## GMTA Auditions Teacher Instructions State Auditions

In the screenshots below, the circled items in red will show you where to click.

- Go to the Tenuto website: <a href="https://gmta.tenutoweb.com/">https://gmta.tenutoweb.com/</a>
- Click "log in". The first time you login, you will use your email address and the password: musicteacherspower
  - The GMTA membership file was imported to Tenuto on 11/15/2023. If you joined/renewed your membership after that date, please email <u>georgiamta@gmail.com</u> in order to be added to the registration system.
- The first time you login you will need to accept the terms and conditions.

#### **GMTA** Auditions

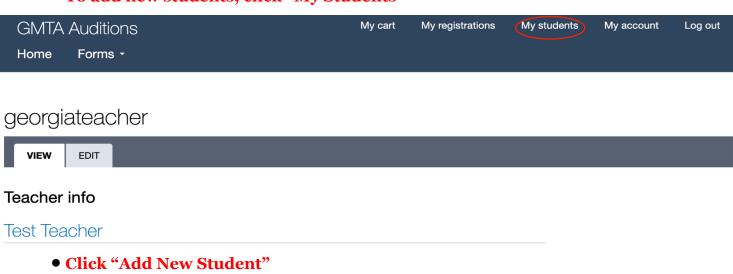
### Please log in

### Georgia Music Teachers Association's Audition Site

You must log in o register students.

Please notice that your log in credentials are different from the ones you use at the main GMTA website!

- If you don't have an account in this site, please contact the GMTA Auditions Chair
- If your password doesn't work, or if you have forgotten your password, fill in the reset your password form, and check your
- If everything else fails, contact info@tenutoweb.com
- To add new students, click "My Students"



My cart

My registrations

My students

Log out

My account

# My students

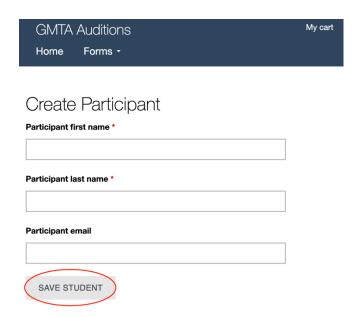
Home

**GMTA Auditions** 

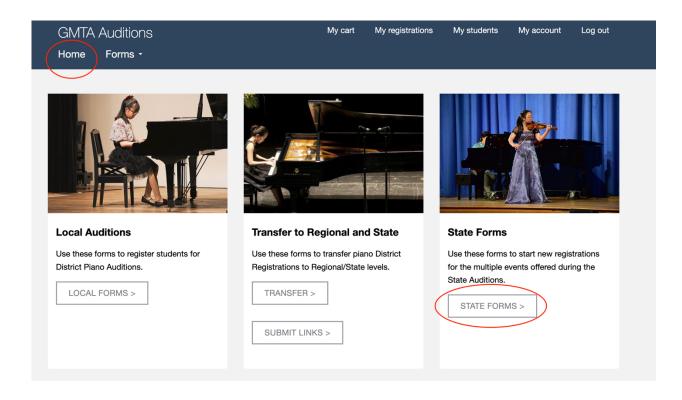
Forms -

MY STUDENTS MY FAMILIES AND GROUPS

• Add your students' information and click "Save Student"



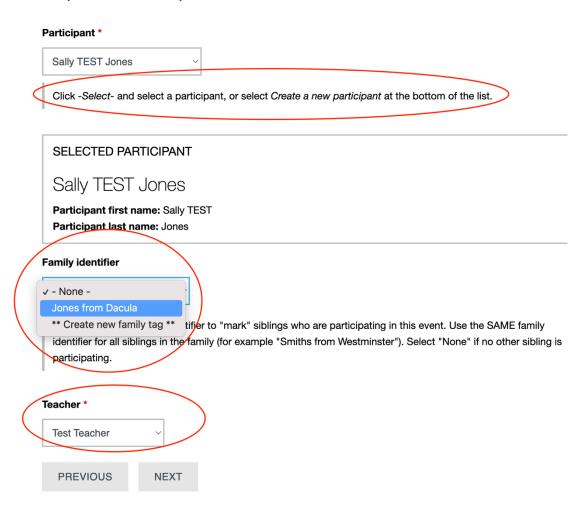
• To add a new registration, click "Home" and then click "State Forms"



- On the next screen, select the event.
- Click the checkbox to agree to the agreements and click "Next".
- On the next page, select your student from the Participant list. You can add a Family Identifier for siblings (to help with scheduling). Make sure your name is selected under Teacher. Click Next.

Athens MTA Auditions. Piano grade 4-11.

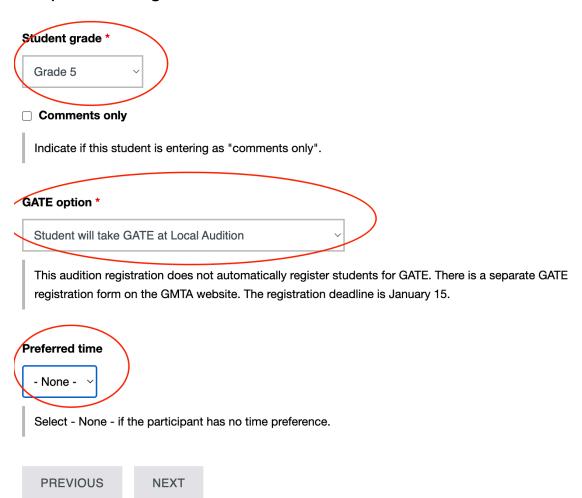
### Step 2 of 4. Participant



• Select your student's Grade level, GATE option (if applicable), and Preferred time. (\*GATE option only appears for Pre-College Piano Concerto, Piano Duet, and Piano Grade 12). The online GATE registration form is on the GMTA website. Completing the audition registration form does not register your student for GATE.

Athens MTA Auditions. Piano grade 4-11.

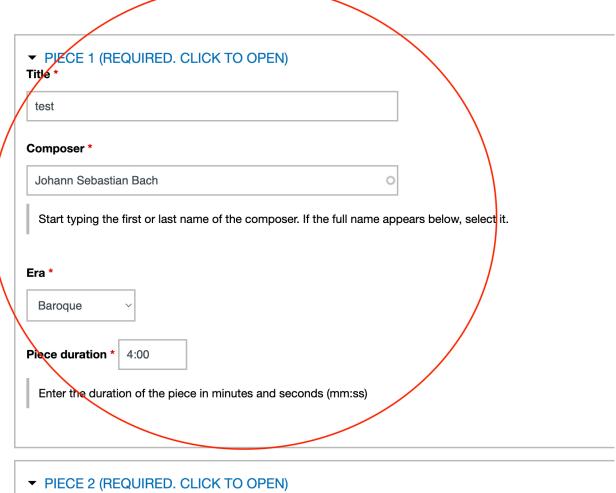
## Step 3 of 4. Registration data



• Enter the repertoire information and then click Finish.

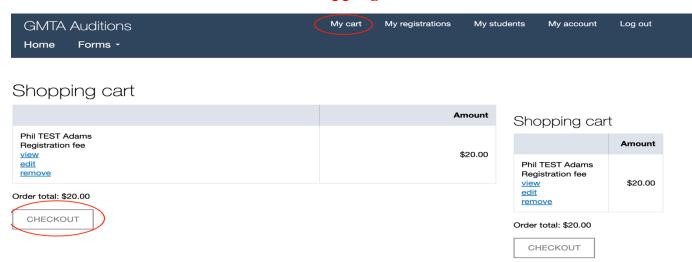
Athens MTA Auditions. Piano grade 4-11.

# Step 4 of 4. Repertoire

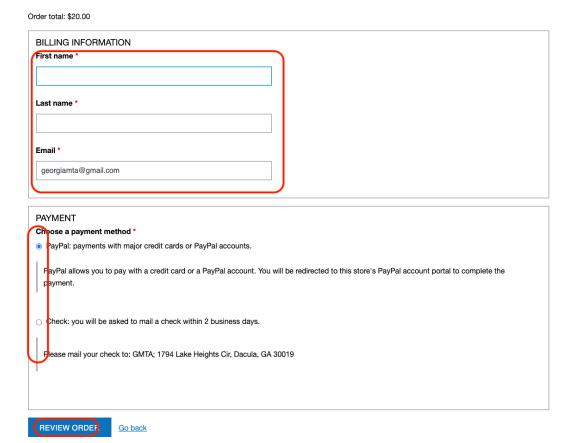


▼ PIECE 2 (REQUIRED. CLICK TO OPEN) Title *	
test 2	
Composer *	
Ludwig van Beethoven	0

 Registration is complete. You can continue to register other students or click "Checkout" under the Shopping Cart.



• Enter billing information. Choose payment method. Click Review Order.



• On the next page, review information and click "Submit Order"		