

Instructions for Local Student Affiliate Enrollment Instructions for Teachers

1. Sign in on tmta.org. A blue sign-in button is available on the upper right hand corner of the site.
2. Once you sign in, the list of your students will appear.
3. Click the Edit button next to the student's name.
4. Choose the **current grade level** for the student.
5. Select "Student is Homeschooled," if applicable.
6. Students participating in TMTA events throughout the year (such as Ensemble, Composition, Publication, Performance, etc.) need to have parent name, email, address, and phone number information.
7. Students who will participate only in the Theory or World of Music Test do not need further contact information.
8. Teachers will be able to add **new** students who are **not** transfers in their teacher profile along with needed information such as address, parent's name, etc. Click on **Save Student** when done editing or adding.
9. **Teachers must inform the Local SA chair of any students who have transferred from another TMTA teacher. Do NOT enter transfer students as new students. The Local SA Chair will transfer the student to the new teacher's list.**

Exceptions: Students may be entered in the member profile and not registered as a Student Affiliate member. Notify your Local SA Chair of any inactive students from your list that should be deleted. Once students are deleted their past participation history may be lost.

Submit dues and a list of students to be enrolled in Student Affiliate to your Local SA Chair. Students should be sorted first by grade level and then alphabetically by last name. See example below.

Local Teacher Registration Example:

1. Students to be enrolled. Grade levels are for the upcoming school year.

Rylan Kidd	grade 2	
Craig Truitt	grade 3	
Evan Rushing	grade 4	
Lucas Welch	grade 4	
Kendra Welkener	grade 4	

2. Transfer students.

Kenzie Busse	grade 1	transfer from Elizabeth Stevens, Plano MTA
Connor Busse	grade 4	

3. Students to be removed from your profile.

Ashley Jennings
Jordan Lewis