

# 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 “My Account” from top bar
- Choose “My Account”

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.

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

- Click on “My Account.”
- Here you may change your password to a 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 Audition Event from drop down box
- Choose Local Association from drop down box
- Choose Grade Level

- Select the appropriate response for GATE (exempt, will take GATE, has taken GATE)
- 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 “My Account”
3. Click on "Teacher and Judge log in"
4. Log in to your account (if you forgot password please use "send password" button)
5. After logging in, choose "Auditions Registrations"
6. Check the Region box for all students that received OP Region rating.
- 7 . Click on \$20 teacher fee
8. Make payment

**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.