COMPETITION REPORTING INSTRUCTIONS
PERFORMANCE

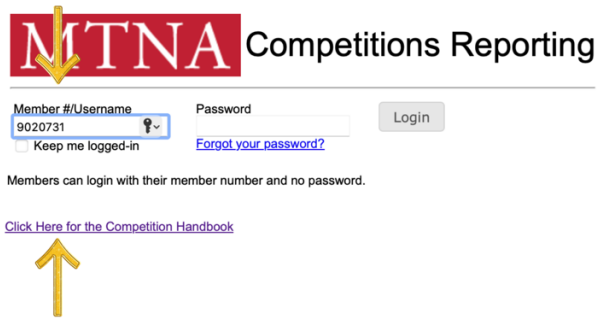
LOGIN:

Competitions Reporting Link
https://members.mtna.org/mtnacompetitions2023/Login.aspx

Your MTNA Member number will be your login- NO password. If you have created a username/password you may use these.

Competition Handbook link at the bottom of the page.

"Logout button" -left hand column at bottom



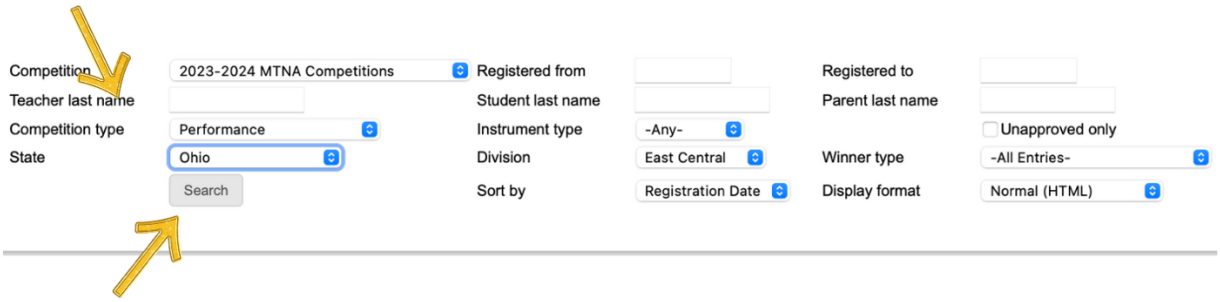
RETRIEVE APPLICATIONS:

Click on "Registration Inquiry" in the left-hand column.



Your state should already be selected.

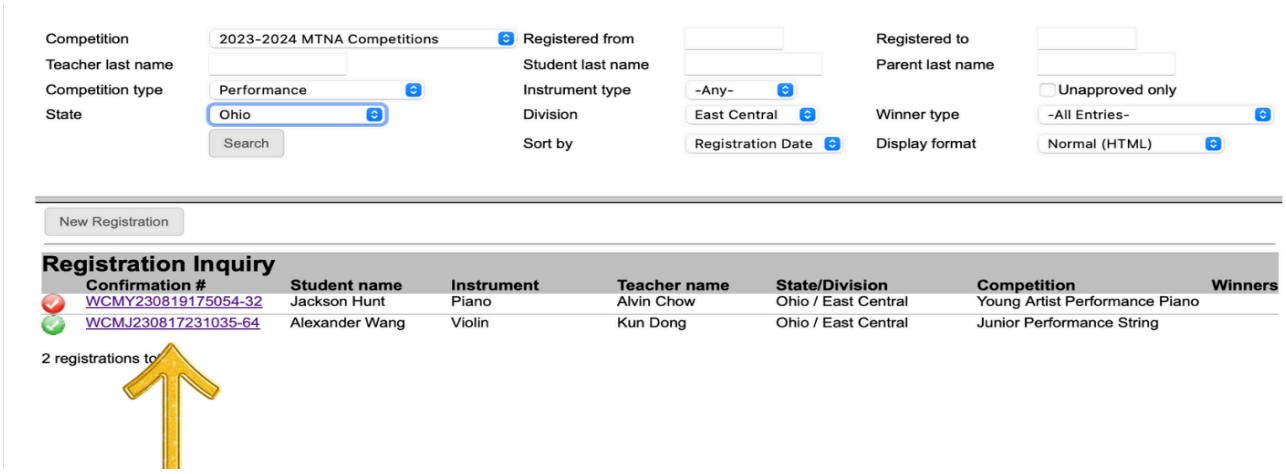
Go to Competition Type field, using the blue arrows, select your competition type.



You may use the other search options as well.

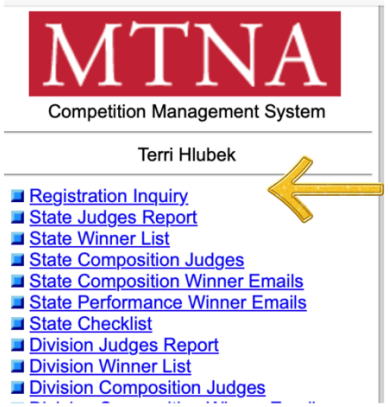
Click on “Search” button (click the “Search” button each time you change search criteria).

Click on Confirmation # link to the right of check marks to view and print individual applications.



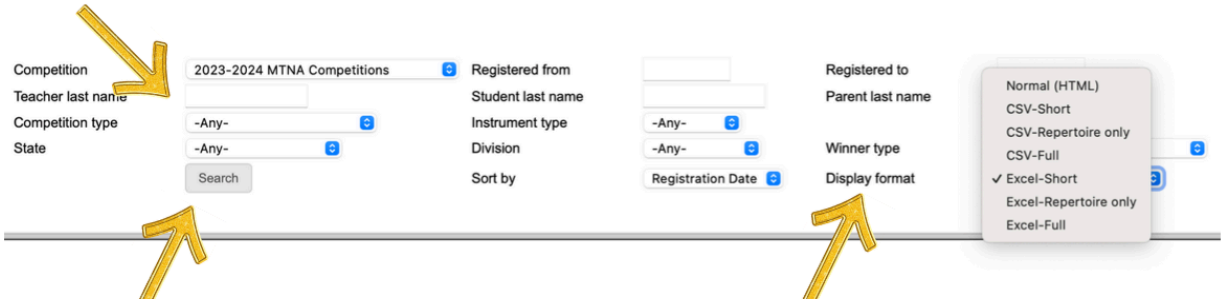
DOWNLOAD A FILE :

Click “Registration Inquiry” on left side.



Go to Competition Type field, using the arrows, select your competition type.

In Display Format field select Excel, CSV, etc. using arrows, then select “Search”.



APPROVED/ UNAPPROVED APPLICATIONS:

Check marks are either green or red circles located by the confirmation #’s. Do not print applications until marked “approved”.

Green check mark=approved application
Red check mark= not approved yet



REPORTS:

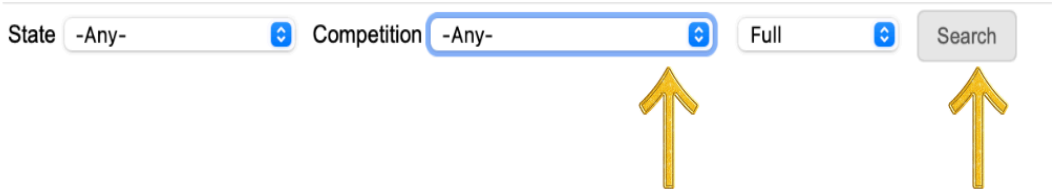
State and Division winner reports will be completed and sent by the chair, not coordinators. Coordinators can mark the winners at their level, but the notification of the state report can only be sent by the chair.

Login

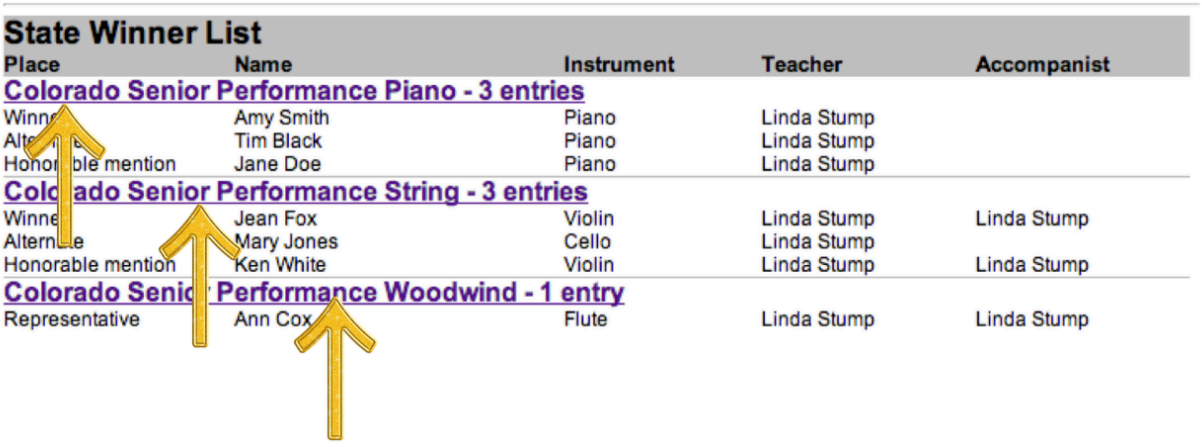
Click “State Winner List”.



Select competition by using arrows and click “Search” at the top of the page.



Click on the competition title (Junior Performance Piano, Junior Performance String, etc.).



Find the names of your Winners, Alternates and Honorable Mentions and click the box by the ranking status.

Colorado Winner Selection Senior Performance-Piano

Confirmation #	Student	Instrument	Awards			
WCMS140721174538-13	Tim Black	Piano	☐ Winner	☐ Representative	☑ Alternate	☐ Honorable mention
WCMS140721174154-74	Jane Doe	Piano	☐ Winner	☐ Representative	☐ Alternate	☑ Honorable mention
WCMJ140721162430-11	Amy Smith	Piano	☑ Winner	☐ Representative	☐ Alternate	☐ Honorable mention

Colorado Winner Selection Senior Performance-String

Confirmation #	Student	Instrument	Awards			
WCMS140721175522-84	Jean Fox	Violin	☑ Winner	☐ Representative	☐ Alternate	☐ Honorable mention
WCMS140721175159-14	Mary Jones	Cello	☐ Winner	☐ Representative	☑ Alternate	☐ Honorable mention
WCMS140721174856-02	Ken White	Violin	☐ Winner	☐ Representative	☐ Alternate	☑ Honorable mention

Colorado Winner Selection Senior Performance-Woodwind

Confirmation #	Student	Instrument	Awards			
WCMS140722063122-68	Ann Cox	Flute	☐ Winner	☑ Representative	☐ Alternate	☐ Honorable mention

Make sure any categories with one entrant are marked as State Representative, not Winners.

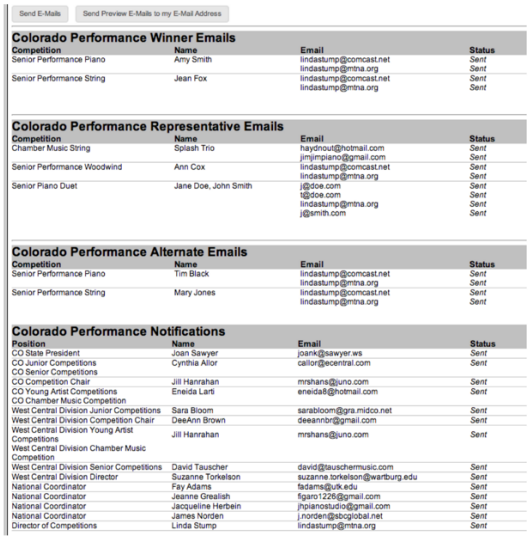
Click “Save” at the top of the page. You may print for your records.

CHECK YOUR WORK:

After marking the Winners, close the window and go back to the main page.

Click on “State Performance Winner E-mail” link to see the winners you have marked.





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

Colorado Performance Winner Emails

Competition	Name	Email	Status
Senior Performance Piano	Amy Smith	lindastump@comcast.net	Sent
		lindastump@mtna.org	Sent
Senior Performance String	Jean Fox	lindastump@comcast.net	Sent
		lindastump@mtna.org	Sent

Colorado Performance Representative Emails

Competition	Name	Email	Status
Chamber Music String	Splash Trio	haydnout@hotmail.com	Sent
		jimjimpiano@gmail.com	Sent
Senior Performance Woodwind	Ann Cox	lindastump@comcast.net	Sent
		lindastump@mtna.org	Sent
Senior Piano Duet	Jane Doe, John Smith	j@doe.com	Sent
		t@doe.com	Sent
		lindastump@mtna.org	Sent
		j@smith.com	Sent

Colorado Performance Alternate Emails

Competition	Name	Email	Status
Senior Performance Piano	Tim Black	lindastump@comcast.net	Sent
		lindastump@mtna.org	Sent
Senior Performance String	Mary Jones	lindastump@comcast.net	Sent
		lindastump@mtna.org	Sent

Colorado Performance Notifications

Position	Name	Email	Status
CO State President	Joan Sawyer	joank@sawyer.ws	Sent
CO Junior Competitions	Cynthia Allor	callor@ecentral.com	Sent
CO Senior Competitions			
CO Competition Chair	Jill Hanrahan	mrshans@juno.com	Sent
CO Young Artist Competitions	Eneida Larti	eneida8@hotmail.com	Sent
CO Chamber Music Competition			
West Central Division Junior Competitions	Sara Bloom	sarabloom@gra.midco.net	Sent
West Central Division Competition Chair	DeeAnn Brown	deeannbr@gmail.com	Sent
West Central Division Young Artist Competitions	Jill Hanrahan	mrshans@juno.com	Sent
West Central Division Chamber Music Competition			
West Central Division Senior Competitions	David Tauscher	david@tauschermusic.com	Sent
West Central Division Director	Suzanne Torkelson	suzanne.torkelson@wartburg.edu	Sent
National Coordinator	Fay Adams	fadams@utk.edu	Sent
National Coordinator	Jeanne Grealish	figaro1226@gmail.com	Sent
National Coordinator	Jacqueline Herbein	jhpianostudio@gmail.com	Sent
National Coordinator	James Norden	j.norden@sbcglobal.net	Sent
Director of Competitions	Linda Stump	lindastump@mtna.org	Sent

If you see any errors, back to “State Winner List” and make the necessary changes.

STATE CHAIR:

Login

Click “State Performance Winner E-mails” on the left.



The names of your Winners, State Representatives, and Alternates are listed, AND the recipients of the E-mails for your state report.

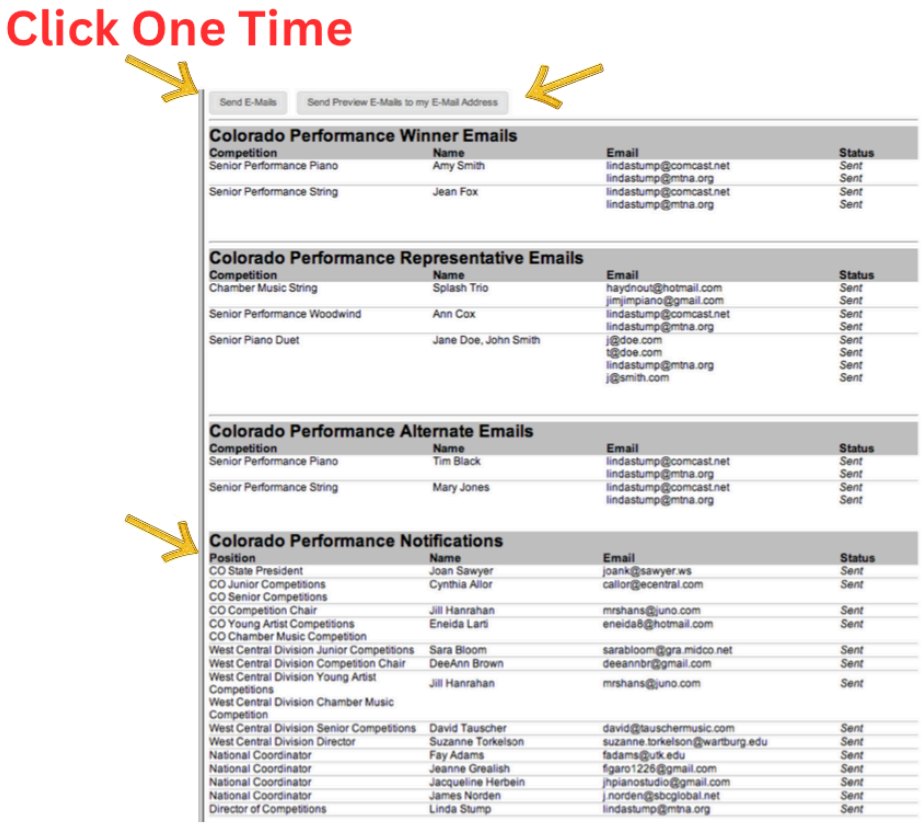
Click “Send Preview E-Mails to my E-Mail Address” to make sure everything is correct before you click the “Send E-Mails” button.

All Winners, Alternates and Representatives need to be marked before clicking the “Send E-Mails” button. You can only click this button ONCE.

Send E-mails:

Students will receive emails with a link to get the Winner/ Alternate letter, upload their photo/bio/ PR information, and enter accompanist information.

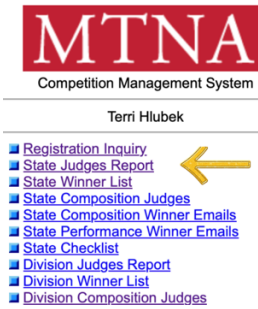
People at the bottom of the list will receive notifications telling them the report is available.

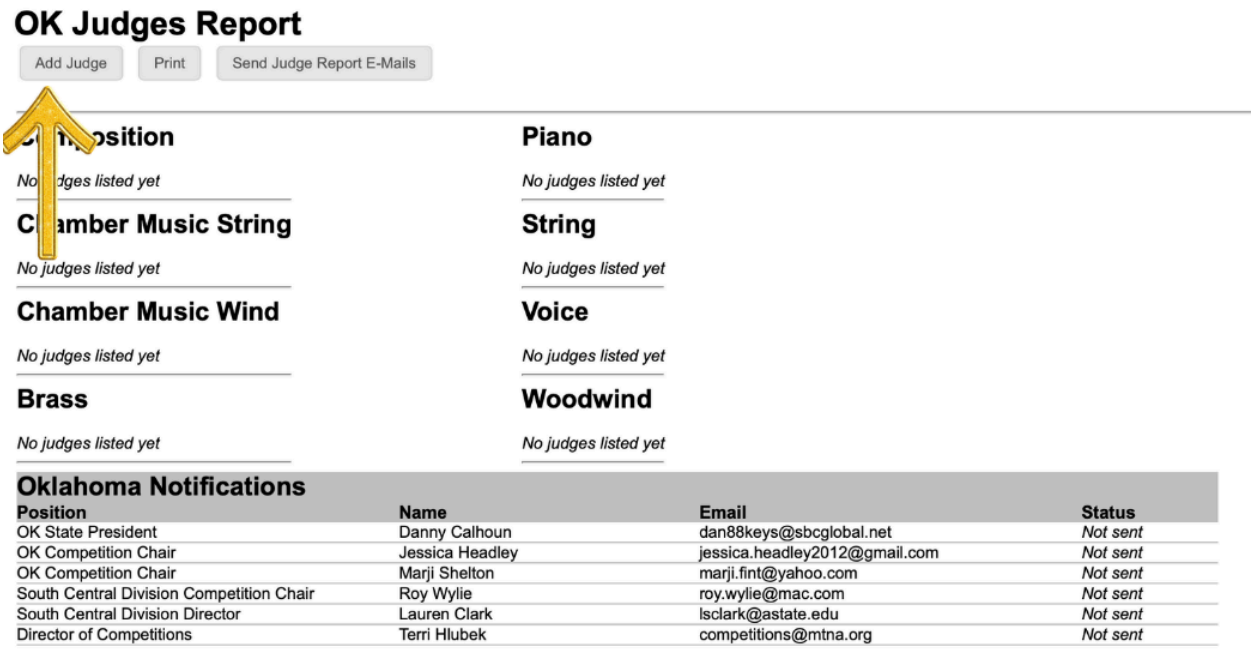


JUDGES REPORT:

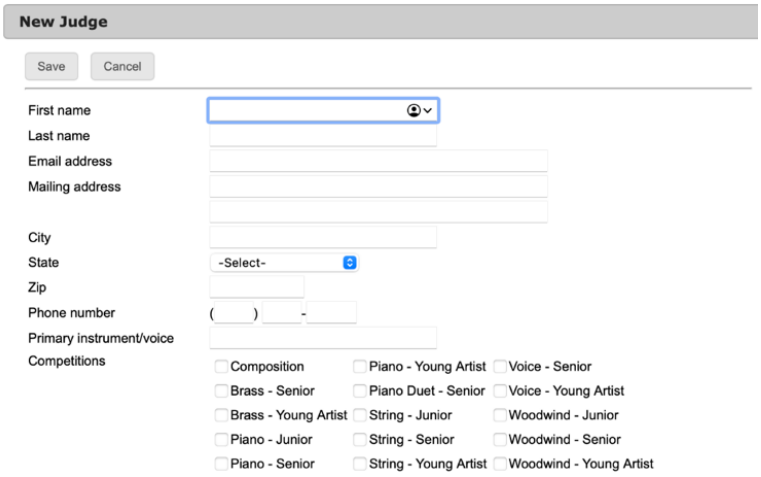
Login

Click on “State Judges Report” on the left.



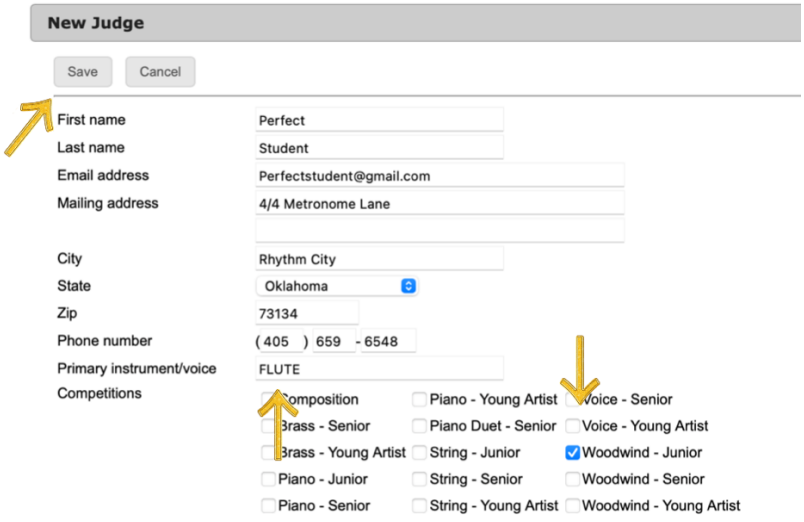


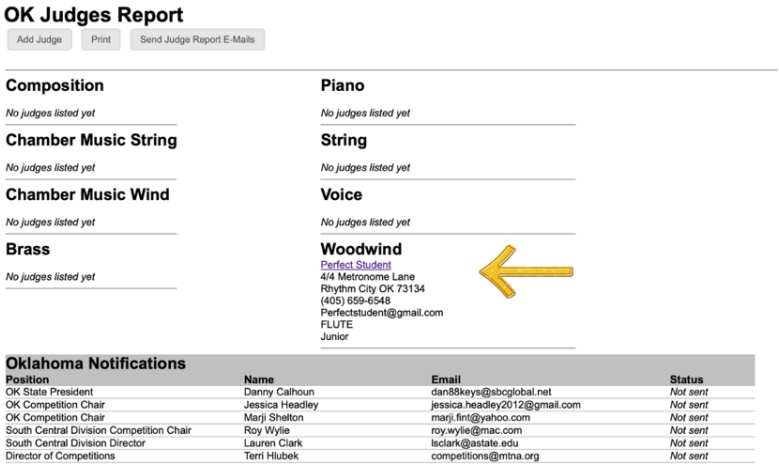
You can update or add to report as needed and save changes.



Primary Instrument/voice field:

Enter judge's primary instrument. For Example, a string judge (violin or cello etc.) or a vocal judge (soprano or tenor etc.). Click Save.





OK Judges Report

Add Judge | Print | Send Judge Report E-Mails

Composition
No judges listed yet

Chamber Music String
No judges listed yet

Chamber Music Wind
No judges listed yet

Brass
No judges listed yet

Piano
No judges listed yet

String
No judges listed yet

Voice
No judges listed yet

Woodwind
Perfect Student
4/4 Metronome Lane
Rhythm City OK 73134
(405) 659-6548
Perfectstudent@gmail.com
FLUTE
Junior

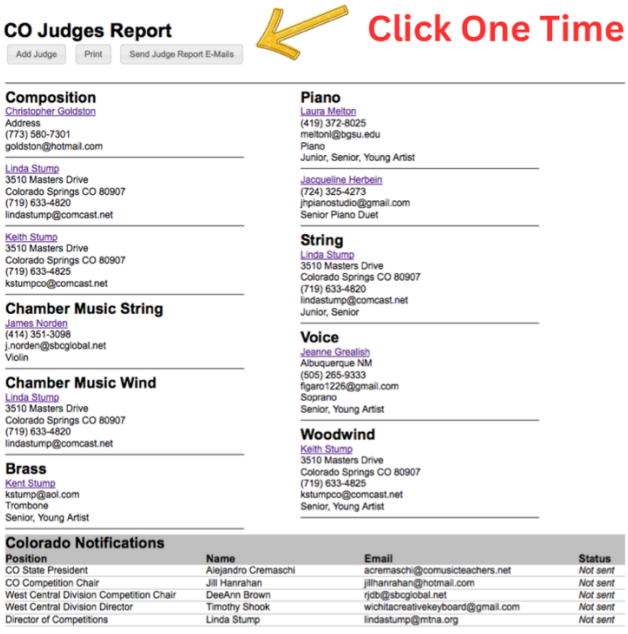
Oklahoma Notifications

Position	Name	Email	Status
OK State President	Danny Calhoun	dan88keys@sbcglobal.net	*Not sent*
OK Competition Chair	Jessica Headley	jessica.headley2012@gmail.com	*Not sent*
OK Competition Chair	Marji Shelton	marji.flint@yahoo.com	*Not sent*
South Central Division Competition Chair	Roy Wylie	roy.wylie@mac.com	*Not sent*
South Central Division Director	Lauren Clark	lsclark@astate.edu	*Not sent*
Director of Competitions	Terri Hlubek	competitions@mtna.org	*Not sent*

Click “Send Judge Reports E-Mails” link at the top of the page when report is complete. You can only send ONCE.

Report will be sent to the appropriate people at the bottom of the page.

Print using button at the top of the Judges Report page.



CO Judges Report

Add Judge | Print | Send Judge Report E-Mails

Click One Time

Composition
Christopher Goldston
Address
(773) 580-7301
goldston@hotmail.com

Linda Stump
3510 Masters Drive
Colorado Springs CO 80907
(719) 633-4820
lindastump@comcast.net

Keith Stump
3510 Masters Drive
Colorado Springs CO 80907
(719) 633-4825
kstumpco@comcast.net

Chamber Music String
James Norden
(414) 351-3098
j.norden@sbcglobal.net
Violin

Chamber Music Wind
Linda Stump
3510 Masters Drive
Colorado Springs CO 80907
(719) 633-4820
lindastump@comcast.net

Brass
Kent Stump
kstump@aol.com
Trombone
Senior, Young Artist

Piano
Laura Melton
(419) 372-8025
meltonl@bgsu.edu
Piano
Junior, Senior, Young Artist

Jacqueline Herbein
(724) 325-4273
jhpianostudio@gmail.com
Senior Piano Duet

String
Linda Stump
3510 Masters Drive
Colorado Springs CO 80907
(719) 633-4820
lindastump@comcast.net
Junior, Senior

Voice
Jeanne Grealish
Albuquerque NM
(505) 265-9333
figaro1226@gmail.com
Soprano
Senior, Young Artist

Woodwind
Keith Stump
3510 Masters Drive
Colorado Springs CO 80907
(719) 633-4825
kstumpco@comcast.net
Senior, Young Artist

Colorado Notifications

Position	Name	Email	Status
CO State President	Alejandro Cremaschi	acremaschi@comusicteachers.net	*Not sent*
CO Competition Chair	Jill Hanrahan	jillhanrahan@hotmail.com	*Not sent*
West Central Division Competition Chair	DeeAnn Brown	rjdb@sbcglobal.net	*Not sent*
West Central Division Director	Timothy Shook	wichitacreativekeyboard@gmail.com	*Not sent*
Director of Competitions	Linda Stump	lindastump@mtna.org	*Not sent*

RETRIEVE STATE REPORTS:

When you have received the E-mail indicating that a state report is ready, follow the login instructions above.

Click “State Winner List”.





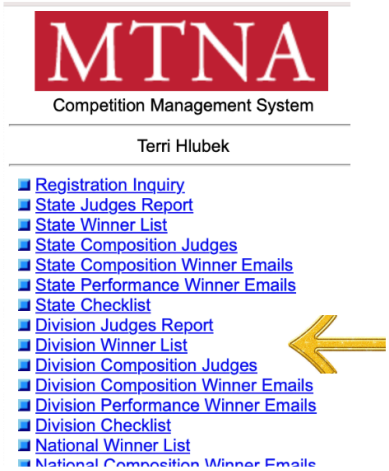
State Winner List

Place	Name	Instrument	Teacher	Accompanist
Colorado Senior Performance Piano - 3 entries				
Winner	Amy Smith	Piano	Linda Stump	
Alternate	Tim Black	Piano	Linda Stump	
Honorable mention	Jane Doe	Piano	Linda Stump	
Colorado Senior Performance String - 3 entries				
Winner	Jean Fox	Violin	Linda Stump	Linda Stump
Alternate	Mary Jones	Cello	Linda Stump	
Honorable mention	Ken White	Violin	Linda Stump	Linda Stump
Colorado Senior Performance Woodwind - 1 entry				
Representative	Ann Cox	Flute	Linda Stump	Linda Stump

DIVISION COMPETITION OFFICIALS:

Login (Directions above under LOGIN).

Click “Division Winner List” (left hand column).



Download Files (Directions above under DOWNLOAD).

File your reports!! (Directions above under REPORTS).