

- Ensemble students who have participated for 9 years or more qualify to receive an ensemble award. Additionally, students that began performing in the Ensemble Program in grade 1 and perform each year until grade 12 are eligible to receive the Elizabeth Morris Award. Please read the section on ensemble awards in the *TMTA Handbook* carefully to check eligibility. It is the student's TEACHER that should apply for the awards, however, many teachers do not know about these awards or apply for them. Please work with teachers in your association to make sure they understand the awards and the May 1 deadline and are able to submit the applications. Should a teacher need help, you are encouraged to provide it.