

**Directions for:**  
**ONLINE CONVENTION RECITAL APPLICATIONS**

**IMPORTANT- THERE ARE TWO STEPS TO THIS PROCESS**

**STEP 1 – Preliminary Application**

**DEADLINE for STEP 1: Your branch's deadline for entering Eval. Info. online**

1. Go to [www.mtac.org](http://www.mtac.org). On the left side of the page, click on [CM REGISTRATION](#). Log in with your [username/password](#). On the [Teacher Home Page](#) click on [Student List](#).
2. To the right of each student's name is a pull-down menu which says "Edit Reg. Info". For any student applying for convention recital, click on this box and hold down the button as you slide the cursor down to "Edit Eval. Info". Release the button and click "Go".
3. The "Evaluation Information Form" for that student will appear. Check the student name at the top to be sure you have selected the right student.
4. Using the vertical gray scroll bar on the far right of the page, scroll down until you see the section in blue labeled "Convention".
5. Click the check-box by "Preliminary Application for Convention Recital".
6. Read the next paragraph, then enter Title, Movement, Composer, and Timing, carefully following the instructions. You can also click the Help link (in red) for more guidance.
7. Click the button by the appropriate recital. Only one will be accepted. Fill in boxes on the same line if applying for Festival or New Materials.
8. If applying for ensemble, click or fill in relevant ensemble information.
9. Scroll to the bottom of the form and click "Submit". **IF YOU FORGET TO SUBMIT, THE APPLICATION WILL NOT GO INTO THE DATABASE!**
10. You should then see a confirmation page saying "Eval Info for (student name) has been updated". If you do not see this page, the information has not been accepted by the database and you must start over.
11. Repeat this procedure for each student.

**STEP 2 – Final Application**

**STEP 2 is ONLY available between March 1 and April 15, but you must wait until after your branch chair has entered all Eval Results online**

1. Login to the database as above and go to your [Teacher Home Page](#).
2. Click on [Convention Recital and Panel/YAG](#).
3. Click on [Convention Recital Final Application](#).
4. Read and follow all instructions.