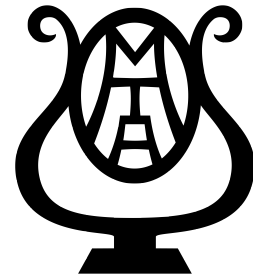


Instructions for Syllabus Teachers

OMTA Online Registration

Oregon
Music Teachers
Association



Affiliated with Music Teachers National Association, Inc.

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OMTA Syllabus Registration Instructions

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

(Mac users may also use Safari)

What you need to get started

Note: If you have already set up an account and added students to your list, skip to page 4.

- Your MTNA number.
- Your membership type. (Active, Student, At Large, or Non-member)
- An email address where you wish to receive important messages from the chairmen of events that you are registered for.
- Your address and phone number.
- Choose a username and password. **Please remember these - you will need them!**

USERNAME _____

PASSWORD _____

Account Set-Up and Student List

1. Create an Online Registration Account

- Go to <https://omta.leggierosw.com>
- Click on [**Create Account**].
- When you are finished filling in your information, click [**Submit**].
- You'll be returned to the login page.
 - **Note:** Your account may be on hold for a few days while your membership status is verified.

2. Add Students to your Student List

- Log in to your new account.
- Click on [**My Students**] in the menu bar to the left.
- Click [**Add New Student**].
- Fill in student information and click [**Submit**].
- Ages and years studied will be updated automatically each year.
- If student will participate in syllabus, include a cell phone number to be used in case of emergency on day of exam.
- Repeat for each student.
- Click [**My Students**] to view your student list.

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Syllabus Registration

1. Choose a District.

- Click on [Syllabus] in the menu bar to the left.
- Choose an OMTA Syllabus District from the pop-up list.
- Click on the name of the syllabus event you would like to register for.

2. Choose Preferred Dates, Studio Availability and whether you would like a Teacher Conference.

- Choose your 1st and 2nd choice for preferred dates.
 - If you are not sure of your preferred dates, choose two dates and change them later (see page 4 - Edit Preferred Days).
 - Note: You **MUST** choose two dates unless your district only has one date.
- Indicate whether or not your studio is available for exams by clicking the [Yes] or [No] button.
- If your studio is available, choose one or more dates from the pop-up list.
- The **Teacher Conference** button is set to [1] by default. If you have special permission to be exempt from a teacher conference, change the number in the pop-up menu to [0].
- Click [Submit].
- You now have a Teacher Registration Summary page set up for registering your students for the district and/or area that you have chosen.
 - Note: Once you go through the initial steps above, a link to this registration page will be on your Teacher Home Page under My Registrations.

3. Enter Student Exam Level, Exam Type, and Repertoire Information

- Click on a student name from the *Unregistered Student List* to open up a registration form for that student.
- Choose an exam type (Evaluation, Demonstration, or Audition).
- Fill in repertoire information. (See page five for helpful hints and FAQ's).
- Click [Submit].
- Your times and fees will be calculated automatically.

4. Print an Invoice and a Registration Summary for Your Records

- From the Teacher Registration Summary page, click [Print Invoice].
- From the Teacher Registration Summary page, click [View Registration Summary].

5. Mail Payment to the Chairman

- See invoice for the total amount due, payment postmark due date, and chairman address.

6. If you have any questions or need help, please contact your syllabus chairman.

Helpful Hints and FAQs

Repertoire

1. Repertoire Periods – Classical Piano Syllabus

- Please check your syllabus manual for repertoire requirements. *If there are specifically required periods for a level (Levels III, IV, V, and VI) you will need to enter the pieces for those required periods first.* The remaining “choice” period pieces may be added in any order.

Composers

1. How to Enter Composers

1. Type the LAST NAME of the composer into the composer blank and a list of composers will appear.
2. Click on a composer from the list.

2. What if a composer isn't in the drop down list?

1. For now, type in the word “Unknown” and choose “Unknown, Composer” from the list. (This way you will be able to complete your registration without having to start over.)
2. Email your chairman with the name of the composer you would like to have added to the list. The chairman will add the composer to the official list.
3. When the composer has been added (your chairman will let you know by email), change the composer name on the student registration form.

3. Why can't I add the name of a composer to the list?

- Only chairmen and administrators may add composers to the list.
- Chairmen will make sure the composer isn't already in the list, verify dates and double check for spelling accuracy.
- By doing it this way, the recital programs have only one (and hopefully correct) spelling for each composer. For example, if teachers are allowed to add composers, the Baroque or the Oregon Jr Bach Festival programs could have the following spellings for J. S. Bach all in one program: js bach, J. S. Bach, Johann S. Bach, j. s. bach, Johann Sebastien Bach, j Bach, and Bach. The chairmen would then have to retype all the names to match!

Conferences

1. How do I Sign Up for Another Conference or Delete a Conference?

- If the deadline has passed, email your chairman that you would like an extra conference so they will be expecting to see it in their list of teacher conferences to schedule.
- Send an extra \$17.00 to the chairman.
- If the deadline has not passed, you don't need to contact the chairman. Proceed with the next step.
- Sign up for the conference.
 - From the Teacher Home page, under My Registrations, click the blue letters of the event..
 - Click the **[Edit Choices]** button.
 - Choose the number of total conferences you would like from the pop up menu.
 - Click **[Re-Submit]**.
 - Print an updated invoice to reflect the extra conference fee.

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

[Print Invoice](#) [Edit Choices](#) [View Registration Summary](#)

Helpful Hints and FAQs

Edit Student Information

1. Edit Student Information (Age, Years Studied)

- Click on [My Students] in the menu bar to the left.
- Click on a student's name to open an Edit Student Information page.
- After making changes, click [Save Changes].

Edit Registrations

1. Edit Preferred Days

- From the Teacher Home page, under My Registrations, click the blue letters of the event.
- Click [Edit Choices].
- Make the changes, then click [Re-Submit].

2. Edit Studio Availability

- From the Teacher Home page, under My Registrations, click the blue letters of the event.
- Click [Edit Choices].
- Make the changes.
- Click [Re-Submit].

3. Edit a Student Registration

1. From the Teacher Home page click on the blue letters under My Registrations for the event you would like to edit. (i.e. 2013 Fall Syllabus Portland District Hillsboro)
2. Click the name of a student to open up a student Edit Registration form.
3. Make the necessary changes.
 - Note: If you change the TYPE or LEVEL you will need to re-enter all the repertoire, etc.
4. Click [Submit].

4. Delete a Student Registration

1. From the Teacher Home page click on the blue letters under My Registrations for the event you would like to edit. (i.e. 2013 Fall Syllabus Portland District Hillsboro)
2. Click the name of a student to open up a student Edit Registration form.
3. Click [Delete This Registration] located in the lower left hand corner of the form.
4. Click [OK] in the first pop up window.
5. Click [OK] in the second pop up window.

5. Delete Teacher Registration

Note: If you have any students registered, you will need to delete their registrations first.

- From the Teacher Home page, under My Registrations, click the blue letters of the event.
- Click [Edit Choices]
- Click [Delete Teacher Registration] located at the top right corner of the page.

2014 Fall Syllabus Student Registration Form

First Name: Winnie Last Name: Malone Age: 13

Choose a Level and an Exam Type: One Evaluation: 1

Title No. 1: song 1
Movement:
Composer Name: Bach, P.D.Q.

Title No. 2: song 2
Movement:
Composer Name: Bach, P.D.Q.

Title No. 3: song 3
Movement:
Composer Name: Bach, P.D.Q.

Delete This Registration