

TMEA Auditions Process Online Entry Instructions

Note: All accounts from last year's entry system have been deleted in order to assure accurate data.

To establish your account:

- 1) Click on "LOGIN AS DIRECTOR."
- 2) You will be asked to enter your TMEA membership number. The first time you log in, leave the password blank; you will create a password on the next page. Note: this password is not associated with your online membership renewal.
- 3) After submitting this information, you will be taken to the Director Information Page. This page will require the following information:

School Director Information

Password:

Region:

School:

School Classification:

School District (do not attached ISD after the name):

School Address:

School City:

School Zip:

School Phone (###-###-####):

School Fax (###-###-####):

Principal's Name (First Last):

Director's Name (First Last):

Director's TMEA: 2999

Director's School Phone (###-###-####):

Director's Home Phone (###-###-####):

Director's E-mail:

Director's Inst_Voice:

Director's Home Address:

Director's Home City:

Director's Home State:

Director's Home Zip:

Additional Director_1 Name (First Last):

Additional Director_1 E-mail:

Additional Director_1 Inst_Voice:

Additional Director_2 Name (First Last):

Additional Director_2 E-mail:

Additional Director_2 Inst_Voice:

Additional Director_3 Name (First Last):

Additional Director_3 E-mail:

Additional Director_3 Inst_Voice:

- 4) After you complete the information, click SAVE. You are now registered and will be taken to your personal Director's Page. You may edit your personal information and/or select a contest and begin entering students. The next time you login, you will see this page in place of the original registration page.

To enter students into the audition process:

- 1) Select an audition from the list of available contests. This will take you to the contest summary page.
- 2) Make note of the deadline. You will not be able to add, edit, or delete entries after this date.
- 3) Click ADD STUDENT. The type or level of the contest will determine the information required.
- 4) Enter the information requested for the student. **If any fields are left blank, the student's entry will not be saved.** Note: All High School-level contests will require the students' home addresses. High School Orchestra and Jazz auditions will require the same demographic information as the forms in the past.
- 5) Click SAVE ENTRY. The entry is saved and you are then returned to the contest summary page. Once a student is entered, their name will appear in the table. If the student is not listed, their entry was not completed due to missing data.
- 6) To add additional students, repeat steps three through five.
- 7) To edit or delete an entry, click on the student's name to edit and save the entry, or click on delete to remove the entry.

To finalize your entry:

Do this after ALL students have been entered!

- 1) From the contest summary page, print the Official Entry Form.
- 2) Attach a copy of TMEA membership verification (email or web-membership card).
- 3) Secure payment for your entries.
- 4) Mail both the Official Entry Form and payment to the appropriate region officer.
- 5) Be sure it is postmarked on or before the contest deadline.

For each campus put "0" in front of your member #

