

## FWMTA STUDENT AFFILIATE

Vice Presidents for Student Activities: **Mary Ann Fritz (817-454-6342)** and **Jennea Potter (214-632-4777)**  
P. O. Box 93691, Southlake, TX 76092  
Email: [jennea@littlemusicmaker.com](mailto:jennea@littlemusicmaker.com)

**Please note: Teachers will update the grade levels of their students as well as add their new participating students prior to the deadlines. Please see the following page for complete instructions.**

### ENROLLMENT

1. Participating teachers must be active members of the Fort Worth Music Teachers Association with dues paid in full.
2. Teachers may enroll any number of students in school grades 1 through 12 and post-12.

### DUES and DEADLINES

#### Postmarked envelope and emailed enrollment list by September 14, 2017:

\$14.50 per student  
\$12 per teacher  
(Students participating in fall theory test must be registered in SA by September 14.)

#### Postmarked envelope and emailed enrollment list by November 3, 2017:

\$15.50 per student  
\$12 per teacher

#### Postmarked envelope and emailed enrollment list by December 30, 2017:

\$15.50 per student  
\$12 per teacher  
(Students participating in spring theory test must be registered in SA by December 30.)

**Mail payments to Jennea Potter, PO Box 93691, Southlake, TX 76092 along with a copy of the student enrollment list. Please email a copy of the list to [Jennea@littlemusicmaker.com](mailto:Jennea@littlemusicmaker.com) by the deadline as well. Please make checks payable to FWMTA.**

### STATE LEVEL ACTIVITIES

1. Students participating in the SA Performance Contest, High School Ensemble Teams, Texas-American Composer Ensemble teams, Original Composition Contest or Chamber Music Contest must score 70 or higher on a theory exam graded at the state level.
2. Student Affiliate activities are a part of the Texas Music Teachers Convention, held every June. Students selected to represent Fort Worth in any of these State activities are expected to attend the Convention.
3. Details of state-level Student Affiliate activities are in the Student Affiliate Handbook, which every teacher receives in the mail and may be viewed on [www.tmta.org](http://www.tmta.org) website.

## Instructions for Teachers Enrolling Student Affiliate

Please visit <http://www.tmta.org/teachers/certification/sa-instructions-for-chairs-and-teachers/> for instructional videos on the enrollment process.

1. Sign in on tmta.org. A blue sign-in button is available on the upper right hand corner of the site.
2. Once you sign in, the list of your students will appear on your dashboard.
3. Click the Edit button next to the student's name.
4. Update the **current school grade level** for the student.
5. Select "Student is Homeschooled," if applicable.
6. 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.
7. Students who will participate only in the Theory or World of Music Test do not need further contact information.
8. Teachers will be able to add **new** students who are **not** transfers in their teacher profile along with needed information such as address, parent's name, etc. Click on **Save Student** when done editing or adding.
9. 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. The Local SA Chair will transfer the student to the new teacher's list.
10. Please type "Student Affiliate" in the notes section for each student you are registering for SA.
11. **After completing your updates online, email a list of your students to be enrolled in SA to [Jenea@littlemusicmaker.com](mailto:Jenea@littlemusicmaker.com). Students should be sorted first by grade level and then alphabetically by last name. Also include any transfer students or students to be removed from your profile on the list. See below example.**
12. **After emailing your list, please mail a hard copy along with your dues by the deadline.**

### Local Teacher Registration Example:

1. Students to be enrolled. Grade levels are for the upcoming school year.
  - Rylan Kidd grade 2
  - Craig Truitt grade 3
  - Evan Rushing grade 4
  - Lucas Welch grade 4
  - Kendra Welkener grade 4
2. Transfer students.
  - Kenzie Busse grade 1 transfer from Elizabeth Stevens, Plano MTA
  - Connor Busse grade 4
3. Students to be removed from your profile.
  - Ashley Jennings
  - Jordan Lewis

**Exceptions:** Students may be entered in the member profile and not registered as a Student Affiliate member. Notify your Local SA Chair of any inactive students from your list that should be deleted. Once students are deleted their past participation history may be lost.