

# GMTA Online Events Registration

The Georgia Music Teachers Association (GMTA) is excited to introduce the Online Events Registration Tool. This tool will allow members to register for all events hosted by GMTA.

## What events are included?

- GATE Registration
- GMTA Theory Test Registration
- Local Association Auditions
- Region Auditions
- State Auditions
- GMTA State Conference

## Who will use the Online Events Registration Tool?

- All teachers who enter students in Pre-College and College Auditions and GATE
- All teachers who will register students for the GMTA Theory Tests
- All teachers who will register for the GMTA Conference
- All Audition Chairs (Local, Region and State)

## How do I set up an account?

- Go to [Georgiamta.org](http://Georgiamta.org)
- Scroll over “Login” from top bar
- Choose “Login”

First time users should go to “Forgot your password” to receive a password and create account. Enter the email address that is associated with your MTNA membership and click “Send My Password.” An email will be sent containing your password. This password may be changed after the account has been created. If you do not receive a password by email, please email [georgiamta@gmail.com](mailto:georgiamta@gmail.com).

## My account is created. What is my next step?

- Click on the “My Account Tab.”
- Here you may change your password to password of your choosing.
- Click “Save.”

## Next step, click on “My Students” from the Teacher Menu.

Here you will enter information for any student that will take part in the GMTA Theory Test, GATE and/or Local, Region and State Auditions. Please make sure you have all necessary student information before adding students.

For each student, you will need first and last name, address, city, state, zip code, E-mail address and birthdate. Please have all info collected before adding your students to the "My Students" page.

**After entering student info on the "My Students" page you may register students for events by choosing the appropriate tab on the "Teacher Menu." Student info will only need to be entered one time. Information will be saved in your account for use in following years.**

To Register for GATE:

- Choose "GATE Registrations" from "Teacher Menu"
- Choose "Add Registration"
- Select Student Name from drop down box
- Choose Local Association from drop down box
- Choose Grade Level from drop down box
- Level will be automatically assigned
- Save Registration
- To pay for registrations, click "Check to Pay" for each registration
- Click, "Pay for Selected Registrations"
- If paying by check, checks may be mailed to the GMTA office (1794 Lake Heights Cir, Dacula, GA 30019). All checks need to be made payable to GMTA.

To Register for GMTA Theory Test

- Choose "GMTA Theory Registrations" from "Teacher Menu"
- Choose "Add Registration"
- Select Student Name from drop down box
- Choose Local Association from drop down box
- Choose Test Level from drop down box
- Choose if you would like test result published from drop down box
- Save Registration
- To pay for registrations, click "Check to Pay" for each registration
- Click, "Pay for Selected Registrations"
- If paying by check, checks may be mailed to the GMTA office (1794 Lake Heights Cir, Dacula, GA 30019). All checks need to be made payable to GMTA.

To Register for an Audition Event

- Choose "Auditions Registrations" from "Teacher Menu"
- Choose "Add Registration"
- Select Student Name from drop down box
- Choose Local Association from drop down box
- Choose Audition Event from drop down box
- Choose Grade Level
- Complete info for repertoire
- Save Registration
- To pay for registrations, click "Check to Pay" for each registration

- If registering for local auditions, do not select the check box to pay the \$20 GMTA teacher fee (this will be paid if you student progresses to regional auditions).
- Click, "Pay for Selected Registrations"
- If paying by check, checks may be mailed to the GMTA office (1794 Lake Heights Cir, Dacula, GA 30019). All checks need to be made payable to GMTA.

**My student has advanced to Region Auditions, what steps do I follow to complete registration? (Pre-College Piano Grades 4-11)** Please follow the steps below for students that received OP Region rating today at local auditions.

1. Go to Georgiamta.org
2. Click on "Login"
3. Log in to your account (if you forgot password please use "send password" button)
4. After logging in, choose "Auditions Registrations"
5. Check the Region box for all students that received OP Region rating.
6. Click on \$20 teacher fee
7. Make payment

### **How do I add a video link for my students' Region Auditions?**

- Your students will create a YouTube Video
- Student will send "Link" to you to enter into GMTA online registration form
- You may enter "Link" as soon as you receive from student.

As you receive the YouTube link from your student(s), you (the teacher) will log into the georgiamta.org website and add the links for your student(s). You will copy and paste the link in the blank provided on the registration form. You can login as often as needed to complete the registration form for each student.

A list will be sent by email to each teacher that includes your student name, audition number, and grade. **Use this information to make sure your students labeled their video links correctly** and to place the link with the correct student's registration form.

\_\_\_\_\_ 1. Log in to [georgiamta](http://georgiamta.org) website.



2. Under Auditions: Click on “Register This Year”




3. Click “Video Needed” for each student that will be participating in Regional Auditions.

**GATE:**  
[Register This Year](#)  
[Past Registrations](#)

**Auditions:**  
[Register This Year](#)  
[Past Registrations](#)  
[Student Results](#)  
[Volunteer](#)  
[GMTA Audition Staff](#)

[2020-2021 Local Registration Deadlines](#)  
[EB Job Descriptions](#)  
[Senior Certificate](#)  
[Membership Directory](#)  
[Conference Registration](#)  
[Logout](#)



**Your Recent Audition Registrations:**

Click the checkboxes to pay for your registrations via our online payment system. We accept all major credit cards via Paypal. Paypal membership is not required.

**Video Submission for 2021 Auditions**

Click “Video Needed” or “Edit Video” in the list below to add a video link to your 2021 audition registrations. Georgia MTA thanks you for your patience during this challenging time. For assistance, please email [georgiamta@gmail.com](mailto:georgiamta@gmail.com).

**Local Auditions:** A video may not be required for every local association. Check with your local audition chair for instructions and video submission deadline.  
**Regional Auditions:** Video Submission Deadline: March 20, 2021  
**State Auditions:** Video Submission Deadline: April 17, 2021  
 Video links will be downloaded immediately after each deadline. Edits to video links will not be received by GMTA after the deadlines.

Competition	Student	Audition Event	Registration	Local Fee*	Regional/State Fee
Gwinnett County MTA (I) Nov. 22, 2020	#198 Test 1	Pre-College Piano (Grades 4-11) Grade: Grade 11 <a href="#">Registration Details</a>	Reg #2864 Nov. 22, 2020 Video Needed	<input type="checkbox"/> Check box to pay \$25.00	<input type="checkbox"/> Check box to pay
Gwinnett County MTA (I) Nov. 22, 2020	#198 Test 1	Pre-College Piano Concerto Grade: Grade 9 <a href="#">Registration Details</a>	Reg #2865 Nov. 22, 2020 Edit Video		<input type="checkbox"/> Check box to pay

4. Add YouTube link (provided by your student) to the corresponding blank on the registration form. Pay careful attention to the Registration (Audition) # and Student # (circled in red on example) when adding files. All students registered for the current year will be listed on this page. If a student does not advance to Regional Auditions, you will not update their video link. Before sending to you, the student link should be saved as:

TEACHER MENU

My Account  
My Students

**GMTA Theory:**  
Register This Year  
Past Registrations

**GATE:**  
Register This Year  
Past Registrations

**Auditions:**  
Register This Year  
Past Registrations  
Student Results  
Volunteer  
GMTA Audition Staff

2020-2021 Local Registration Deadlines  
EB Job Descriptions  
Senior Certificate  
Membership Directory  
Conference

### VIDEO LINK FOR 2020 AUDITIONS

For each registration, please copy-paste the complete URL (start with HTTP:// or HTTPS://) into the text field and click "Save Link." You can return here anytime to change the video link.  
Georgia MTA thanks you for your patience during this challenging time. For assistance, please email [georgiamta@gmail.com](mailto:georgiamta@gmail.com).

Reg #2864  
**Student #198 Test 1**  
Gwinnett County MTA (I) Nov. 22, 2020

Please copy-paste the complete URL, starting with HTTP:// or HTTPS://

Video Link Needed:  Save Link

Reg #2865  
**Student #198 Test 1**  
Gwinnett County MTA (I) Nov. 22, 2020

Please copy-paste the complete URL, starting with HTTP:// or HTTPS://

Video Link Needed:  Save Link

5. Click "Save Link"

Teachers may enter this form as often as needed to complete adding all student video links.

### My student has advanced to State Auditions, what steps do I follow to complete registration? (Pre-College Piano Grades 4-11)

The Region Coordinator will forward all info to the State Audition Chair.

State Audition Chair will contact teacher with information for State Auditions.

1. Go to [Georgiamta.org](http://Georgiamta.org)
2. Click on "Login"
3. Log in to your account (if you forgot password please use "send password" button)
4. After logging in, choose "Volunteer"
5. Complete volunteer form or pay volunteer fee