

Instructions for Local Student Affiliate Enrollment Local Student Affiliate Chairs Only

Each Local Student Affiliate Chair will receive a special login to the TMTA website. This login will allow the Local Student Affiliate Chairs to access all student information for their local association. Local Student Affiliate Chairs may contact Abby Hehenberger at Abby.TMTA@gmail.com with questions.

Once the Local Student Affiliate Chair has logged on to the TMTA website with the appropriate login and password, student information can be edited. Note: teachers are responsible for updating the grade levels of their students each year as well as adding their new participating students.

1. When teachers want to have a student enrolled in student affiliate, have the teachers type in the words "student affiliate" in the notes section for each student. You will be able to see the words "student affiliate" by each student a teacher wishes to register for student affiliate when you are logged in as a student affiliate chair.
2. Simply "click" on the "no" by SA and it should turn green and say "yes." Then you will be able to stay on the same page while you register students in your organization. If you follow this process, you will not have to export any reports.
3. You can transfer students to different teachers in your local association, but to ease transfers from outside your association, contact Abby Hehenberger at Abby.TMTA@gmail.com. It will be easier for all concerned. However, if you already know how to contact the local chair from a transferring organization, you may do the transfer.
4. Please do not delete students unless they have graduated (except when they plan to continue in ensemble), or it is confirmed they have left all TMTA SA enrollment and activities, such as by moving out of state. If they are transferring out of the studio, their existing record needs to be transferred, so deleting their record makes it difficult to transfer them. Teachers may write "no longer in my studio" and just not enroll that student, leaving the record in place in case of transfer or future return to that teacher. If a teacher confirms graduation or full withdrawal from TMTA, SA Chairs may delete the records.
5. Send payments:
 - a. Postmarked or paid by credit card by October 1: \$8.50
 - b. Postmarked or paid by credit card October 2 - February 1: \$9.50
 - c. Postmarked or paid by credit card February 2 - April 1: \$16.50
6. Payment will be made in the same way it was made last year. An SA Enrollment Payment Form will be available online. Simply enter the number of SA's you are enrolling, send the confirmation to your treasurer, and the treasurer can mail a check with that printed confirmation. A credit card form will be available for those associations wishing to pay by credit card, as well, beginning October 1.
7. After the initial October 1 enrollment deadline, please send only one payment per month for late enrollments. You may add and enroll students at any time until one week prior to a testing period, when enrollments are disabled, but the payments should be kept to once per month.
8. When enrollments are disabled, Abby Hehenberger will enroll the students with "student affiliate" in the notes section, once payment has been confirmed.
9. Collegiate members of MTNA/TMTA are now allowed to enroll students in Student Affiliate and enter them in Student Affiliate activities.

Instructions for 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 the 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 the words "student affiliate" 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.
 - 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.
 - 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.