

THE NEW IMTA WEBSITE – Teacher’s Guide

IMTA Conference Handout- June 4, 2018

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AUDITIONS REGISTRATION SO EASY YOU CAN REGISTER ON YOUR SMARTPHONE!!

1. Create a login- this must be your MTNA verified email.
2. Create a password (first time only). Make it something you can remember. You will need to use this each time to verify it is you.
3. Select the district where you participate in AUDITIONS. (This may be different from your local association.)
4. After you login, you are taken to the part of the website for members only. Here you will see a gray area with white lettering. Click on Auditions.
5. You will be taken to your own private page for auditions. The first time only, you will enter all of your PERSONAL information. Again, make sure you are very careful to enter the proper information, as you will only have to do this one time each year after you have paid dues.
6. Enter the following information: Your MTNA number (in the future, this will come up in a drop down so all you have to do is type in the first number then select rather than typing in the entire number each time.)
7. Carefully enter ALL fields: Parent or student email address/ Student last name/ Student first name/ Student address/Student city/ Student state (Iowa is at the top!)/Student zip/ Student phone - please include area code/ student birth month, day, year/ performance level/ Student age as of previous September 15th. Select “NO” if you are entering an A level student that is NOT taking a theory test, otherwise, it will always default to yes.
8. Click next page.
9. Select the first piece. The level you have indicated is the only section of the repertoire list that will be available. All overlapping repertoire is listed in BOTH levels. It takes a long time to scroll down to “Z”, so you may click on “CHOOSE PIECE” then type the first part the COMPOSER name (not the title) and it will take you to the general area quickly to complete your selection. All information will be there, you do not have to indicate keys or any other information. When you are finished with all selections, click SAVE.
10. You are now on the SORT page. You may choose an order for your pieces. **Keep in mind program order is NOT a ruling. Essentially, 2 minutes before the student performs, they may change their order without consequences. This is for ease of programming for both the teacher and the auditions chair. When you are satisfied with the order, you may click SAVE; a window will pop up; click on close. This sends you back to YOUR PAGE to (step 5) to continue registration. You should see your student’s registration.
11. If you need to quit and continue to register at a different time, your registered students will always appear on this page and you may at any time continue to add new students or edit the current information.
12. If you wish to change anything about a student, you may either click “edit” on the left or “delete” on the right or start over completely over.
13. If you are entering a student who is playing an additional movement of a piece from that level of the repertoire list, you may indicate that along with the key in the “notes” section. This is the ONLY allowable notes you may send and will appear on their ballot so please be very clear.

14. Level F students must enter repertoire manually in the blanks if it does not appear on the F list provided AND it is not listed at a lower level as the rules state. Please remember to include the key of the piece. (EVERY district chair should double check F level repertoire and all additional "notes" from each level.) There is no longer a need to check all repertoire at levels A, B, C, D, E as long as there are no added notes as it is impossible to make a mistake.

15. Once the indicated deadline date for your center has passed, there will be no way to make changes or register additional students. Your personal page and the information will not disappear, you can always see it on your registration page, but you will be unable to make changes. The district audition chair will also NOT be able to make any changes. (If you find you entered incorrect student address or phone number, you may call the STATE chair to make contact information changes.)

WHAT'S NEW?

1. All entries are FINAL after the deadline date. The teacher and the district chair are unable to make changes after that point. If you see errors (such as key signatures or other repertoire list problems) immediately report the problem on the website contact page and the website administrator will contact the state chair or repertoire chair to correct the issue.

2. If you must request a time slot (if allowed in your district) you must contact the district chair directly via email. Please do this as early as possible prior to the deadline date. It will be very difficult to make any changes once the times have been assigned to each student/teacher.

3. It is no longer possible to enter students under dual teachers. The student must enter under the name of the teacher with whom they study the most. The teacher name they are registered under at the time of their district competition must remain the teacher through the state competition. This is another aspect of online registration that cannot be changed.

4. You MUST have an email address that corresponds with your MTNA records. If you do not have an email listed through MTNA, you will not have the ability to register students. Even if you have an email address you have used for years, if it is not on your national records, you must contact MTNA to be sure it appears permanently on your records every year. If you are new to email, call the MTNA office and talk to Melissa Curtice :(513) 421-1420 ext. 237) to request that your permanent records reflect your email. We get a new list monthly that changes. It will be important to you that your information is accurate.

5. The repertoire list will be updated online every July 1. It is always available for purchase online as a hard copy for the designated fee. As always, the new listings are featured in the summer newsletter.

6. You will be able to modify any of your entries at any time (repertoire, order, student personal info, delete a piece, etc.) up until 12:00pm on the deadline date. Take time to be sure they are accurate before your final submission.

7. There are no minimum measure requirements.

8. All codes concerning key signature have been deleted. You will see ONLY major, minor or NO KEY if it is left blank. We have also eliminated the entry numbers on the repertoire list.

9. You will no longer need to time E or F level repertoire. With no minimum or maximum time restrictions, only the adjudicator may choose to cut off a long program, however, the students will in no way be penalized for a long or short program.

Other website features:

1. Under “TEACHER SEARCH”- again, your MTNA records matter. If you teach guitar but it’s not listed on your MTNA records, it will not appear on the search. Again, you must call Melissa Curtice at MTNA (513) 421-1420 ext. 237) to be sure your areas of expertise are listed correctly.
2. The repertoire list is ONLY online but extremely easy with the search engines. (Far easier than before as an excel spreadsheet!) We no longer have the need for entry numbers on our list. It is simple to search by title, composer, collection or anthology.
3. Searching by collection or anthology allows you as a teacher the opportunity to sort and catalogue your library much more quickly. Be sure to use the CLEAR button between searches.

REPERTOIRE LIST

Repertoire Committee Chair
Dr. Suzanne Torkelson
imtarepertoire@gmail.com

Committee Member:
Level A/B - Linda Benson,
Elizabeth Dolter

Committee Member:
Level C/D - Janet Johnson, Cyndie
Caruth

Committee Member:
Level E/F - Jason Sifford, Berneil
Hanson

[Repertoire Anthology and Publisher Codes and Info](#)

[IMTA Repertoire list Instruction](#)

[Repertoire List Order Form](#)

Search By Level Search By Composer Composition
Search By Anthology Search By Collection

4. Practice exams are found online in the members only section after you login.
5. All District Festival Chairs will use their designated festival email for correspondence and pass all emails and correspondences on to the subsequent chair. The same is true of every Local Association Chair and District Auditions chair. This is where new members will go to ask questions or potentially join, so you are encouraged to check your email regularly. All board members also have a designated IMTA gmail account to ensure ease of communication and record keeping.
6. Registering for festivals will also be a simple process. We will no longer accept hand-written copies or pdf. registrations. You will again login with your MTNA designated email. This will make it simpler for the state chair to submit repertoire to ASCAP.
7. Festivals have the same basic steps except you may enter as few as one piece. The first festival piece registered must be an entry directly from the IMTA repertoire list.
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9. Note that festival performance times have changed to the following:

20 minutes, \$20
30 minutes, \$30
45 minutes, \$45
60 minutes, \$60

8. You must select one (or more) pieces from the repertoire list then you may manually type in additional pieces that are not found on the repertoire list.

Other perks include in-depth resources and forms as follows:

FORMS / RESOURCES

[IMTA Pre-College Piano Auditions Rules and Regulations](#)

[Music Release Form](#)

IMTA Theory

Take a look at the IMTA calendar. Local presidents- please submit your local association events to imtawebmaster@gmail.com to be placed on the calendar. We will also place all competitions, events and deadlines on the calendar.

Suggestions or questions...submit on the contact page online.

EXPLORE! HAVE FUN!