COMPETITION REPORTING INSTRUCTIONS
PERFORMANCE

Linda Stump, Director of Competitions
lindastump@mtna.org
(719) 633-4820

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/MTNACompetitions2021/Reporting/

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

Print these instructions and keep them by your computer for quick reference. The screenshots are from our testing.

There is a link to the Competitions Handbook on the reports login page. Applicant information is available for download as an Excel or other compatible spreadsheet tool.

To get the files, click **Registration Inquiry** and go to the Display Format.

![Registration Inquiry screenshot](image)

**TO RETRIEVE APPLICATIONS:**

1. To log on, go to the link provided above and enter your member number. (You do not have to enter a password.) Click on Login. You will be able to retrieve your applications as often as needed. Click the Logout button in the left hand column when you leave the reports.

2. You have to click on an item in the left hand column to see anything on the reporting page (Registration Inquiry, Judges Report, and so on).
3. 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 (optional).

   b. Choose Age Division (Chamber Music, Elementary, Junior, Senior, Young Artist)

   c. Your state is already selected.

   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.

   e. It is also possible to choose entrants for specific instruments by using the Instrument Type pull-down menu.
4. 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 coordinators sometimes have to contact the student to get more specific information about the repertoire (opus numbers, movement numbers, etc.).

5. To view individual applications, click on the confirmation number link. You can then print the application.

6. 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).

7. The National Coordinators will be approving applications in the order of the state competitions. You will know the number of entrants by the end of September and then can check the website for all approvals closer to the time you will be doing your scheduling.

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

**REMINDER:**
State and Division winner reports will be completed and sent by the CHAIR, not the Coordinators.

TO COMPLETE REPORTS AFTER STATE COMPETITION

* Coordinators can mark the winners at their level, but the notification of the state report can only be sent by the State Chair.

1. Go to the link provided above and Login as instructed.
2. In the left hand column:
   a. Click on **State Winner List**.
   b. Select your level and click Search button.
   c. Click on the level (Junior Performance Piano, Junior Performance String, etc.)

   ![State Winner List](image)

   d. Find the names of your Winners, Alternates and Honorable Mentions and click on the Winner or Alternate box for those people. When you have selected all the Winners/Alternates/Honorable Mentions, click on Save button at the top of the page.

   ![State Winner Selection](image)

   e. Make sure that any categories with one entrant are marked as **State Representatives (not winners)**. These will be marked before your state competitions.

3. After marking the winners, close the window and you will be back on the main page. Click on the **Performance Winner Email** link to see the winners you have marked. **If you find any errors, go back and make the necessary changes.** Print this page for your records.
4. **STATE CHAIR**
   a. Once all Winners and Alternates have been marked (State Representatives are already marked for you), click on **Performance Winner Emails**. The names of your winners, state representatives, and alternates will be listed. Also listed are the recipients of the e-mails for your state report.

   ![Image of email addresses]

   **Colorado Performance Winner Emails**
   - **Senior Performance Piano**: Amy Smith
     - Email: lindastump@comcast.net
     - Status: Sent
   - **Senior Performance String**: Jean Fox
     - Email: lindastump@comcast.net, lindastump@mime.org
     - Status: Sent

   **Colorado Performance Representative Emails**
   - **Chamber Music String**: Splish Trio
     - Email: haydnout@hotmail.com, jimjdpiano@gmail.com
     - Status: Sent
   - **Senior Performance Woodwind**: Ann Cox
     - Email: lindastump@comcast.net, lindastump@mime.org
     - Status: Sent
   - **Senior Piano Duet**: Jane Doe, John Smith
     - Email: jdoe.com, t@doe.com, lindastump@mime.org, j@smith.com
     - Status: Sent

   **Colorado Performance Alternate Emails**
   - **Senior Performance Piano**: Tim Brack
     - Email: lindastump@comcast.net, lindastump@mime.org
     - Status: Sent
   - **Senior Performance String**: Mary Jones
     - Email: lindastump@comcast.net, lindastump@mime.org
     - Status: Sent

   **Colorado Performance Notifications**
   - **CO State President**: Joan Sawyer
     - Email: joank@sawyer.ws
     - Status: Sent
   - **CO Junior Competitions**: Cynthia Allor
     - Email: caillor@central.com
     - Status: Sent
   - **CO Senior Competitions**: Jill Hannah
     - Email: mrsbloom@juno.com
     - Status: Sent
   - **CO Competition Chair**: Eneida Lant
     - Email: eneida8@hotmail.com
     - Status: Sent
   - **CO Young Artist Competitions**: DeeAnn Brown
     - Email: deeann7@gmail.com
     - Status: Sent
   - **West Central Division Junior Competitions**: Sara Bloom
     - Email: sarabloom@grape.midco.net
     - Status: Sent
   - **West Central Division Competition Chair**: DeeAnn Brown
     - Email: deeann7@gmail.com
     - Status: Sent
   - **West Central Division Young Artist Competitions**: Jill Hannah
     - Email: mrsbloom@juno.com
     - Status: Sent
   - **West Central Division Piano Competition**: David Tauscher
     - Email: david@tauschermusic.com
     - Status: Sent
   - **West Central Division Director**: Suzonna Torkelson
     - Email: suzanne.torkelson@wartburg.edu
     - Status: Sent
   - **National Coordinator**: Fay Adams
     - Email: fadams@uk.edu
     - Status: Sent
   - **National Coordinator**: Jeanne Greath
     - Email: figaro1276@gmail.com
     - Status: Sent
   - **National Coordinator**: Jacqueline Herbei
     - Email: johnandstudiogmail.com
     - Status: Sent
   - **National Coordinator**: James Norden
     - Email: jnorden@abgglobal.net
     - Status: Sent
   - **Director of Competitions**: Linda Stump
     - Email: lindastump@mime.org
     - Status: Sent

   b. When the **Send E-mails** button is clicked: 1) students will receive e-mails with a link to get their winner/alternate letter and enter accompanist information, upload their photo/bio/PR information; 2) the people listed at the bottom of the page will receive an e-mail telling them that the report is available.

   c. **MAKE SURE THIS E-MAIL IS SENT. OTHERWISE, WE WILL NOT GET ACCOMPANIST INFORMATION IN A TIMELY MANNER FROM THE STATE WINNERS/REPRESENTATIVES.**

   **d. DO NOT SEND THE THESE E-MAILS UNTIL ALL WINNERS/ALTERNATES and REPRESENTATIVES HAVE BEEN MARKED.**
Let me know immediately if you encounter any problems with sending the E-mail notifications.

6. JUDGES REPORT, STATE CHAIR: to complete the judges report, click on Judges Report.
New Judge

First name
Last name
Email address
Mailing address
City
State
Zip
Phone number
Primary instrument/voice
Competitions
- Composition
- Piano - Senior
- Voice - Senior
- Chamber Music String
- Piano - Young Artist
- Voice - Young Artist
- Chamber Music Wind
- Piano Duet - Senior
- Woodwind - Junior
- Brass - Senior
- String - Junior
- Woodwind - Senior
- Brass - Young Artist
- String - Senior
- Woodwind - Young Artist
- Piano - Junior
- String - Young Artist
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name</td>
<td>Jane</td>
</tr>
<tr>
<td>Last name</td>
<td>Doe</td>
</tr>
<tr>
<td>Email address</td>
<td><a href="mailto:jane@aol.com">jane@aol.com</a></td>
</tr>
<tr>
<td>Mailing address</td>
<td>2 Oak</td>
</tr>
<tr>
<td>City</td>
<td>Salina</td>
</tr>
<tr>
<td>State</td>
<td>Kansas</td>
</tr>
<tr>
<td>Zip</td>
<td>11111</td>
</tr>
<tr>
<td>Phone number</td>
<td>(111) 222-3333</td>
</tr>
<tr>
<td>Primary instrument/voice</td>
<td>Flute</td>
</tr>
<tr>
<td>Competitions</td>
<td></td>
</tr>
<tr>
<td>- Composition</td>
<td></td>
</tr>
<tr>
<td>- Piano - Senior</td>
<td></td>
</tr>
<tr>
<td>- Voice - Senior</td>
<td></td>
</tr>
<tr>
<td>- Chamber Music String</td>
<td></td>
</tr>
<tr>
<td>- Piano - Young Artist</td>
<td></td>
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<tr>
<td>- Voice - Young Artist</td>
<td></td>
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<tr>
<td>- Chamber Music Wind</td>
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<tr>
<td>- Piano Duet - Senior</td>
<td></td>
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<tr>
<td>- Woodwind - Junior</td>
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<tr>
<td>- Brass - Senior</td>
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<tr>
<td>- String - Junior</td>
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<tr>
<td>- Woodwind - Senior</td>
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<tr>
<td>- Brass - Young Artist</td>
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<td>- String - Senior</td>
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<tr>
<td>- Woodwind - Young Artist</td>
<td></td>
</tr>
<tr>
<td>- Piano - Junior</td>
<td></td>
</tr>
<tr>
<td>- String - Young Artist</td>
<td></td>
</tr>
</tbody>
</table>
Edit Judge

First name: John
Last name: Doe
Email address: jdoe@aol.com
Mailing address: 1 Elm
City: Cincinnati
State: Ohio
Zip: 45241
Phone number: (513) 111 - 2222
Primary instrument/voice: Composition, Piano - Senior, Piano - Young Artist, Voice - Senior, Voice - Young Artist

Compositions:
- Composition
- Piano - Senior
- Piano - Young Artist
- Voice - Senior
- Voice - Young Artist

KS Judges Report

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
Jane Doe
2 Oak
Salina KS 11111
(111) 222-3333
jane@aol.com
Flute
Junior
a. Complete the report by updating or adding as needed and saving your changes. **When you enter the information for the online judge’s report, there is a field that says “Primary Instrument/Voice”. The judge’s primary instrument should be entered in that field. For example, if it is a string judge, is the judge’s primary instrument violin, cello, etc.? If it is a voice judge, is this judge a soprano, tenor, baritone, etc?**

b. There will be a link to send to judges for them to review/correct their contact information.

c. Once your report is complete, click on the **Send Judge Reports E-Mails** link at the top of the report. The report notification will automatically be sent to the appropriate people saying that your report is complete. They can then go to the same website link and print the report.

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### CO Judges Report

**Composition**

*Christopher Goldston*

**Address**

(773) 580-7301
goldston@hotmail.com

*Linda Stump*

3510 Masters Drive

Colorado Springs CO 80907

(719) 633-4820

Indastump@comcast.net

**Keith Stump**

3510 Masters Drive

Colorado Springs CO 80907

(719) 633-4825

ksstump@comcast.net

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**Chamber Music String**

*Jannae Norden*

(414) 351-3098

jnorden@sboiglobal.net

**Chamber Music Wind**

*Linda Stump*

3510 Masters Drive

Colorado Springs CO 80907

(719) 633-4820

Indastump@comcast.net

**Brass**

*Kent Stump*

kstump@aol.com

Trombone

Senior, Young Artist

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### Piano

*Laura Melton*

(419) 372-8025

melton@bgwu.edu

**Joceline Herbstin**

(724) 325-4273

jhplianostudio@gmail.com

Senior Piano Duet

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### String

*Linda Stump*

3510 Masters Drive

Colorado Springs CO 80907

(719) 633-4820

Indastump@comcast.net

Junior, Senior

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### Voice

*Jeanne Greathish*

Albuquerque NM

(505) 285-9333

figaro1226@gmail.com

Soprano

Senior, Young Artist

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### Woodwind

*Keith Stump*

3510 Masters Drive

Colorado Springs CO 80907

(719) 633-4825

ksstump@comcast.net

Senior, Young Artist

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### Colorado Notifications

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO State President</td>
<td>Alejandro Cremaschi</td>
<td><a href="mailto:acremaschi@comicstachers.net">acremaschi@comicstachers.net</a></td>
<td>Not sent</td>
</tr>
<tr>
<td>CO Composition Chair</td>
<td>Jill Harrahan</td>
<td><a href="mailto:jilharrahan@hotmail.com">jilharrahan@hotmail.com</a></td>
<td>Not sent</td>
</tr>
<tr>
<td>West Central Division Composition Chair</td>
<td>DeeAnn Brown</td>
<td><a href="mailto:rjdb@sboiglobal.net">rjdb@sboiglobal.net</a></td>
<td>Not sent</td>
</tr>
<tr>
<td>West Central Division Director</td>
<td>Timothy Shock</td>
<td><a href="mailto:wchitacreativevekyboard@gmail.com">wchitacreativevekyboard@gmail.com</a></td>
<td>Not sent</td>
</tr>
<tr>
<td>Director of Competitions</td>
<td>Linda Stump</td>
<td><a href="mailto:Indastump@mitha.org">Indastump@mitha.org</a></td>
<td>Not sent</td>
</tr>
</tbody>
</table>
TO RETRIEVE STATE REPORTS:

1. When you have received the e-mail indicating that a state report is ready, go to the link provided above and Login as instructed.

2. Click on the **State Winner List** and print.

<table>
<thead>
<tr>
<th>State Winner List</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Colorado Chamber Music String - 1 entry</strong></td>
</tr>
<tr>
<td>Representative</td>
</tr>
<tr>
<td>Karen Squash</td>
</tr>
<tr>
<td>Jim Norden</td>
</tr>
<tr>
<td>Sherry Yinh</td>
</tr>
<tr>
<td>Teacher</td>
</tr>
</tbody>
</table>

| **Colorado Senior Performance Piano - 3 entries** |
| Winner | Amy Smith |
| Alternate | Tim Black |
| Honorable mention | Jane Doe |
| Instrument | Piano |
| Teacher | Linda Stump |

| **Colorado Senior Performance String - 3 entries** |
| Winner | Jean Fox |
| Alternate | Mary Jones |
| Honorable mention | Ken White |
| Instrument | Violin |
| Teacher | Linda Stump |

| **Colorado Senior Performance Woodwind - 1 entry** |
| Representative | Ann Cox |
| Instrument | Flute |
| Teacher | Linda Stump |

| **Colorado Senior Piano Duet - 1 entry** |
| Representative | Jane Doe |
| Alternate | John Smith |
| Instrument | Piano |
| Teacher | Linda Stump |

DIVISION COMPETITION OFFICIALS:

1. You can print the applications for the Winners and Alternates by following the instructions above. **The Director of Competitions will e-mail repertoire lists for your use in printing of programs.**

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