

Student Affiliate Dues Registration Information

The first SA dues deadline for DMTA is September 15th, and dues are \$15.00 per student. **Students who will be taking the Fall Theory Exam must be registered by September 15th. Students taking the Spring Theory Exam must be registered by the December 1st deadline.** There will be a deadline each month with March 15th being the last time you can register students in SA this school year. **Dues are \$15.00 per student from September to December and \$20.00 from January to March.**

You must update your Dashboard before you send the local chairperson your information and money for your students to be registered in SA. **Starting this year, you must add an email address on your Dashboard for each student.** To update your Dashboard, you must change all your returning student's school grades to their present grade, add any new students, add an email address for those that don't already have one listed, and move any students you are no longer teaching from your Active List to your Inactive List. If you have questions about how to do this, the TMTA instructions are listed below. If you have any additional questions, feel free to contact your local chairperson, Ann Abel at pianoann27@gmail.com or call me at (940)367-0854.

Include a typed (or very neatly hand written) list of all of your students' names and present grade levels you are wanting to enroll in SA. Please put the names in alphabetical order, **NOT BY SCHOOL GRADE.** Include this list in the envelope with your check made out to DMTA. **This must be received by or before the deadline.**

You may mail or drop it off at:

Ann Abel
1224 Panhandle Street
Denton, Texas 76201

Local Student Affiliate Enrollment Instructions for Teachers

- Sign in on tmta.org. A blue sign-in button is available on the upper right hand corner of the site. Once you sign in, click on the Members menu, then you will see My Students and Add Students as two of the options.
- Click on My Students to see your list of students. It will default to Active students, and you can toggle to Show All or Show Inactive.
- Click on Details to change active/inactive, name, school grade, and contact information, and notes. Click Submit if any changes are made.
- Type in the notes section for each student the words "student affiliate" and include the year if you want your student enrolled in student affiliate.
- Please add as much contact information as you can for each student. Students participating in TMTA events throughout the year, such as Ensemble, Composition, Publication, Performance, etc, need to have parent name, email, address and phone number information.
- Students who will participate only in Theory or world of Music Tests do not need further contact information, but it helps differentiate other students with the same name, and determine if new students have SA History that needs to be transferred.
- **Teachers must inform the Local SA chair of any students who have transferred from another TMTA teacher. Do NOT enter transfer students as new students. Ask all of your new students if they've studied under another teacher or taken the Theory tests in the past. The Local SA Chair will transfer the student to the new teacher's list, if the student transferred from within your association. The state office will transfer the student to your profile if the student is from a different local association.**
- Add your new students by clicking on the Members menu, and Add Student. Enter the information, and click Submit.
- If students leave your studio, you are able to mark them as inactive when they graduate, move, or discontinue lessons. Inactivating students does not mean that they lose their association with you. They can be reactivated at any time, still in your studio, unless they are transferred. A student can be active, but not enrolled, so they don't need to be inactivated just because they're not being enrolled at that time.
 - If the student is transferring to another teacher, please don't deactivate the student; Instead write "transferring to another TMTA member" (if you know the teacher and/or association, please include that). The student record in your profile must be transferred to the new teacher's profile, so it needs to remain active.
 - If the student has graduated, moved, or discontinued lessons long term, and should be removed from your dashboard, please click on the "Active" checkbox to deactivate the record.
- Students may remain in your profile and not be student affiliate. Simply leave their notes section blank. In addition, students may be added to the member profile and not registered as a Student Affiliate member.
- Submit dues to your Local SA Chair. No enrollments will be accepted after May 1.