

## Instructions for Entering Evaluation Information Online

To enter evaluation information online, you will need your username and password; a list of all your CM students and their repertoire information (Title, Movement, First and Last Name of Composer); exact timing of the pieces (if applying for Branch Honors or Convention Recitals); CM syllabus; and Instructions for Entering Evaluation Information Online (this document).

Here are the procedures:

1. **Find the Evaluation Information Page** online: Go to [www.mtac.org/registration](http://www.mtac.org/registration), and log in with your username and password. When you get to Teacher's Home Page, click on Student List and select a student. To the far right of each student's name, click on "Edit Reg. Info." When you see a pull down menu, move the cursor down until it is on top of the words "Edit Eval. Info" and click. Then click "Go". The Evaluation Information Form for that student will appear. Check the student name at the top to be sure you have clicked the right student.
2. If the student needs to **change CM status** to Path B, or Drop, please click the appropriate button below the student's name. Then please e-mail your branch chair the name of any student that drops or changes status after you make changes online.
3. **Repertoire:** Enter the title/movement/composer first and last name information according to the playing order. (Notice that the Etude for Advanced Level students is entered in the Etude section.) Please be specific with the title and movement as this information will be printed in the recital program if the student is selected for Branch Honors or a Convention recital. Please **DO NOT USE ALL CAPITAL LETTERS!**
4. **Required Syllabus Piece:** Students are required to select at least one piece from the syllabus at their level. Advanced Level students should use the Etude as the Syllabus Piece. Please provide all the information requested. This section will be verified by Branch CM Staff. Please note that you need to enter the "Required Syllabus Piece" **TWO** times: once under "Title of Piece" and again under "Required Syllabus Piece".
5. If the student is not applying Branch Honors or Convention Recitals, skip to #8 below: "Optional: Request of Day and Time of Evaluation.
6. **Branch Honors:** Please review the rules for your Branch Honors recital. Do **NOT** click the box if your students do not qualify. If a student is applying, click the box. **DO NOT** fill in any title or composer information unless your branch chair has instructed you to do so. In most branches, the evaluator will choose the piece.
7. **Convention Recitals:** Please review the "Convention Recital Guidelines." (To read them, first click "Submit" at the bottom of the page if you have entered any information! You can always come back to this page to enter more information. For the "Convention Recital Guidelines, click Back to Teacher's Home Page, and then click on Convention Recital Information). If this student is applying for Convention, click the box called "Preliminary Application". Enter Convention piece information into the appropriate boxes. This must match letter for letter the information in the Title (1-4) and composer (1-4) boxes, so it is easiest to use the copy and paste function. In the "Composer" box, it is very important that you **ENTER THE LAST NAME FIRST**. If it is a lesser-known composer or one of the Bach sons, put a comma after the last name and follow it with the first name or initials. Be sure to enter exact timing. Then select the recital the student is applying for and enter the requested information.

8. **Optional: Request Day and Time of Evaluation:** If your branch chair approves the use of this function, each student may request a day (day 1, day 2, etc.) and /or a time (am or pm) for their evaluation. Your branch chair will let you know which date is day 1, etc. It is easiest for your branch chair if you do NOT make a request, but if it is very important for your student, click the box below "Request Evaluation Day" and select day 1, day 2, etc. You may do the same with "Request Time". (Use the "Request Venue" option only if so instructed by your branch chair.) Please read the fine print. Remember that the request of time and day is optional. If you don't want to make any request, just leave it blank. The evaluation time requests will be filled on a first come, first served basis depending on the day and time when the request was made. Your branch chair may give you other specific directions regarding use of these functions; for instance, instruments other than piano may only be evaluated on a certain day/time.
9. **Carpool, Sibling and Ensemble information:** If you have students who must ride together and wish to be scheduled closely, please click the box "Carpool". Arbitrarily select a student as the carpool leader and type in his/her student username in the space provided.

Example: Student A and student B are riding together or are siblings. Student A is the 'leader'. For Student B, the carpool box must be checked and Student A's username put in the username box. Student A will also have a checkmark in the carpool box and Student A's username in the box.

Another example:

Students A, B and C are in one carpool or are siblings. Student A is the 'leader'. Here is how the form would be filled in:

<u>Carpool?</u>	<u>Student Username of Sibling or Carpool Leader</u>
Student A ✓ (Checked)	Student A's username
Student B ✓ (Checked)	Student A's username
Student C ✓ (Checked)	Student A's username

Enter Ensemble information as required.

10. **Click "Submit"** at the bottom of the page for every student after all information has been entered. You will then see on the screen "Eval Info of (Student name) has been updated". Make sure that you see this screen before you go to another student. Click "back to Student List" to go through the same procedure with another student. If you don't click "Submit," the information will not be entered into the database. You may also print out a copy of the information you entered for your own reference or back-up.
11. Please plan to enter all the information early, at least couple weeks before the branch deadline. If you have many students, enter a few at a time. You may do a last minute check in the last week. If you are not comfortable doing this by yourself, ask someone to help you with the first couple entries. If you really cannot find anyone to help you, contact your branch chair well before the deadline.
12. **REMEMBER!** All Evaluation information must be entered by the deadline set by your branch chair.