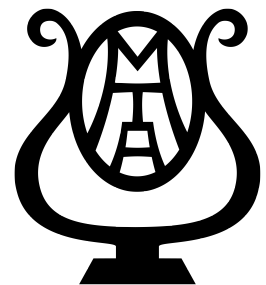


Instructions for Syllabus Chairs

OMTA Online Registration

Oregon
Music Teacher's
Association



Affiliated with Music Teachers National Association, Inc.

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Important:

If you have already created an account in the Leggiero Online Registration system, skip to Step 2. Request Chairman Status be Added to Your Account.

If chairman status has already been added to your account, or if you have already chaired an event on Leggiero, skip to Step 3. Read the General Guidelines for Syllabus Chairs.

Step 1. Create an Online Registration Account

For best results we suggest using Firefox or Chrome as your web browser.

A. Go to <https://omta.leggierosw.com>

B. Click [**Create Account**]

You will need:

- Your MTNA number
- Membership type (Active, Provisional, Student, At Large)
- Email address
- Address and phone number
- A Username and Password.

USERNAME _____

PASSWORD _____

C. When you are finished filling in your information, click [**Submit**].

D. You'll be returned to the main login page.

E. *There may be a waiting period of a few days while your MTNA number is verified.*

Step 2. Request Chairman Status be Added to Your Account

Email the state syllabus chair to activate your status as a chairman in Leggiero.

State Syllabus Chair: syllabus.chair@oregonmta.org

Step 3. Read the General Guidelines for Syllabus Chairs

A. Start by reading through the table of contents on page ii.

Click on any menu item to go directly to the page. Click the words at the top of the page to return to the table of contents.

B. For help with specific procedures, see Contents 2 of 2: Appendices on page iii.

Click on any menu item to go directly to the desired Appendix. Click the gray bar at the top to return to the Appendices menu.

Before Registration

1. Confirm Adjudicators

As soon as you receive your list of assigned adjudicators, please confirm syllabus dates. Be certain to speak personally with your adjudicators to avoid problems.

2. Order Syllabus Certificates

PORTLAND DISTRICT: Portland District Chairs do **NOT** order certificates from the state office. All packets for Portland District will be printed and mailed by the state office.

ALL OTHER DISTRICTS: Order certificates from the OMTA office in Portland. Email Robin Power. Email: office@oregonmta.org Address: PO Box 5335 Portland, OR 97228.

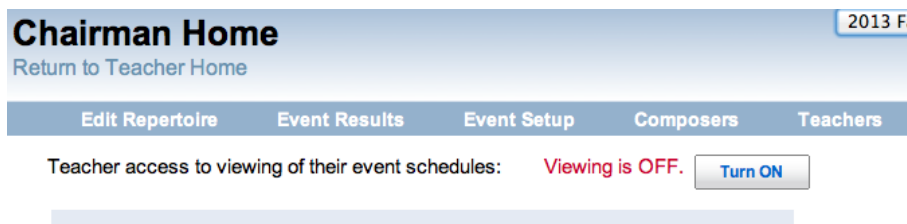
3. Set Up and Activate Your Syllabus Event (Make deadline 4 weeks before event)

This step can be completed as soon as you know the syllabus dates for your District and/or area. <https://omta.leggierosw.com>. See Appendix A, page 4.

During Registration

1. Leave the button located on the Chairman Home page so that "Viewing is OFF"

Turn it on AFTER you have completed the schedule.



2. Periodically Review the Registered Teacher List

From the Chairman Home Page click Registered Teachers to view:

- Total hours of adjudication and conference time for the whole event. To calculate an estimate of total number of adjudication days required, divide the total number of hours by 6 or 7.
- Total hours of adjudication and conference time required for each teacher
- Preferred dates
- Studios offered
- Payments due

3. Periodically Review the Registered Student List

From the Chairman Home Page click Registered Students to view:

- Students registered
- Repertoire, composers, style periods

If you see any "questionable" repertoire choices you can ask a member of the repertoire committee if any corrective action is necessary.

4. Add Composers to the Composer List, if Necessary

Only chairs and administrators can add composers to the composer list. If a teacher requests a composer to be added: See Appendix B, page 6.

5. Enter Teacher Payments Online

Open checks as you receive them and make sure the amount received is equal to the total amount due on the invoice. Please do not wait until last minute. See Appendix C, page 7.

6. Send the checks to the District Treasurer with a copy of the Grand Total Sheet

- Click [**Print**] from the top menu bar of the chairman home page.
- Click [**Grand Total Sheet**].
- Look in your downloads folder or desktop if the file doesn't open up automatically.

After Registration

1. Schedule Syllabus Exams (finish schedule 3 weeks before syllabus)

Note: The scheduling function is disabled until midnight of the deadline so that teachers can make changes right up to the last minute without affecting the schedule.

Here are some things to keep in mind when scheduling:

- Schedule adjudicators for a complete day, 6 to 7 hours of adjudication. If you need to schedule a longer or shorter day, **call the adjudicator first**.
- Include a 15-minute break in the morning and afternoon and a 1-hour lunch period.
- Start the day at 9:00 a.m., unless you have permission from both the host and the adjudicator to start earlier or later. If you are scheduling 7 hours of adjudication the day will be done by 5:30, including the two 15-minute breaks and 1-hour lunch period.
- Not every teacher will get their first choice when scheduling and you will not need to use every studio offered. Begin with teachers that offer their studios and add teachers to that studio to make a complete day. Scheduling is always a puzzle; just do your best to come up with 6 to 7 hour days.
- Early in the process, confirm with the studio host the use of his/her studio before finalizing the schedules.

2. Edit Student Registrations if Necessary

Teachers cannot make changes to their student registrations after the deadline. If a change is absolutely necessary, the chairman can make the change for them. See Appendix D, page 8.

After the Schedule is Complete

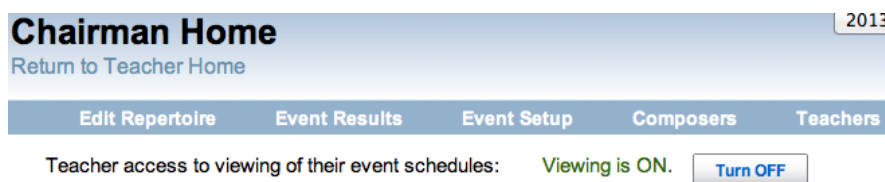
1. Print a Reference Copy of the Completed Schedule (3 weeks before)

This printed copy of the schedule is for your records.

From the Chairman Home page, click [**Print**]. Then click [Syllabus Reference Schedules](#) to download and print a copy of the completed schedule.

2. Turn on Schedule Viewing for the Teachers (3 weeks before)

Click the button located on the Chairman Home page that allows teachers to view their schedules online so that "Viewing is ON".



3. Send Bulk Email Announcements that Schedules are Ready (3 weeks before)

No schedule changes 2 weeks before syllabus.

A. All Participating Teachers

See Appendix I, page 15.

B. Adjudicators.

See Appendix I, page 16.

C. Host/Contact Teachers

See Appendix I, page 16.

4. Finalize/Edit Schedules (2 weeks before)

Before the studio packets are printed you may make changes, such as rearranging the playing order of a teachers students, etc. If you do rearrange the schedule, be sure to send an email to the teachers/adjudicators who are effected by the change.

5. Forfeits

If a student forfeits after the schedule has been posted, and before the packets are printed, you may move them to the beginning or the end of the day to tighten up the schedule for the adjudicator.

Note: **Leave students who have forfeited somewhere on the schedule so that the adjudicator can still receive payment.**

6. Download and Print the Studio Packets (2 weeks before)**PORTLAND DISTRICT**

Email the state office that your schedules are ready for printing and mailing.

Type "**Syllabus Packets Ready** (your district and area)" in the subject line.

Send to: office@oregonmta.org

ALL OTHER DISTRICTS: See Appendix J page 17 for printing instructions.

7. Fine!

Set Up and Activate Your Syllabus Event

1. Login to your teacher account at <https://omta.leggierosw.com> and click on the **[Chairman]** link in the top green menu bar of the Teacher Home page.
2. From the Chairman Home page, Click **[Event Setup]** in the blue menu bar.
3. Click **[Create a New Event]**.
4. Answer the questions from the drop down menus as they appear.
5. Choose the Event Dates.

The Event dates are the dates of the actual event. Choose each date one at a time by clicking the small calendar icon and then clicking on a date from the popup calendar. As you select dates, they are listed in the blue section on the right side of the screen. You can add additional dates later, if you need them.

6. Choose the Registration Start Date, Registration Deadline, Postmark Deadline, and Archive Date.

Registration Start Date:

This is the day that registration for this event becomes available. You may choose today or set up an event in advance to activate automatically on a date in the future.

Registration Deadline: (4 weeks before syllabus)

Registration will turn off at 11:59 PM on this date.

Important: After this time, no new students can be registered for the event by the teacher or the chairman. You can, however, extend the deadline in an emergency situation. Just be sure to change the deadline back if you don't want to let anyone else register.

Postmark Deadline: (at least one day after the registration deadline)

The payment envelope must be postmarked by this date. Be sure to choose at least one day AFTER the registration deadline. Also, check for postal holidays and weekends before choosing this date. (i. e. Choosing a Sunday or a holiday like Columbus Day as the postmark deadline will cause you to receive a lot of phone calls or emails asking if the payment can be mailed a day or two later!) You can do a Google search on the current year's postal holidays.

Archive Date: (3 weeks after the last day of the event)

Once the event is archived, you can still look it up if you need to, but it's out of the way.

7. Out of District Registration Fee

If your district charges an out of district *per student* fee, indicate the amount here. i.e. 10.00. (No dollar sign).

Per Student Additional Out of District Fee: \$

If you need an additional District, per student fee for teachers who do not pay dues to your District, enter it here, numbers only please.
Otherwise, leave this as zero.

Event Title: 2014 Fall Syllabus: All Levels Division Classical Piano: Tualatin Valley District

8. Review Event Details for Accuracy.

Look over the Event Details in the blue area to the right of the Event Setup page.

9. Click **[Submit]** at the end of the series of questions (you may need to scroll down) and then Click **[OK]** after reading the popup window.

10. Activate the Event by clicking the **[Activate]** button from the Event Setup page.

To make the event available for teacher/student registration you must **activate** it. This extra step gives you a chance to double check your dates, etc. before it becomes available for registration. If you have chosen a registration start date that is in the future, you may activate the event now and it will automatically “turn on” at 12:01AM of the registration start date.

The following Events have NOT been activated.

Click on an event name to edit and/or activate the event. Once an event has been activated, it is available for teacher registrations at 12:01 AM of the registration start date.

Activate

Delete

[2013 Spring Syllabus: Division - Lower : Classical Piano: P](#)

Registration Start Date: 2013-01-20

Registration Deadline: 2013-02-16

How to Add Composers to the Composer List

Teachers may NOT add composers to the list.

If a composer is not in the list, teachers may choose "Unknown" from the list to complete their registration, then contact the chairman to add their desired composer.

Note: Our list of composers is constantly growing. The purpose of this controlled list is to keep the spelling of the composer names accurate and consistent on all of the printed programs generated from the system.

1. From the Chairman Home page, click [**Composers**] in the blue menu bar to access the **Composer Management** page.
2. Make sure that no one else has already entered the composer.
If you received an email about a missing composer from a teacher and it has been more than a day or two, another chairman may have already entered that composer.
To check: type the **last name** of the composer into the search box (you may also scroll down the list to look for the name). If the composer is not there, proceed with Step 3.
3. Click [**Add Composer**] and type in the first and last name, making sure to spell the name correctly!
4. If you don't know the dates for the composer or they are still living, enter zeros (0) into the date fields.
5. Click [**Submit**].

Composer Management

[Return to Chairman Home](#)

Add Composer

Edit Composer

Search Composers by Last Name:

alt

Alt, Hansi
Altenburg, Johann Ernst
Altman, Lauri
Altuna Mascarua, Juan Maria Blas

box to find and

umn.

Last Name	First Name
.	.

How to Enter Teacher Payments

1. From the Chairman Home page, click **Registered Teachers** to access the Registered Teacher List.
2. If the payment amount equals the Total Fee click the **[Paid]** button and write the check number in the Notes box. The Fee Paid amount will be filled in *automatically*.
3. If the payment *does not* equal the Total Fee, click the Fee Paid box to enter the amount manually, then click **[Save]**. Contact the teacher to resolve the issue.

Fee Paid	Click Paid	Check No. (or not)
193.00		472
		1563
		1206

How to Edit a Student Registration for a Teacher

Teachers cannot make changes to their own registrations after the deadline. If a change is absolutely necessary, the chairman can make the change for them.

1. From the Chairman Home page, click on [**Registered Students**] to access the Registered Student List.
2. Double click on the student name.

Changing Level or Exam Type:

Use **EXTREME CAUTION**. The form will reset and all of the student's repertoire, times, composers, etc. will be lost. If you must change the level or exam type (examination, demonstration, audition), print the page first so that you can re-enter the information.

Editing repertoire, preferred times, composers, performance times:

These types of changes will NOT reset the entire form. Just go ahead and make the change(s).

3. Click [**Save Changes**].

Schedule - Setup Locations, Dates, & Adjudicators

Before scheduling the student exams, set up the locations, dates, and adjudicators. This is like making a “container” to put the students and teacher conferences into.

1. From the Chairman Home page, click the **[Add/Edit Locations]** button. This takes you to the **Add/Edit Locations** page.

Hint: You may want to look at or print the Registered Teacher List to plan a scheduling strategy.

2. Choose a date from the drop-down menu.
3. Choose an adjudicator from the drop-down menu.

Date	Adjudicator	Location	Contact/Host	Start	End	Schedule
2013-09-21: Saturday	Unknown, Placeholder	Jeff TESTER Studio	TESTER, Jeff	09:00 AM	12:30 PM	Schedule
2013-09-21: Saturday	Unknown, Placeholder	Mary Lightpolarity Studio	Lightpolarity, Mary	09:00 AM	01:20 PM	Schedule
2013-09-22: Sunday	Unknown, Placeholder	Jeff Goddard Studio	Goddard, Jeff	09:00 AM	12:00 PM	Schedule

Hint: If you are not sure which adjudicator to assign to a specific date, choose “Unknown, Placeholder” for now. You can change it later.

Hint: Click the **[Schedule]** button in the last column of a row to schedule that location and day.

4. Choose a location (host studio) for the date that you selected by clicking one of the buttons:
[Volunteer Contact/Hosts]

These teachers have offered their studios. Choose hosts from this list first. The studio name and address will automatically be filled in. If all information is correct, click **[Submit]**. If the teacher has made arrangements for a venue other than their home studio, you can change the venue name and address, then click **[Submit]**.

[All Registered Teachers]

Choose this option if there are not enough volunteers for one of the days. You may need to contact a teacher and persuade them to volunteer. If a teacher with a full day of adjudication can not use their own studio, they must make arrangements to use another venue and provide you with the name and address (store, church, school, etc). They will also be responsible for bringing the packet to the venue, monitoring their students, and sending the completed grade report back to the chairman.

[All Teachers]

Sometimes a very generous teacher who is not registered for the event might volunteer their studio. Choose them from this list.

Schedule Student Exams

Once a date and location for the event has been set up, you may begin scheduling students.

1. From the Chairman Home page, find the **Syllabus Location List** under the **[Add/Edit Locations]** button. Click anywhere on the row of the location you would like to schedule. This will take you directly to the **Schedule Syllabus** page.

Chairman Home

2013 Fa

[Return to Teacher Home](#)

[Edit Repertoire](#)
[Event Results](#)
[Event Setup](#)
[Composers](#)
[Teachers](#)
[Email](#)
[Print](#)

Teacher access to viewing of their event schedules: Viewing is OFF. [Turn ON](#)

Chairman: Ramona Goddard
Registration Deadline: Sunday, August 4, 2013
Event Dates: Saturday, Oct 26th : Sunday, Oct 27th : Monday, Oct 28th

[Registered Teachers:](#) 1
[Registered Students:](#) 3
Scheduled = 0 Unscheduled = 3

View Scheduled Students

Add/Edit Locations

As you add locations they appear in the table below. Click any row to schedule that location.

Syllabus Location List

Date	Adjudicator	Location	Contact/Host	Start	End
2013-10-26: Saturday	Unknown, Placeholder	Ramona Goddard Studio	Goddard, Ramona	09:00 AM	09:00 AM

2. Find the table on the right side of the Schedule Syllabus page. (Look under the **[Add/Edit Locations]** button on the right side of the page.)
3. Confirm that the date, location, and adjudicator are correct. To change the date, location or adjudicator, click the **[Add/Edit Locations]**.button.

Schedule Syllabus

Return to Chairman Home

Add/Edit Locations

Teacher Name:
Special Circumstances:
Submit Search

Student Name:
Clear Search

This Search function searches
Unscheduled Performers Only.

	Date	Location	Adjudicator	Start	End
View	Sat-Oct 26th	Ramona Goddard	Unknown, Placehc	09:00 AM	09:00 AM

Unscheduled Students
Scheduled Students
View Conferences
Add Lunch/Break
Add Selected Row(s)

DATE: Sat-Oct 26th **Studio:** Ramona Goddard Studio **Adjudicator:** Unknown, Placeholder

Teacher Name	Student Name	Order	Age	Level	Start	Time	Date 1	Date 2	Special Circumstances	
No Students Registered										Remove

- Confirm the start time. The start time is automatically set to 09:00 AM, but you can change it. Click on the start time to edit. Type in the new start time. Make sure to add AM or PM. Click **[Save]**.

You may change the start time of a schedule/day at any time. If you change it **after** sending the schedule announcement emails, you'll need to let the teachers and adjudicators know about the change!

- Click **[View]** to see the schedule of exams and conferences for that date and location

- Click **[Unscheduled Students]** to find the full list of students that still need an exam scheduled.

Schedule Syllabus

[Return to Chairman Home](#)

Teacher Name:

Student Name:

Special Circumstances:

Submit Search
Clear Search

This Search function searches
Unscheduled Performers Only.

	Date	Location	Adjudicator	Start	End
View	Sat-Sep 21st	Mary Lightpolarity	Unknown, Placehc	09:00 AM	09:00 AM
View	Sat-Sep 21st	Jeff TESTER Stuc	Unknown, Placehc	09:00 AM	09:00 AM

Unscheduled Students
Scheduled Students
View Conferences
Add Lunch/Break
Add Selected Row(s)

DATE: Sat-Sep 21st
Studio: Jeff TESTER Studio
Adjudicator: Unknown, Placeholder

Teacher Name	Student Name	Order	Age	Level	Start	Time	Date 1	Date 2	Special Circumstances
No Students Registered									

Unscheduled Student List

Teacher Name	Student Name	Order	Age	Level	Time	Date 1	Date 2	Special Circumstances
Lightpolarity, Mary	Snodgrass, Cheryl	0	6	1	:20	Sat-Sep 21st	Mon-Sep 23rd	
Lightpolarity, Mary	Swampland, Marsha	0	13	3	:30	Sat-Sep 21st	Mon-Sep 23rd	
Goddard, Jeff	Slappy, Happy	0	9	4	:30	Sun-Sep 22nd	Sat-Sep 21st	
Goddard, Jeff	Bullfrog, Jonny	0	11	3	:30	Sun-Sep 22nd	Sat-Sep 21st	
Goddard, Jeff	Cricket, Jimminy	0	22	6	:40	Sun-Sep 22nd	Sat-Sep 21st	
Goddard, Jeff	Thonny, Billiebob	0	15	2	:20	Sun-Sep 22nd	Sat-Sep 21st	
Goddard, Jeff	Pinhead, Michael	0	24	6	:40	Sun-Sep 22nd	Sat-Sep 21st	
Goddard, Ramona	Makenna, Shontu	0	25	6	:40	Sun-Sep 22nd	Mon-Sep 23rd	

7. Click on a student you would like to add to the schedule. You will see a gold highlight.

Unscheduled Student List

Teacher Name	Student Name	Order	Age	Level	Time	Date 1	Date 2	Special Circumstances
Goddard, Jeff	Slappy, Happy	0	9	4	:30	Sun-Sep 22nd	Sat-Sep 21st	
Goddard, Jeff	Bullfrog, Jonny	0	11	3	:30	Sun-Sep 22nd	Sat-Sep 21st	
Goddard, Jeff	Cricket, Jimminy	0	22	6	:40	Sun-Sep 22nd	Sat-Sep 21st	
Goddard, Jeff	Thonny, Bliebobb	0	15	2	:20	Sun-Sep 22nd	Sat-Sep 21st	
Goddard, Jeff	Pinhead, Michael	0	24	6	:40	Sun-Sep 22nd	Sat-Sep 21st	
Goddard, Jeff	Jones, Bliebobb	0	10	2	:20	Sun-Sep 22nd	Sat-Sep 21st	
Goddard, Ramona	MaHone, Shorty	0	25	6	:40	Sun-Sep 22nd	Mon-Sep 23rd	
Lightpolarity, Mary	Snodgrass, Cheryl	0	6	1	:20	Sat-Sep 21st	Mon-Sep 23rd	
Lightpolarity, Mary	Swampland, Marsha	0	13	3	:30	Sat-Sep 21st	Mon-Sep 23rd	
TESTER, Jeff	Thomas, Bennie	0	6	4	:30	Sat-Sep 21st	Sun-Sep 22nd	
TESTER, Jeff	Oregon, Sunny	0	8	2	:20	Sat-Sep 21st	Sun-Sep 22nd	Sat - Sep 21st AM,
TESTER, Jeff	Orange, Mandarin	0	15	8	:45	Sat-Sep 21st	Sun-Sep 22nd	

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8. Click [Add Selected Row(s)]. The student's information will be added to the schedule.

Each student will be added to the end of the schedule. You can place the student anywhere in the schedule by dragging and dropping the row.

Power User Tip: You can select multiple students all at once, by clicking on the top row, hold [SHIFT] and click the bottom row. Click [Add Selected Row(s)].

Power User Tip: You can select multiple students, by holding [CTRL] and selecting the rows one at a time. For Mac users, hold [COMMAND] and select the rows one at a time.

9. To find all students for a teacher, you can type the last name of the teacher in the Teacher Name box. Click [Submit Search].

Teacher Name:

Special Circumstances:

Submit Search

This Search function searches
Unscheduled Performers Only.

Student Name:

Clear Search

Schedule Breaks and Lunches

1. Add Breaks and Lunches, by clicking **[Add Lunch/Break]**.
2. Find “Choose a Break Type and Duration” located under the schedule you are working on. You may need to scroll down.
3. Choose a break type and a duration from the drop-down menus, and click **[Submit]**.
The break or lunch will be added to the end of the schedule. You can place the break or lunch anywhere in the schedule by dragging and dropping the row.

Schedule Syllabus
Return to Chairman Home

[Add/Edit Locations](#)

Teacher Name:

Student Name:

Special Circumstances:

This Search function searches Unscheduled Students Only.

To see the schedule for a date, click the view button.

	Date	Location	Adjudicator	Start	End
View	Thu-Oct 1st	Ramona Goddard	Unknown, Placeholder	09:00 AM	09:30 AM

[Unscheduled Students](#) |
 [Scheduled Students](#) |
 [View Conferences](#) |
 [Add Lunch/Break](#) |
 [Add Selected Row\(s\)](#)

DATE: Thu-Oct 1st
 Studio: Ramona Goddard Studio
 Adjudicator: Unknown, Placeholder

Teacher Name	Student Name	Order	Age	Level	Start	Time	Date 1	Date 2	Special Circumstances
Goddard, Ramona	Peety, Sweetie	0	15	3	9:00 AM	:30	Thu-Oct 1st		

[Remove](#)

Choose a Break Type, and a Duration

Choose
 Duration

Schedule Teacher Conferences

1. Click **[View Conferences]** to view the full list of unscheduled conferences.

DATE: Sat-Sep 6th **Studio:** Ramona Goddard Studio **Adjudicator:** Unknown, Placeholder

Teacher Name	Student Name	Order	Age	Level	Start	Time	Date 1	Date 2	Special Circumstances	
Goddard, Ramona	Kitty, Amanda	0	8	5	9:00 AM	:30	Sat-Sep 6th			Remove
Goddard, Ramona	Brown, Emil	0	15	5	9:30 AM	:30	Sat-Sep 6th		Sat - Sep 6th PM,	Remove
Goddard, Jeff	MaHone, Longie	0	15	8	10:00 AM	:45	Sat-Sep 6th			Remove
Goddard, Jeff	Goddard, Jeff	0	18	2	10:45 AM	:30	Sat-Sep 6th			Remove

Unscheduled Teacher Conference List

Teacher Name	
Goddard, Jeff	Add Conference
Goddard, Ramona	Add Conference
Goddard, Ramona	Add Conference
Goddard, Ramona	Add Conference

Note: If teacher has signed up for 2 or more conferences, his or her name will be listed once for each conference.

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2. Find the **Unscheduled Teacher Conference List** located under the schedule you are working on.

- Click **[Add Conference]**.

The conference will be added to the end of the schedule. You can place the conference anywhere in the schedule by dragging and dropping the row.

Adding Teacher Conferences after the Deadline

Teachers may want to sign up for additional conferences after the registration deadline. It is NOT necessary to extend the deadline for this action.

- Have the teacher to log in to their teacher account.
- Click on the event name in the blue letters on the Teacher Home page.
- Click the **[Edit Choices]** button on the Teacher Registration Summary page.

Date Choices	Sat-Sep 6th		
Offer Studio	Yes		
Studio Availability	Sat-Sep 6th		
Teacher Conference	Yes		

[Print Invoice](#)

[Edit Choices](#)

[View Registration Summary](#)

4. Update the number of conferences from the pop-up menu.

All teachers are required to schedule a 15-minute conference for each Syllabus event. You may schedule more.

Teacher Conferences ☒ 2

0
1
2
3
4
5

[Re-Submit](#) [Cancel](#)

5. Click **[Re-Submit]**.

6. Send the additional conference fee to the chairman.

Send Bulk Emails

Send emails to the teachers, adjudicators, and hosts.

Email Teachers Schedules are Ready to View Online

1. From the Chairman Home Page, click **[Email]** in the blue menu bar.
2. Under **Send to all participating teachers:** click **[Schedules are Ready]**.

Email	2013 Fall Syllabus Eugene District
Return to Chairman Home	

Click on the email subject you would like to send. You will be able to edit the email before sending it.

Send to all participating teachers:

2013 Fall Syllabus - Eugene: [Schedules are Ready](#)
 2013 Fall Syllabus - Eugene: [Custom Email this group](#)

Send to Adjudicators:

2013 Fall Syllabus - Eugene: [Email Schedules to Adjudicators](#)
 2013 Fall Syllabus - Eugene: [Custom Email an Adjudicator](#) (Choose One)

3. You will see a prewritten message instructing the teachers to login into their teacher account to view and print their schedule. You may edit this message or send it as is by clicking **[Send Bulk Email]**.

Email	2013 Fall Syllabus Eugene District
Return to Chairman Home	

Subject

Mail Text

Select A File To Upload:
 no file selected

Email Host/Contact Teachers

1. From the Chairman Home Page, click **[Email]** in the blue menu bar.
2. Under **Send to Host/Contact Teachers**: click **Email Schedules to Hosts**.
You may edit the text before sending.
3. Click **[Send Bulk Email]**.
Hosts will receive an email with a PDF attachment of their schedules.

Email Adjudicators

1. From the Chairman Home Page, click **[Email]** in the blue menu bar.
2. Under **Send to Adjudicators**: click **Email Schedules to Adjudicators**.
You may edit the text before sending.
3. Click **[Send Bulk Email]**.
Adjudicators will receive an email with a PDF attachment of their schedules.

Email an Individual Adjudicator an Updated Schedule

If you change an adjudicator's schedule you can email them instructions to view their updated schedule online.
You may edit this message before sending it.

1. From the Chairman Home Page, click **[Email]** in the blue menu bar.
2. Under **Send to Adjudicators**: click **[Choose One]** and select an adjudicator from the drop down menu.
3. Click **[Send Email]**.
Adjudicator will receive an email advising them to check their adjudicator schedule online for changes.

Download and Print Packets and Certificates

Portland District: Email the State Office office@OregonMTA.org that your packets are ready for printing. Type “**Syllabus Packets Ready** (your district and area)” in the subject line.

All other districts: Follow the instructions below.

1. From the Chairman Home Page, click [**Print**] in the blue menu bar to go to the Print Job Management page.
2. Click [**Syllabus Studio Packets**] to download and save the PDF for the syllabus studio packets to your computer.
3. Click [**Syllabus Certificates**] to download and save the PDF for the syllabus certificates to your computer.
4. Find the two files on your computer.
Hint: Look in your downloads folder or on your desktop.

5. Save the two files to a thumb drive (sometimes called a flash drive).

6. Take the thumb drive and the appropriate number of blank certificates to a printer of your choice.

Note: You may not want to use your home printer, as the documents can be quite large. You may also email the files (PDFs) to the printer, but will still need to deliver the blank certificates in person.

7. Extra Supplies

For each host you will also need:

- One 9 x 12 manila envelope.
- One stamped letter-sized envelope addressed to the state office (see below) This envelope is for the host to send the completed **Adjudicator Grade Report** to the State Office so the grades can be entered.

8. Compile the Packets

- The printed materials are sorted by date and location. Separate them into the appropriate packets, with the certificates for each day’s schedule loose at the end of the materials for that day.
- It is not necessary to paper clip the certificates to the student entry/comment forms.

• Contents of the Studio Packets

- A. 1 sign for marking the entrance of the studio
- B. 2 copies of the schedule. (1 for the waiting area. 1 extra)
- C. 1 Host Studio Instructions
- D. 1 stamped, regular sized envelope addressed to the State Office
OMTA State Office
PO Box 5335
Portland OR 97228

- E. 1 copy of the **Adjudicator Grade Report**

Be sure to remind hosts to keep track of this form and SEND IT TO THE STATE OFFICE.

- F. Teacher/Adjudicator Conference Forms (only for those who signed up for conferences)
- G. Student Entry Forms/Comment Sheets
- H. Student Certificates

9. Deliver or mail the packets.

How to Change the Registration Deadline

1. Login to your teacher account and click on the [**Chairman**] link in the top green menu bar of the Teacher Home page.
2. From the Chairman Home page, Click [**Event Setup**] in the blue menu bar.
3. Click on the name of the event that you would like to change.
4. Find the Registration Deadline date in the blue area to the right.
5. Click [**Delete**] to delete the old date.
6. Click the calendar icon next to Registration Deadline.
7. Choose a new date from the pop-up calendar.
8. Click [**Submit**] (you may need to scroll down).

The Chairman Home Page

1. Schedule Viewing: Turn on or off the online schedule view. Leave this off until you are completely finished with the schedule and you are about to send the bulk email announcing that the schedules are ready to view online.

Chairman Home 2013 Fa
Return to Teacher Home

Edit Repertoire Event Results Event Setup Composers Teachers Email Print

Teacher access to viewing of their event schedules: **Viewing is OFF** **Turn ON**

Chairman: Ramona Goddard
Registration Deadline: Sunday, August 4, 2013
Event Dates: Saturday, Oct 26th : Sunday, Oct 27th : Monday, Oct 28th

Registered Teachers: 1
Registered Students: 3
Scheduled = 0 Unscheduled = 3

View Scheduled Students

Add/Edit Locations

Teacher Home
Oregon Music Teachers' Association
Logged in as Ramona. Your last login was on August 11th, 2013

TEACHER HOME
MY STUDENTS
FESTIVALS
SYLLABUS
ARCHIVES
EDIT MY ACCOUNT
LOG OUT

My Students
You have 10 students in your active student list.
To view, edit, or add new students to your list, click [here](#), or on My Students in the menu to the left.

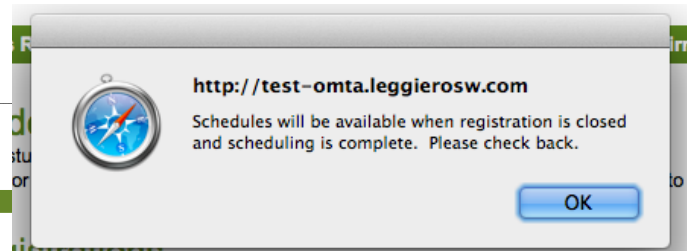
My Registrations
You have students registered for the following event(s):
Click on an event below to view or edit the registration details.

[2013 Fall Syllabus: Division - Lower : Classical Piano: Eugene](#): 6 Student(s)
View Your Schedule

[2013 Fall Syllabus: Division - All Levels : Classical Piano: Central Oregon](#): 3 Student(s)
View Your Schedule

To register for another event click on Festivals or Syllabus in the menu to the left.

Note: When the Viewing is OFF, teachers who click the [**View Your Schedule**] button will see the following message:



2. Review registration deadline and event dates.

Chairman: Ramona Goddard
Registration Deadline: Thursday, August 8, 2013
Event Dates: Saturday, Sep 21st : Sunday, Sep 22nd : Monday, Sep 23rd

3. View Registered Teachers.

Click the blue letters to go to the Registered Teacher list. This is where you can keep track of payments, time required by each teacher, total time required for the event, preferred dates, and studios offered.

[Registered Teachers:](#) 5
[Registered Students:](#) 20
 Scheduled = 0 Unscheduled = 20

4. View Registered Students.

Click the blue letters (Registered Students) to go to the Registered Student list. This is where you can review the student levels, ages, repertoire, composers, and special scheduling requests. To edit or delete a student registration, double click the student name to open their registration form.

5. [View Scheduled Students] button.

The purpose of this button is to:

1. Check to be sure all scheduling requests have been honored.
2. Quickly find a student who has already been scheduled. If you have a very large district and a teacher requests a schedule change, you can go directly to their current schedule on the Schedule Syllabus page by clicking their name from this list.

View Scheduled Students

6. [Add/Edit Locations] button

After the registration deadline has passed, you may begin the scheduling process by clicking the [Add/Edit Locations] button.

See Appendix E, page 9.

Note: *This button does not show up on the Chairman Home page until after the registration deadline.*

Chairman Home

[Return to Teacher Home](#)

[Edit Repertoire](#) [Event Results](#) [Event Setup](#) [Composers](#) [Teachers](#) [Email](#) [Print](#)

Teacher access to viewing of their event schedules: Viewing is ON.

[Turn OFF](#)

Chairman: Ramona Goddard
 Registration Deadline: Thursday, September 5, 2013
 Event Dates: Saturday, Sep 21st : Sunday, Sep 22nd : Monday, Sep 23rd

[Registered Teachers:](#) 5
[Registered Students:](#) 20
 Scheduled = 20 Unscheduled = 0

View Scheduled Students

Add/Edit Locations

As you add locations they appear in the table below. Click any row to schedule that location.

Syllabus Location List

Date	Adjudicator	Location	Contact/Host	Start	End
2013-09-21: Saturday	Unknown, Placeholder	Jeff TESTER Studio	TESTER, Jeff	09:00 AM	12:30 PM
2013-09-21: Saturday	Unknown, Placeholder	Mary Lightpolarity Studio	Lightpolarity, Mary	09:00 AM	01:20 PM
2013-09-22: Sunday	Unknown, Placeholder	Jeff Goddard Studio	Goddard, Jeff	09:00 AM	12:00 PM

Hint: After you have set up one or more locations, click a row in the **Syllabus Location List** to go to the Schedule Syllabus page.

7. The Menu Bar

Edit Repertoire	Event Results	Event Setup	Composers	Teachers	Email	Print
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Edit Repertoire.

Edit titles and movements. Click on the title or movement. Make the changes. Click [**Save**].

Note: To change a composer, you must do it from the student **Edit Registration Form**. See Appendix D, page 8.

Event Setup.

Click here to set up your event. See Appendix A, page 4.

Composers.

Add missing composers to the database (if necessary). See Appendix B, page 6.

Teachers.

The complete list of teachers who have an account in the system. Click a name to view address details.

Email.

Send bulk emails to registered teachers, host studios, and adjudicators. See Appendix I, pages 15 & 16.

Print.

Download and print reference schedules, packets and certificates. See Appendix J, page 17.