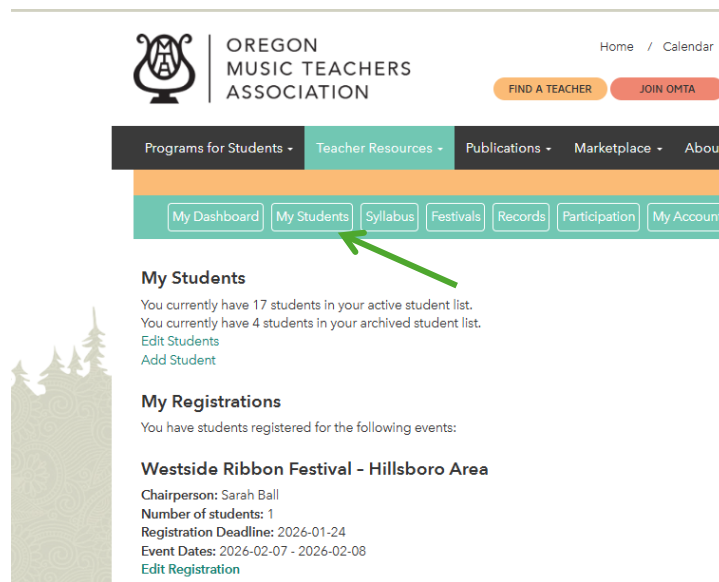




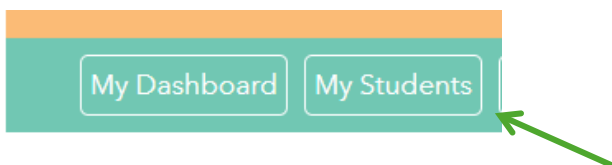
- To enter your students in Regista, go to the OMTA website <https://oregonmta.org/>
- From the top banner, click Member Login (far right) and enter your email address and password.  
If you need help logging in, go to [Technology - OMTA - Oregon Music Teachers Association](#). Under the FAQ Question "How do I create my own password on the OMTA website?", click the down-arrow to open the "Answer" and follow those steps.
- After logging in, click Teacher Resources/My Teacher Dashboard. Here you will see a teal banner where you can click on My Students to add/edit students. Below the banner you will see your Students and any Registrations you have already started.



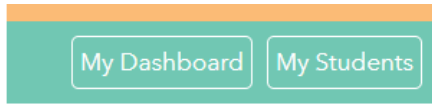
## Entering Students

You will need: Student Name, Emergency Phone, Date of Birth, Instrument and Years of Study.

From your Dashboard click My Students on the teal banner.



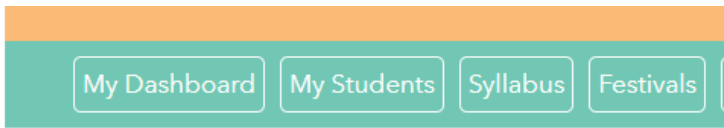
Click the Add Student button



## My Students



You can also click Edit or Add Students right from your dashboard.



## My Students

You currently have 0 students in your active student list.

[Edit Students](#)  
[Add Student](#)

Enter your student's data, then click Add Student. 🤖 Remember to put in Years of Study following the instrument selection.

## Add New Student

First Name

Last Name

Emergency Phone

Date of Birth

Instruments and Years of Study

Add Student

A form for adding a new student. It includes input fields for 'First Name', 'Last Name', and 'Emergency Phone'. The 'Date of Birth' field has a date picker icon and the format 'mm/dd/yyyy'. The 'Instruments and Years of Study' section features a dropdown menu with 'Brass - Trombone' selected, a text input field for 'Years of Study', and a 'Delete Instrument' button. Below the dropdown is an 'Add Instrument' button. A green arrow points to the 'Years of Study' input field.


You will then see a blank form for entering additional students, or you can Return to the Student List

## Add New Student

First Name

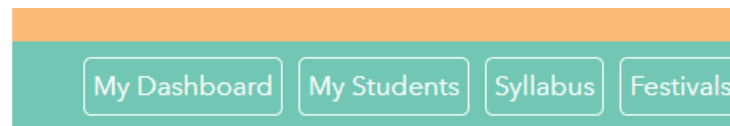

Last Name

Emergency Phone

Date of Birth  

Instruments and Years of Study

Student Added/Edited Successfully.  
Return to [Student List](#).



## My Students

You currently have 2 students in your active student list.

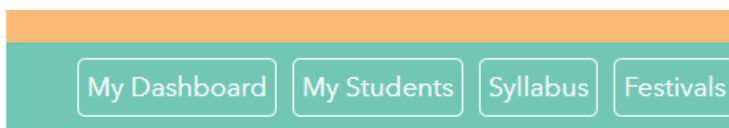
[Edit Students](#)

[Add Student](#)

Continue adding students until you have all you will need for this season, or your whole studio.

If you make a mistake, don't worry, it is easy to correct!

You can get to the editing one of two ways – click on "Edit Students" from "My Dashboard", or click on "My Students" and choose the student you would like to edit.

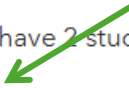


## My Students

You currently have 2 students in your active student list.

[Edit Students](#)

[Add Student](#)



# My Students

**Add Student**

View Archived Students

10 entries per page

| Name          | Instruments     |
|---------------|-----------------|
| Sally Student | Piano (2 years) |

This will call up your student's information. Make any changes you wish, then click "Save Student." When a student is no longer with you, you may Archive them, which will keep their data but hidden from regular view. You may Delete a Student which is a permanent action. A pop-up will ask you to confirm.

## Edit Sally Student

First Name

Sally

Last Name

Student

Emergency Phone

5035035033

Date of Birth

01/09/2020

Instruments and Years of Study

Keyboard - Piano 2 Delete Instrument

Add Instrument

Save Student

Archive Student

Delete Student