



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

Register for Syllabus 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.

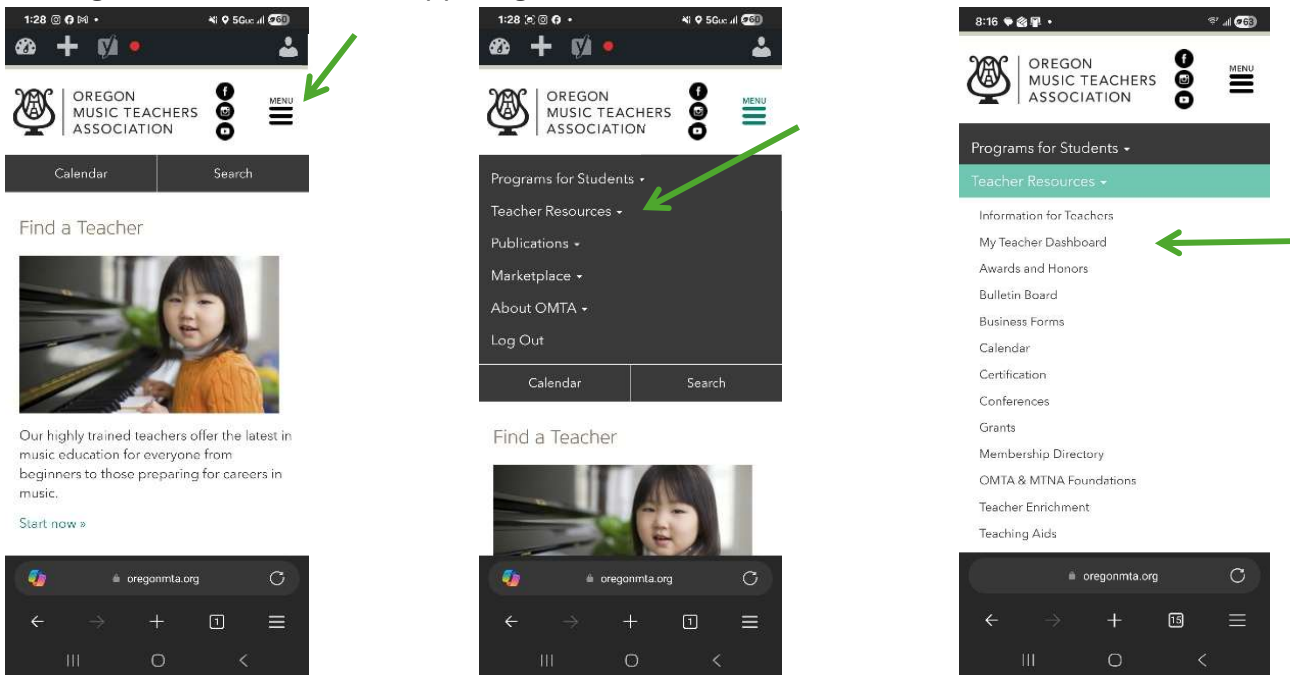
Step 2 – Gather your repertoire information

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, decision about hosting and how many teacher conferences to have, and each student’s Level, Type of Exam, Key Choices if appropriate, Complete Repertoire Information – period, title, opus, composer and accurate times for each piece.

Step 3 – Access the Teacher Dashboard

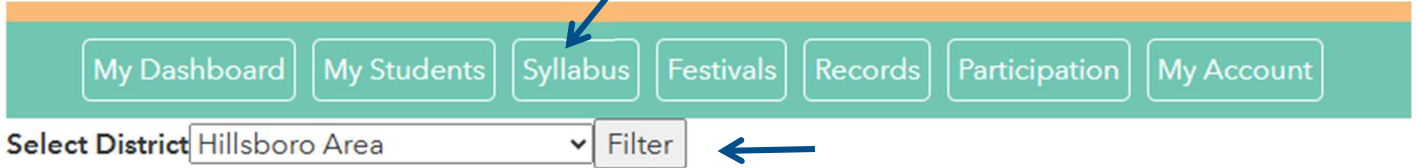
After you’ve logged in, you can access your Teacher Dashboard at the bottom of the Teacher Resources list. One click takes you to the Teacher Dashboard. Note that you can still see the main OMTA ribbon if you want to visit another area of the website. If you are on a mobile device, you can see the full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



Step 4 – Registering Students

Syllabus Registration

On the teal banner click SYLLABUS 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.



The banner contains a row of buttons: My Dashboard, My Students, Syllabus, Festivals, Records, Participation, and My Account. Below the buttons is a dropdown menu for 'Select District' with 'Hillsboro Area' selected, and a 'Filter' button. Blue arrows point to the 'Syllabus' button and the 'Filter' button.

2025 Fall Syllabus: Classical Piano Lower - Hillsboro Area

Chairman: Susan Todd

Registration Deadline: 2025-06-17

Event Dates: 2025-06-20 - 2025-06-21

Register 

On the first Registration screen answer the questions (you can edit your choices later.)

- Remember, if you have more than a half-day of students, choose an appropriate number of Teacher Conferences.
 - If you choose not to offer your studio (or find an alternate location such as a church or music school), the date choices will disappear.
- Offer Studio for Exams
- Number of Teacher Conferences

Click “Begin Registration”


Register 2025 Fall Syllabus: Classical Piano Lower - Hillsboro Area

Offer Studio for Exams

I Can Host

And/Or (Optional)

Number of Teacher Conferences



On the next screen the “Edit Teacher Choices” button will take you back to the hosting & conference questions. The “View Summary / Checkout” button will be used later. The table has a summary of your participation so far.

2025 Fall Syllabus: Classical Piano Lower - Hillsboro Area

[Edit Teacher Choices](#) [View Summary / Checkout](#)

Students Registered	0
Total Student Time	00
Teacher Conference Time	15:00
Total Time	15:00
Student Fees	\$0
Registration Fees	\$0
Teacher Conference Fee	\$20
Total Fees	\$20

First Preferred Date	Jun 19, 2025
Second Preferred Date	(none)
Number of Conferences	1
Studio Offered	Yes

Below this you will see a list of your Registered and Unregistered Students

Registered Students

First Name	Last Name	Age	Instrument	Years of Study	Category
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Unregistered Students

First Name	Last Name	Age	Instrument	Years of Study	Category
Evelyn	Kinnear	18	Piano	10	Keyboard
MacKenzie	Beeler	28	Piano	15	Keyboard

Event: 2025 Fall Syllabus: Classical Piano Lower - Hillsboro Area

Student: Evelyn Kinnear Age: 18 Instrument: Piano

Exam Type: Level:

Title No. 1: Movement:

Composer: Time: Era:

First Preferred Performance Date: Second Preferred Performance Date:

Summary for

Exam Time: 0 Performance Time: 0 Exam Fee: 0

As the performance time approaches half the exam time, consider purchasing additional time.

Would you like to purchase extra time for this student? (10 mins / \$17): Yes

Time Restriction

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

Click on a student you would like to enter and complete all the data, then press Submit. Remember to strictly limit your scheduling requests. After entering each piece, click Add Title to add another. Check your syllabus manual and the OMTA syllabus repertoire lists for appropriate music to use.

Repertoire sample:

Title No. 1: Movement:

Composer: Time: Era:

Title No. 2: Movement:

Composer: Time: Era:

Title No. 3: Movement:

Composer: Time: Era:

4 Titles Required – All eras must be different

For Demonstrations, please enter all the required key/Mode information as appropriate.

Exam Type: Level:

Six Keys Required

Key 1: Key 2: Key 3:

Key 4: Key 5: Key 6:

One Starting Mode Required

Mode:

- C Major / C Minor
- D Major / D Minor
- E Major / E Minor
- Eb Major / Eb Minor

For Creative Auditions, no specific keys are given. Please provide your adjudicator with a clear list of what level skills (if any) your student will be demonstrating.

Exam Type:

No Keys Required.

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?



Contact your Local Syllabus Chair



Need help logging in? Contact Cherise da Cunha
cherisedacunha@gmail.com 503-810-0180



Need more help navigating the program? Contact Susan Todd
fastkeys88@susantoddmusicstudio.com 503-515-2670

