VIDEO PERFORMANCE COMPETITIONS

State affiliates have the option of holding a video competition. Affiliates using this option are permitted to select their platform (e.g. YouTube, Acceptd or other) and establish guidelines for the submission and adjudication of entrant performance videos. While video submission guidelines are up to each state (sample guidelines have been provided), the procedures included in this handbook must be followed.

The MTNA Competitions are national in scope and the policies and procedures contained herein are applicable to all levels of the competition—state, division, national. Therefore, these policies must be administered uniformly at each level. States that assess additional fees for entrants in the MTNA competitions are responsible for all activities related to that fee, including notifying the teacher and/or entrant and collecting the fee. MTNA will not be involved in any aspect of these state-assessed fees. Entrants cannot be disqualified for the non-payment of any additional fees.

PERFORMANCE CHAIR AND COORDINATOR RESPONSIBILITIES

State Performance Chair- All State Performance Competitions
State Coordinators- Junior Competition/ Senior Competition/ Young Artist Competition

The National Coordinator of the specific competition and the Director of Competitions must be consulted before disqualifying an entrant.

- Communication via ***email*** is preferred. Remind participants to regularly check spam/junk email folders to ensure they receive all communications regarding the competitions.
- Copy all emails to entrant, teacher and parents of entrants under the age of eighteen (18) and State Competitions Chair.
- When sending group email, addresses should be in the blind (bcc) copy line, not in the "To" line. If your email program requires an address in the "To" line, enter your own email address.
- Include name of state and competition category in the subject line of the message (e.g. TX Junior Piano).
- Attachments should be sent in Microsoft Word format, if possible.
- Also copy and paste the document into the body of the email message in case the attachments are not readable.
- Request a courtesy reply that email has been received.
- Include coordinator contact information (phone, email).
- Coordinators may communicate the number of entrants in a category but should not release individual names.
- MTNA policy prohibits the dissemination of entrant contact information without permission of the entrant/parents.
- Names of judges may be made public prior to the competitions.
- Keep copies of all email correspondence for six (6) months.
- Refer to **Competitions FAQs** document at the top of the Handbook page for answers concerning the competitions.

STATE COMPETITIONS CHAIR TIMELINE

- Read and be familiar with all responsibilities of Performance Coordinators, making sure coordinators fulfill all duties as listed.
- State treasurer receives rebates of half the student entry fees to help with expenses (by mid-November). States set their own fees for judges.
- **Notify Director of Competitions of any withdrawals from the competitions.**

4–6 Months Before Competitions

- Decide how and to whom entrant will submit videos and communicate this with all the entrants/parents/teachers.
- States using videos may use the best platform for them e.g. YouTube, Acceptd or other. (See Sample Video Submission Guidelines)
  - If states use YouTube, videos should be labeled as **Unlisted**.
  - If states use Acceptd, there will be additional fees that need to be paid to Acceptd. To find out more about Acceptd, click here.
- States will set their own deadline for videos to be submitted and a deadline for judging. Judges should send results back to the states no later than **November 8, 2026**. State Chairs should submit results via the MTNA reporting system, as they normally do, no later than **November 10, 2026.**
- Notify state membership and past competitors of the state's decision to hold a video round of the MTNA Competitions and any appropriate video submission deadlines and guidelines.
- Determine how judges will evaluate student performances, provide comments and submit rankings. (See Judges Guidelines)
  - States may use the MTNA Comments sheet for judges (See MTNA Performance Competitions Comment Sheet)
  - States may develop their own evaluation forms for judges.
- Determine how entrants will be notified of results and how judges' comments will be sent.
- Note: ***THERE WILL BE NO CHAMBER MUSIC or BRASS/VOICE COMPETITIONS AT THE STATE LEVEL.***

2–3 Months: Secure judges

- Secure judges **(See Requirements for Judges)**, in consultation with coordinators, for categories that usually have entrants. Judges should be informed that if there is only one (1) entrant in a competition category, there will be no state adjudication. States are encouraged to invite representatives to perform for comments. Entrants have the option not to perform but will still proceed to the division level. *Any additional state fees must be administered by the state. If this fee is not paid for state representatives, this does not affect their status as a representative. **NO** entrant can be disqualified for nonpayment of any additional state fee.
- Tell judges they will not have scores but will be sent repertoire lists with the Registration ID of each entrant.
- Remind judges to regularly check spam/junk email folders to ensure they receive all communications regarding the competitions.
- Instruct Competitions Coordinators to copy State Competitions Chair on all email communications with entrants, teachers and parents.

After approval: Print registrations

- Print approved registrations for appropriate state from website:

- Go to website address provided by Director of Competitions.
- Enter MTNA member number (password is not required).
- Click Login button to access report page. State officials should access their own state registrations once they have been approved by National Coordinators.
- Print registrations for all levels.

- For categories with only one entrant, Director of Competitions will send Representative information to those entrants. States are encouraged to offer those entrants an opportunity to perform for comments. **Contact state representatives to let them know about your state policy.**
- Immediately send entrant letter, blind copied to all entrants/parents/teachers with details of the video competition submission process, telling them to contact the State Chair with questions.
  - Include the following statement in the email (blind-copied) to all non-piano entrants: Live accompaniments are required for video competitions.
- Verify receipt of entrant videos.

Music:

- Due to possible copyright infringements, states are not allowed to require entrants to provide copies of scores for judges.
- **Music Release Forms will no longer be required at all levels of the competitions.** Before starting the registration, all entrants have agreed to abide by U.S. copyright laws. Please review the FAQs for Online Music Competitions and Recitals for more information.
- Explain to entrants and judges that the entrant forfeits consideration for any placement (winner/alternate/honorable mention) but may play for comments if:
  - All music listed on the registration is not submitted on the videos.
  - Entrant is not prepared to make videos of all music listed on registration.
  - If repertoire does not match exactly what is on reports site (e.g. extra repertoire/movements that they said they had entered).

2 weeks: Finalize and send judges materials

Send to judges

- Each judge must receive:
  - Judges letter
  - Guidelines for Performance Judges
  - Repertoire Requirements for specific level, category and instrument (Junior Piano, Senior Woodwind and so on)
  - List of repertoire without any reference to entrant, teacher or school with Entrant No. (e.g. Junior Piano 1, Senior String 2, and so on)
  - Links or log in information to view entrant videos

After adjudication is completed: Determining winners

- Judges rank top 5 performances in a category by assigning #1 to best performance, #2 to the second-best performance, and so on. Ties are not allowed. A ranking of #1 must be assigned.
- Following the deadline for judges to submit rankings, tabulate rankings and determine Winners/Alternates/Honorable Mentions.
  - Any entrant receiving a #1 ranking from two (2) judges is automatically declared the Winner. Otherwise, the entrant with the lowest combined score from the judges' rankings is declared the Winner.

- The Alternate is determined in the same manner. When declaring the Alternate, a #2 ranking by at least two (2) judges takes precedence over any tally of combined scores.
- The Director of Competitions must be notified immediately in the event of any questionable rankings or statistical ties. Winner and alternate must be named if there are at least two entrants in a category.
- Honorable Mentions may be awarded, as deemed appropriate, by the State Competitions Chair and Coordinators.

After competitions:

- **Judges Payments**: State will decide on the payment amount for the judges.
- **Request checks:**
  - Reminder: request judges' checks from State Treasurer.
- **Notify All Entrants:** states can determine the best way to notify entrants, parents, teachers and judges of the results, but sending a blast email using a chart like the one below is an option. If this chart is not used, send the list of judges and categories judged to all entrants.

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NAME (Teacher)	**INSTR.**	**Entrant #**	**Winner/Alternate/HM**
JUNIOR PIANO			
Jane Doe (John Smith)	Piano	J Piano #1	Alternate
John Brown (Mary Smith)	Piano	J Piano #2	
Tom Jones (Joe Blow)	Piano	J Piano #3	Winner
Sue Black (John Doe)	Piano	J Piano #4	Honorable Mention
Ann Smith (Mary Smith)	Piano	J Piano #5	
JUNIOR STRING			
Jim Ross (Tom Dooley)	Violin	J String #1	Winner
Mary Black (Tom Dooley)	Violin	J String #2	Honorable Mention
Tom White (Amy Black)	Cello	J String #3	Alternate

- **File Reports:** Access website address to file competition report. Click on State Winner List, then name of competition.
  - Select Winner(s) and Alternate(s), Honorable Mention(s), if any. Representative(s) are already marked.
- Click on State Performance Winner Emails. Check for accuracy and click Send.
  Emails are automatically sent to:
  - Winners/Representatives/Alternates
  - State President
  - Division Director
  - Division Competitions Chair
  - National Competitions Coordinators
- Click on State Judges Report. Complete report, making sure to list the primary instrument for the non-piano judges and click Send. Judges Report is automatically sent to:
  - Division Director
  - Division Competitions Chair
  - Director of Competitions
  - State President

Entrant's Performances:

- Videos of entrants' performances should not be shared with the public, teachers or other competitors unless permission has been obtained to do so.

Winners Concerts:

- Should you wish to put together a virtual winners' concert, you must obtain permission to use videos from all entrants or entrants' guardians, if they are under age 18.
- A sample photo/video release form has been included in the handbook for your adaptation.

Winner Publicity:

- If you plan to use entrant photos to publicize the competitions, it is important that permission to use them is obtained from all entrants or entrants' guardians, if they are under age 18.

A sample photo/video release form has been included in the handbook for your adaptation.

STATE COMPETITIONS COORDINATOR TIMELINE

After approval:

Print Registrations

- Print approved registrations for appropriate state from website:
  - Go to website address provided by Director of Competitions.
  - Enter MTNA member number (password is not required).
  - Click Login button to access report page. State officials should access their own state reports once they have been approved by National Coordinators.
  - Print registrations for all levels.

Repertoire Lists

- Compile complete competition repertoire list by entrant and instrument with entrant names and submit to State Competitions Chair.
- All email communications with entrants, teachers and parents should be copied to State Competitions Chair.

2 Weeks: Prepare materials

- Prepare the following:
  - Comment Sheets in consultation with State Competitions Chair (with repertoire timings indicated)

Music:

- Due to possible copyright infringements, states are not allowed to require entrants to provide copies of scores for judges.
- **Music Release Forms will no longer be required at all levels of the competitions.** Before starting the registration, all entrants have agreed to abide by U.S. copyright laws. Please review the FAQs for Online Music Competitions and Recitals for more information.

Announce Winners

- Announce Winners in consultation with State Chair.
  - Send comment sheets to all entrants.

- **Verify address, phone and email of Winner/Alternate. If there are any changes, send them to the Director of Competitions immediately.**

After competition

Mark winners

- Access website address to mark winners (or give winner list to Chair). Click on State Winner List, then name of competition.
  - Select Winner(s) and Alternate(s), Honorable Mention(s), if any. Representative(s) are already marked.

One week after competition

- Evaluate competitions and offer recommendations to State Competitions Chair.
- Volunteer to assist at National Competitions as requested.