COMPETITION REPORTING INSTRUCTIONS
COMPOSITION

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Print these instructions and keep them by your computer for quick reference. The screenshots are from our testing. **Additional screenshots are on the Handbook site (Online Reporting System Sample Screenshots)**

HOW TO LOGIN TO REPORTING SITE:

Below are the procedures for retrieving your state applications and entering information to generate your competition reports at the following website address (save this in your Bookmarks or Favorites. **DELETE OLD BOOKMARK FROM PAST YEARS**):

https://members.mtna.org/MTNACompetitions2023/Reporting/

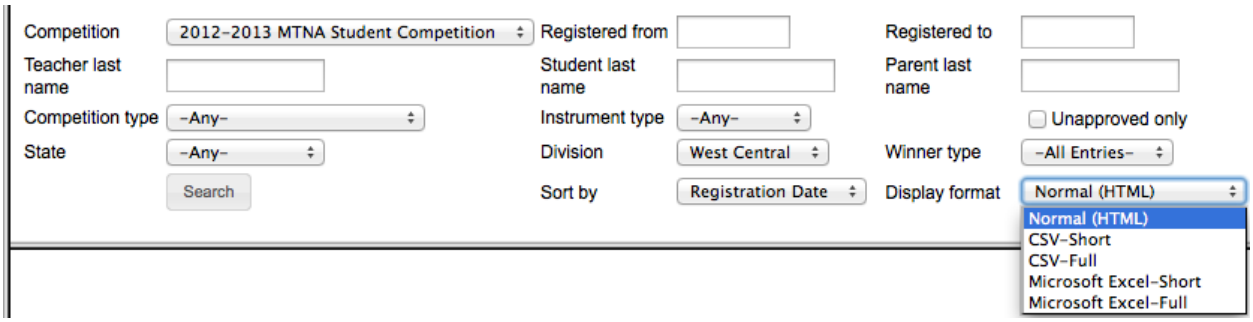
To access the reporting system, your MTNA member number will be your login.

1. To log on, go to the link provided above and enter your member number.
   a. Do NOT enter a password.
   b. Do NOT change the password.

2. Click on Login.

3. There is a link to the Competitions Handbook on the reports login page.

HOW TO RETRIEVE APPLICATIONS:



1. Click on **Registration Inquiry** in the left column. You can retrieve your applications by any or all of the fields (the less criteria you use, the better). This is the best way to retrieve your applications:
   a. Select the date range. You can ignore the date range if you like.
   b. Choose Composition under Competition Type. Each level is separate (Elementary, Junior,
   Senior, Young Artist).
   c. Choose state (already chosen for State Coordinators; Division Coordinators will see all states in their division.)
   d. Click on the "Search" button. Depending on the size of your computer monitor, you may have to scroll down to see the list of entrants after clicking the "Search" button.

2. In the left hand column, you will see Check Marks in either green or red circles. If the circle is green, the application has been approved. If it is red, it has not yet been approved. Each application also shows the approval status in the upper left hand box under the confirmation number.

Do not print your applications until they have been marked Approved. The national coordinator sometimes has to contact the student to get more specific information about the composition.

3. To view individual applications, click on the confirmation number link. You can then print the application. Check to make sure PDF scores are readable and YouTube links are accessible.

4. I will double check numbers of students with each state after all the applications are received. Also, I will be in contact with each of the State Coordinators where there is only one entrant in a category (Representative).

5. The National Coordinator will be approving applications as quickly as possible.

6. *Remember that you must click the Search button each time you change your search criteria.

7. Applicant information is also available for download as a CSV file, which will open in Excel or compatible spreadsheet program.

HOW TO ADD JUDGES AND SEND JUDGES LINKS:

1. Click State/Division Composition Judges, click on Add Judge and fill in the name and email of the judge(s). Judges must have email in order to receive the links and complete the judging. You can delete a judge by clicking on their name, and clicking delete, but this option disappears after a judge has started to write comments.

2. In State/Division Composition Judges: Judges Portal, verify all entrants appear scores are readable and YouTube links are playable. The link to Judges Portal will not appear until a judge is added.

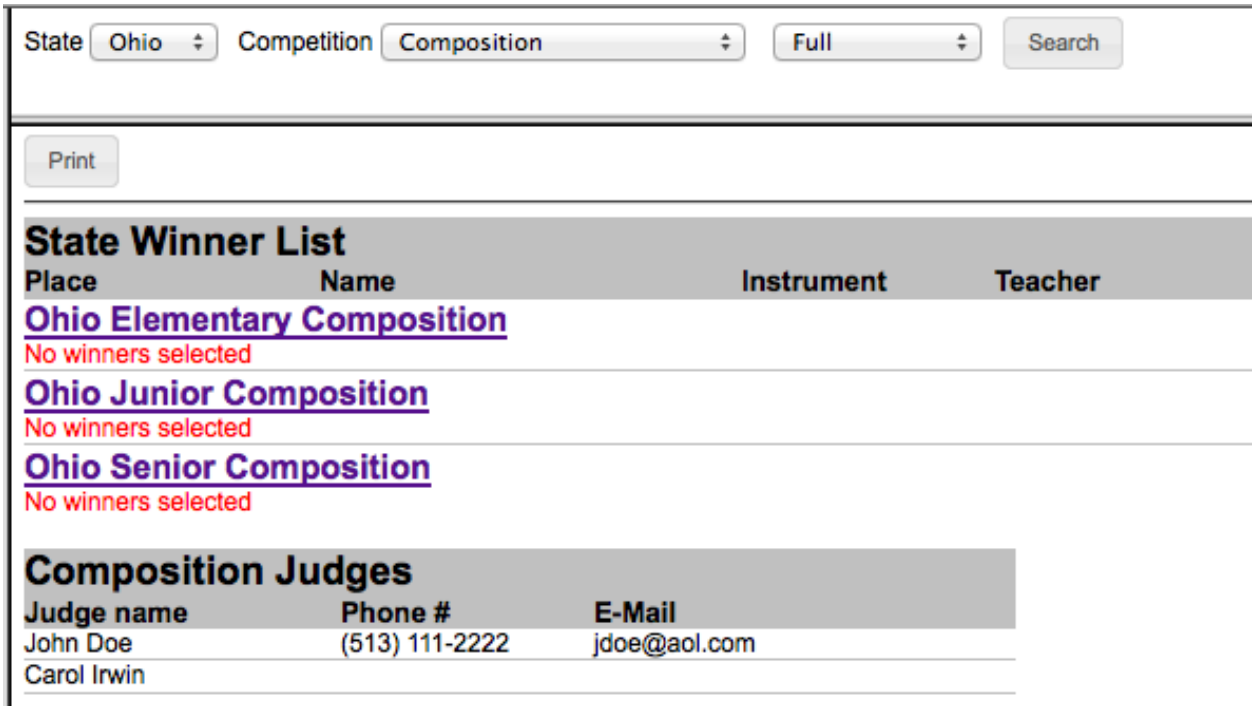
3. Click "Send Email with Links to Judges." Links to Judges Guidelines, comment sheets, PDF scores and YouTube links appear in portal.

4. Judges review scores, write comments and rank compositions in Judges Portal.

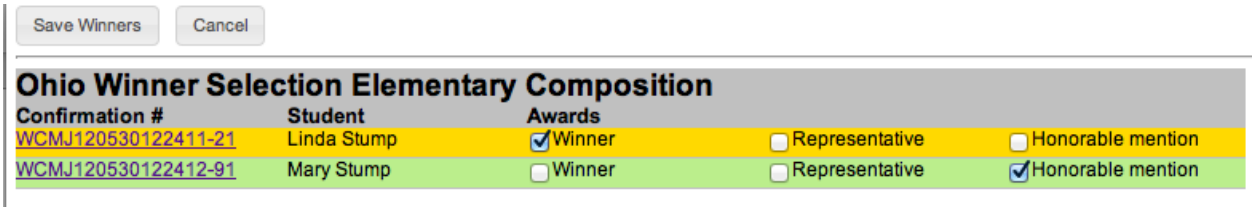
5. All compositions receive comments and rankings.

HOW TO COMPLETE REPORTS AFTER STATE/DIVISION COMPETITION:

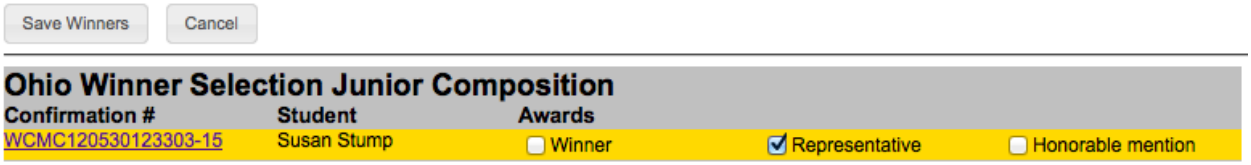
1. In the left hand column:
   a. Click on **State Winner List.**
   b. Select Composition and click Search button.
   c. Click on appropriate level to find the names of your Winners and Honorable Mentions and click the appropriate button. (You may have to scroll to the right to see all the buttons)



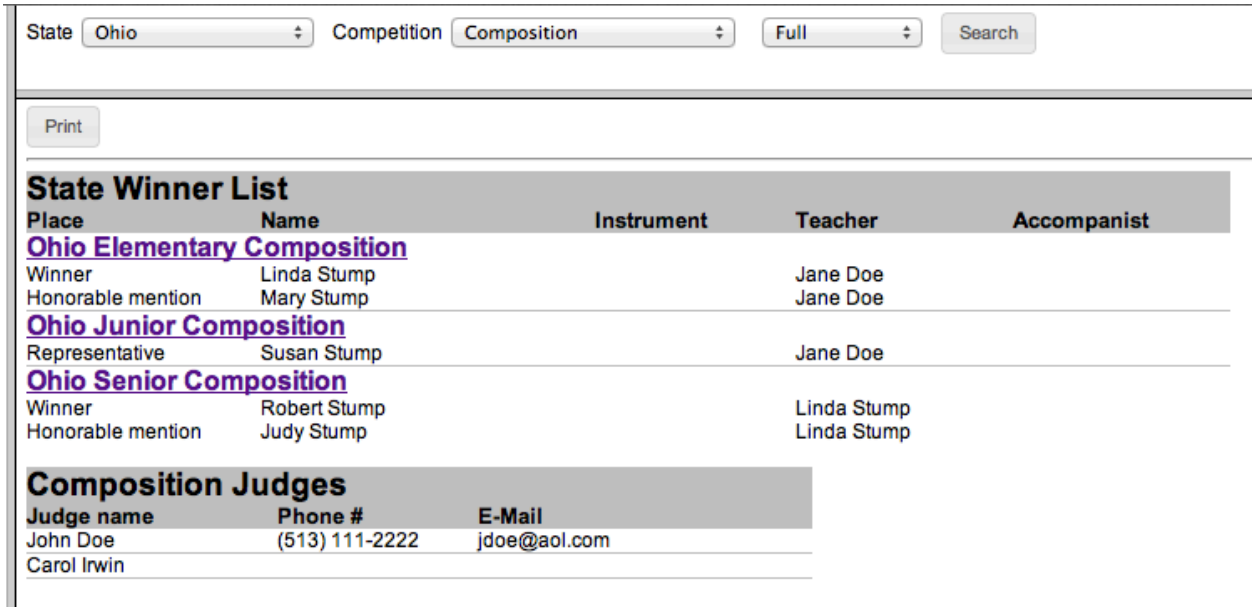
d. When you have selected all the Winners and Honorable Mentions, click on Save button at the top of the page.



e. Make sure that any levels with one entrant are marked as **State Representatives (not winners)**. **I will mark these ahead of time.**



2. After marking the winners, click again **State Winner List** link to see the winners you have marked. **If you find any errors, go back and make the necessary changes.** Judge(s) names will appear at the bottom of this list. Print this page for your records.



3. Once all Winners and Honorable Mentions have been marked (State Representatives are already marked for you), click on **Composition Winner Emails**. The names of your winners and state representatives will be listed. Also listed are the recipients of the emails for your state report.

Send E-Mails | Send Preview E-Mails to my E-Mail Address

Ohio Composition Winner Emails

Competition	Name	Email	Status
Elementary Composition	Linda Stump	lindastump@comcast.net	*Not sent*
		kstump@comcast.net	*Not sent*
		jdoe@aol.com	*Not sent*
Senior Composition	Robert Stump	rs@me.com	*Not sent*
		ks@me.com	*Not sent*
		lindastump@mtna.org	*Not sent*

Ohio Composition Representative Emails

Competition	Name	Email	Status
Junior Composition	Susan Stump	sstump@aol.com	*Not sent*
		kstump@aol.com	*Not sent*
		jdoe@aol.com	*Not sent*

Ohio Composition Honorable mention/Non-winner emails

Competition	Name	Email	Status
Elementary Composition	Mary Stump	lindastump@comcast.net	*Not sent*
		kstump@comcast.net	*Not sent*
		jdoe@aol.com	*Not sent*
Senior Composition	Judy Stump	jstump@aol.com	*Not sent*
		lstump@aol.com	*Not sent*
		lindastump@mtna.org	*Not sent*

Ohio Composition Notifications

Position	Name	Email	Status
OH State President	Judy Bede	jmusic122@gmail.com	*Not sent*
OH Composition Competition	Jessica Madsen	rookwoodpianist@yahoo.com	*Not sent*
OH Competition Chair	Cheryl Staats	88keys@cinci.rr.com	*Not sent*
East Central Division Competition Chair	James Helton	jhelton@bsu.edu	*Not sent*
East Central Division Composition Coordinator	Edward Shure	eashure@shurestudios.com	*Not sent*
East Central Division Director	Gerardo Ascheri	ascheri@msu.edu	*Not sent*
National Coordinator	Christopher Goldston	goldston@hotmail.com	*Not sent*
Director of Competitions	Linda Stump	lindastump@mtna.org	*Not sent*

a. Click on **Send Preview Emails to my Email Address** button at the top of the page. Verify the information in the emails you receive before sending final notification (see email samples below). It may take a few minutes for you to receive emails.
b. Click on **Send Emails** at top of page**.** Students will receive two (2) emails: 1) with a link to get their comment sheets and 2) an email listing all the winners. See the Automatic Email Samples on the Handbook site.
c. The people listed at the bottom of the page will receive an email with the list of winners/representatives and honorable mentions.

HOW TO RETRIEVE STATE REPORTS:

1. Click **State Winner List**. Choose the state report level you need and print. Winners/Representatives and Honorable Mentions, as well as Judges, will appear in State Winner List.

DIVISION COMPETITION OFFICIALS:

1. You can print the applications for the Winners by following the instructions above.

2. Following the division competitions, follow the instructions above for filing your reports.