


## TMTA SA Original Composition, Publication, and Creative Video Contest Entry Processes for Local Chairs

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**IMPORTANT:** All entries must be submitted to the state by your Local Original Composition or Publication Chair. Procedures and deadlines for submitting to your local chair will vary by association, and questions regarding your local association's process or timeline should be directed to your local chair, not TMTA. **Individual teachers MAY NOT submit entries to TMTA without going through their local chair.**

- Acquire your local association's chair login before you can begin. Your SA Chair or Theory Chair will have it. The password changes annually.
- Each local chair is responsible for ensuring that every submission requirement is met on all forms, compositions, articles, etc. from that association before submitting the entries to TMTA. Please read the Original Composition/Publication/Creative Video section of the Handbook correctly to make sure all requirements for eligibility, formatting, etc. have been met.
- Please have teachers verify that the student profiles for all entering students are complete and up-to-date. (Address, email address, etc.) Winning students will not receive emails, unclaimed awards, etc. if that information is not available. (You can check by clicking the "details" button by each student.)
- Except for creative videos and composition audio files, uploaded files are preferred, however the link feature is available if needed. (Applications such as Dropbox, Google Drive, and more allow you to upload a document to their server and assign it a link. If you choose to do this, you may use the application of your choice, but make sure the link will stay active for the entire spring semester.)
- 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.
- Make sure you have everything you need for each student before you begin.
  - Original Composition:
    - student name, contest level, and title
    - photo of the student (jpg, jpeg, gif, or png) or a link at which the photo can be downloaded
    - composition file (PDF) or a link at which the document can be downloaded
    - recording file (mp3) or a link at which the recording can be downloaded
    - Co-writers (collaborators) may enter in any category. Each collaborator should have the composition entered under their name and pay the entry fee.
  - Publication:
    - student name, contest level, title
    - word count
    - photo of the student (jpg, jpeg, gif, or png) or a link at which the photo can be downloaded
    - publication essay file (doc, docx, rtf, txt – PDFs will NOT BE ACCEPTED) or a link at which the document can be downloaded
  - Creative Video:
    - student name, contest level, title
    - photo of the student (jpg, jpeg, gif, or png) or a link at which the photo can be downloaded
    - video link at which the video can be viewed/downloaded
- All files except photos should be saved as DIVISION then TITLE. For example: "S4 My Composition" or "VA My Article/Essay". They need to be saved on your computer under this name before uploading them. **DO NOT INCLUDE THE STUDENT'S NAME IN THE FILE NAME except on photos.** The saved name will transfer to the upload. Photos should be saved as LAST NAME, FIRST NAME.

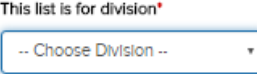
# TMTA SA Original Composition, Publication, and Creative Video Contest Entry Processes for Local Chairs

Go to [www.tmta.org](http://www.tmta.org). In the upper right hand corner, click  .  
You must sign in with your local association's CHAIR login, not your personal login.

Once you have logged in, you should see the "Chair Dashboard." Near the top, click on  .



Under the contest you are creating entries for, click  .

Click  .

Choose the first division of your entries:  .


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.

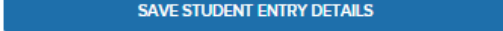
To the right of each student you are entering in the selected division, click  . It should change to  .

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.

Once you have selected the students you wish to register for the selected division, click



A box should appear for each student you selected. Add the information and files as instructed.

Once you have completed the entries, click  .  
Any errors will appear at the top. Your correct information is saved, except for any errors. You can see what you submitted on the left side of the screen under Entry Details. You can click on the blue links to see that they open.

Click [Continue to Student Entry Details](#) → to review your entries.

You may then click on [← Back to Your Lists for this Contest](#) to go back to the beginning to do another division,



to add or remove students from the current level, or



to edit student details.

+ [Create New List](#) or  to create a list for a different division.

**EACH DIVISION MUST BE ON A SEPARATE LIST. MAKE SURE YOU START A NEW LIST BEFORE ADDING STUDENTS FOR A DIFFERENT DIVISION. DO NOT ACCIDENTALLY EDIT A LIST THAT IS CREATED TO ADD STUDENTS TO A DIFFERENT DIVISION.**

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

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### **TROUBLESHOOTING:**

**Problem:** My students from different divisions are all ending up on one list!

**Solution:** You accidentally backtracked and edited an existing list instead of creating a new list for each division. Unselect the students that shouldn't appear on the list in the same way you selected them. Hit save, and they will be gone from the list. Then, create a new list(s) under the correct division.

**Problem:** I can't find the student I need listed.

**Solution:** Is the student an SA? Did you spell the name right? Are you filtering for the correct teacher or grade? Try removing all of your filters and just searching by one thing.

**Problem:** When I click on the blue link to view an uploaded file, it says Error 404.

**Solution:** When that happens, it is because you tried to upload a file multiple times. Rename the file (add an x at the end or something like that) and try again.

**Problem:** I need to remove a student.

**Solution:** You do this just like you add a student. Open the list, filter to find the student, and click the button next to the name to unselect that student. Hit save.

**Problem:** I want to confirm that my entries all worked!

**Solution:** When you go back to the main screen right after you logged in, you can export your contest history. When you do that, you will end up with the exact document that the TMTA Office ends up with. You can open the links for all of the files, see the division, title, and more.