

FWMTA STUDENT AFFILIATE

Student Affiliate

VP for Student Affiliate and Activities: **Jenea Potter** 214-632-4777
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Registration Date:

1st enrollment opportunity – September 15, 2024

2nd enrollment opportunity – November 1, 2024

3rd enrollment opportunity – December 1, 2024

Postmarked envelope and emailed enrollment list by September 15, 2024:

\$18 per student

\$12 per teacher

(Students must be registered in Student Affiliate by September 15 if they plan to take the FWMTA Fall Theory Test.)

Postmarked envelope and emailed enrollment list by November 1, 2024:

\$18 per student

\$12 per teacher

Postmarked envelope and emailed enrollment list by December 1, 2024:

\$18 per student

\$12 per teacher

(Students must be registered in Student Affiliate on or before December 1 if they plan to take the FWMTA Spring Theory Test.)

Registration steps:

1. **Update/add student information on your TMTA dashboard.** Please scroll to the end of this document for detailed instructions on updating and adding to your TMTA dashboard.
2. **Mail payments to Jenea Potter, PO Box 93691, Southlake, TX 76092,** along with a copy of the student enrollment list. Checks should be made payable to FWMTA.
3. **Email a copy of the student enrollment list to Jenea@littlemusicmaker.com** in addition to the mailed copy.

Important reminders:

- Each teacher will need to update the grade levels of their students on the TMTA dashboard AND add new students on the TMTA website prior to the above deadlines.
- Please do not add transferring students as new students. Email a list of transferring students to jenea@littlemusicmaker.com. Please see the following page for complete instructions.

- **Due to the time sensitive nature of SA registrations as set by TMTA to ensure student eligibility for theory and other events, FWMTA SA is unable to make any exceptions to the above registration deadlines. Thank you for your understanding.**

Requirements for Participation:

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.

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 and may be viewed on www.tmta.org website.

Instructions for Teachers Enrolling Student Affiliate:

- 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.
- Students testing below level in theory should be marked as non-Whitlock. They may be eligible for an instrumental or vocal medal even if testing below level. More information will be available from your local theory chair
- 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.
- After completing your updates online, **email a list of your students** to be enrolled in SA to Jennea@littlemusicmaker.com. Students should be sorted alphabetically by last name. Also include any transfer students.
- After emailing your list, please **mail a hard copy** along with your dues by the deadline.