



Regista – OMTA’s Online Registration System ~ Festival Registration ~

Register for Festivals online on the OMTA website <https://oregonmta.org/>

Step 1 – Log In From the top banner, click on Member Login and enter the email and password you have on file. Wait a few seconds for the system to verify you are human. Pro tip: Click Remember Me to stay logged on for up to 48 hours. Otherwise, you may experience a time-out issue. Then click Log In. If you haven’t yet set up your login, follow the instructions on the Website FAQs page under Teacher Resources.

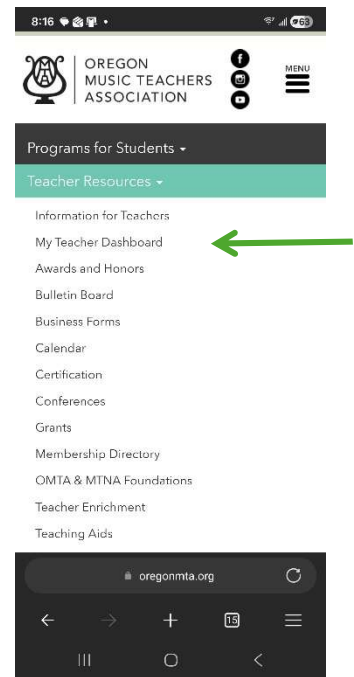
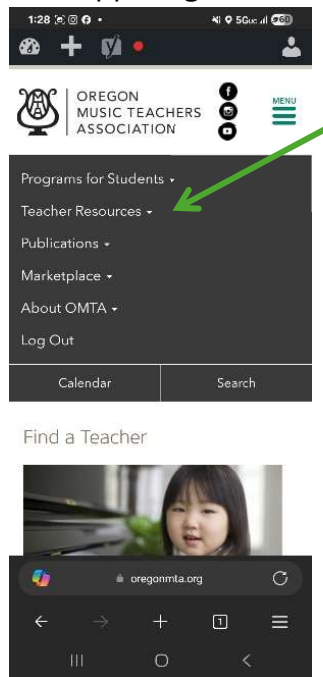
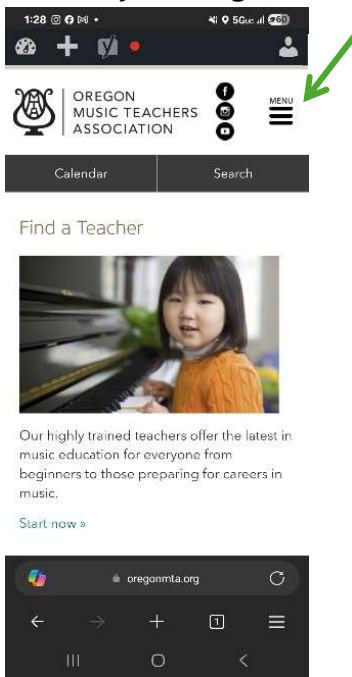
Step 2 – Gather your repertoire information

Note – you can register students over a series of sessions, so you don’t have to have everything all at once. It can be helpful to collect your data in one place before you begin, preferably in a table or spreadsheet so you can just copy and paste. Be sure to tick off each entry as you go along.

You will need: Your choice of preferred dates and Complete Repertoire Information – period, title, opus, composer and accurate times (within a minute) for each piece.

Step 3 – Access the Teacher Dashboard

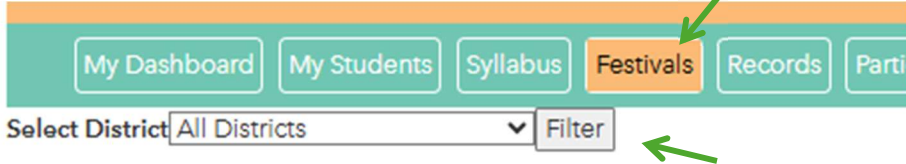
After you’ve logged in, you can access your Teacher Dashboard at the bottom of the Teacher Resources list. One click takes you to the Teacher Dashboard. Note that you can still see the main OMTA ribbon if you want to visit another area of the website. If you are on a mobile device, you can see the full set of menus by clicking the Menu bars on the upper right.



Step 4 – Registering Students

Festival Registration

On the teal banner click FESTIVALS and choose your district and event (i.e. Hillsboro 2025 Fall Syllabus), then click Filter. You will then see the list of events in your area. Click Register below the Event Dates.



Hillsboro Repertoire Festival - Hillsboro Area

Chairperson: Susan Todd

Registration Deadline: 2025-10-04

Event Dates: 2025-10-25 - 2025-10-25

[Register](#)

On the next screen the “View Summary / Checkout” button will be used later. The table has a summary of your participation so far.

Hillsboro Repertoire Festival - Hillsboro Area

[View Summary / Checkout](#)

Students Registered	3
Total Student Time	06:00
Student Fees	\$90
Registration Fees	\$0
Total Fees	\$90

Below this you will see a list of your Registered and Unregistered Students. If a student chooses to withdraw before the deadline, you can just click on Remove.

Registered Students

	First Name
Remove	Malachi
Remove	Lila
Remove	Hannah

Unregistered Students

First Name	L
ZEvelyn	K

When you are ready, click on a student you would like to enter and complete all the date, then press Submit. Remember to strictly limit your scheduling requests. After entering a piece, you may click Add Title to add another if appropriate.

Competitive

Title No. 1:

Movement:

Composer:

Time:

Era:

Add Title

Accompanist Name:

First Preferred Performance Date:

Second Preferred Performance Date:

ANY



ANY



Summary for Level

Total Time:	Performance Time:	Festival Fee:
06:00 min	00	\$30

Time Restriction

- This student can only participate during a certain time of day due to
EXTREME CIRCUMSTANCES (strict religious reason, SAT testing, etc.)

Submit

After you click Submit you will be returned to the Registration page and can see your student in the Registered Students section. Continue with this process until all students are registered.

When you want to get back to edit your registration on another day, it's most helpful to get there from your Teacher Dashboard. You'll see a list of events you've started registration for and how many students are entered so far. [Click Edit Registration under whichever event you want to work on.](#)

My Students

You currently have 20 students in your active student list.

[Edit Students](#)

[Add Student](#)

My Registrations

You have students registered for the following events:

Westside Recital - Hillsboro Area

Chairperson: Sarah Ball

Number of students: 7

[Edit Registration](#)

Hillsboro Repertoire Festival - Hillsboro Area

Chairperson: Susan Todd

Number of students: 4

[Edit Registration](#)



2025 Fall Syllabus: Classical Piano All Levels - Hillsboro Area

Chairperson: Junko Gilliland

Number of students: 5

[Edit Registration](#)

FINAL step – payment. ONLY COMPLETE THIS ONCE YOU ARE ALL SET WITH EVERY STUDENT!

When you are satisfied that all is complete, click [View Summary / Checkout](#) which will take you to a summary page. You may want to click [Open to Print](#) which will open a pop-up (you may need to adjust any pop-up blocker settings.) If anything needs adjusted, click [Edit Registration](#) and make your changes. Review, once more, and if all is good, click [Checkout](#).

You can go back and edit anything you need to over the course of many days (until the deadline.) Save [Checking Out](#) for the last step, keeping the deadline in mind. Checkout must be completed before 11:59 p.m. on deadline day. You might want to mark your calendar a day or two earlier, so you're not caught by computer glitches.

Questions? Ask a colleague, then your Festival Chair. Remember to be patient, we're all learning!