

How to Register for State Festival Online

Payment via check mailed to the chair

Solo Entry: \$25

Ensemble Entry: \$30

Click on NMTA membership webpage: <http://nebmta.org/login.php>

1. **Step 1:** Click on **“Student List”** in the Member Menu, enter all of your students who you will be entering into the State Festival. Click the **“New Student”** button and enter their name, phone and email address. **This step is repeated once for each student.** If student information has changed you may also update their information on this page. This student information will be kept each year, and they will not need to be reentered.
2. **Step 2:** Click on **“State Festival”**, and a sub menu will appear below. Click **“Student Entry”** to begin entering students into the Festival.
 - a. **New Solo Entry** – Pick your student from the drop down box, and fill in the fields in the form. Click **“Enter Student”** to submit. Their entry will now show up in a table at the top of the page. This step is repeated once for each solo entry.
 - b. **New Ensemble Entry** – For the first student entered in the Ensemble, you are asked to name the Ensemble Group (can be anything – it is to make it easier to identify the group). Pick the first student in the group from the student list drop down box and fill in the other fields for this student. For Ensemble, you must enter at least two students into the group before completing the Ensemble entry (the button will only show after two students are submitted). You can only enter one ensemble group at a time, and must complete the entry before entering a new ensemble group. Click **“Complete Ensemble Entry”** to enter the group information and complete the entry. When the ensemble entry is complete, it will show up in a table at the top of the page. If there is an incomplete entry, there will be a warning message. This step is repeated once for each ensemble entry.

****Note 1 – on Editing **** You may edit any entries by clicking on the student row. It will then bring up the form for you to edit and resubmit.

****Note 2 - on Siblings **** The sibling drop down list will only show students entered into the current year festival. When you pick a sibling, both students will be updated, therefore there is no need to back to the **“other child”** and pick their sibling. If there are three or more students from the same family entered, enter student1, enter student2 and pick student1 for sibling, enter student3 and pick student1 for sibling. They all will then be grouped together during the festival, if time/location allows.

3. **Step 3:** Scroll to the bottom of the page to Step 3 and click **“Complete Festival Entry”** to finish submitting your entries into the State Festival. You will be asked to confirm you have entered all of your students (pop-up box), then you will see a summary of your entries and pick your work times and job choices. Please also write any notes which will be helpful for the chair’s. Check **“I Agree”** and click **“Complete Festival Registration”** to finish your entry.
4. You can print the final page which contains a summary of your entries, Registration Fee total, and the address to mail the check to. You can also come back to this page to view it now that your registration is complete.

After you complete the entries, you are able to edit a student Time Choice and Repertoire until those last dates posted on the page. Click **“State Festival”** and in the sub-menu **“Edit Festival Entries”** to view those entered students. Click on the student row you would like to update to open the form.

At a date closer to the festival, there will be a report available in the State Festival sub menu for you to view your student’s playing time and room.