

## CM Repertoire Entry and Day/Time Requests

**Keyboard teachers, string teachers, wind teachers and voice teachers.** From January 2 to 31st, you must go on line to [www.mtac.org](http://www.mtac.org) and enter your students' repertoire. **Keyboard teachers will also enter their day and time requests and carpool information.** The Chairs for the other disciplines (**Winds, Strings, and Voice**) will contact you directly regarding day and time requests.

### **Instructions for entering repertoire:**

Go on line to [mtac.org](http://mtac.org) and log in.

Click on Student List.

Click on Edit Reg. Info., scroll to Edit Eval. Info. Click on GO.

1. If a student decides to switch to Path B, do so here. No other information needs to be filled out. If possible, please change your student to Path B by January 15<sup>th</sup> if you need to make this change.
2. Fill out the repertoire information for the level.
3. Fill in the required syllabus piece and page number from the most current MTAC syllabus.
4. If appropriate, check branch honors. **DO NOT FILL OUT PIECE.** Evaluator will do this if branch honors is given.
5. Check Convention if applying for this program. Fill out the complete Title, Movement, exact timing. (It is best to read the complete instructions for this in the instructions from the MTAC website. You will need to check the program you are applying for, only one please, and fill out the information completely.)
6. **FOR PIANO ONLY- Request Day, Time and Venue.**  
Day: No Request is either day. Day 1 is March 10th, Day 2 is March 11th.  
Time: No request is anytime.  
For Day 1 ONLY- AM: 8:30-1:00; PM 1:45-6:00.  
For Day 2 – PLEASE DO NOT ENTER A TIME REQUEST since evaluations are only in the afternoon from 1:00 – 7:30 p.m.

Carpool. If you choose this option, you must use ONE of the student's user names as the carpool leader for everyone in the group to ensure that they are scheduled together. Use this space as well for a duet team or students that are sharing music. **If you choose to use the carpool option, then all of the information for each student in that carpool needs to be the same. For example: Day 1, PM.**

Carpool Examples:

- a. The Smith children, John (jsmith12), Sue (ssmith4) and Matt (msmith) all want to be scheduled together. Choose John's user id (jsmith12) and use this as the leader for all three students' forms.
- b. Susan Chin (schin5) and Michelle Wang (mwang2) are playing a duet. Choose Susan's user ID (schin5) and enter it as the leader for both students.

- c. Two of your students, Mike Brown (mbrown6) and Joseph Tan (jtan2), are sharing music. Use Joseph's user ID (jtan2) on both students' forms as the carpool leader.
7. When you check all parts of the program, hit SUBMIT. You may edit this at any time and resubmit the changes up to January 31st.

**All information must be on line ON OR BEFORE JAN. 31st, 2011**

For keyboard, we will try to honor all requests; however, it is on a first-come/first-serve basis and based on availability of site. Put in your requests early.

For Winds, Strings, and Voice, your Chair will contact you regarding time requests.

Keyboard: March 10<sup>th</sup> and 11<sup>th</sup> – Emmanuel Faith Church – Escondido

Winds: March 3<sup>rd</sup> and 4<sup>th</sup> – Oak Valley Middle School – 4S Ranch

Strings: Sunday, March 4<sup>th</sup> – Seventh Day Adventist Church - Escondido

Voice: Saturday, March 3<sup>rd</sup> -- Temecula

**Panel:** You will be entering student repertoire **from January 2-10**. You have already received an email with information and all further information can be found on the MTAC website. The last day to revert to non panel is January 15<sup>th</sup>.

**Certificate of Merit Newsletter:** This is available for all to read and is on the main website, [www.mtac.org](http://www.mtac.org). Most questions can be answered on the website.

**Keyboard Teacher's Work Assignment:** Your hours to work have been computed and forwarded to our Work Scheduling Chair, Kathryn Cheng. If you have a change in your schedule (extenuating circumstances only), please notify Kathryn at [kathryn.f.cheng@gmail.com](mailto:kathryn.f.cheng@gmail.com) immediately. You will receive your work assignment time and day(s) sometime in late January by email.