

Instructions for Online Registration for Branch Theme Festival

Here is the step-to-step guide to register your students for the Branch Theme Festival:

- 1) Go To WWW.MTACOC.ORG (The Branch Website)
- 2) Use *mouse* to select "Branch Activities". Click on "Theme Festival" in the scroll down menu.
- 3) Press "CTRL" and "P" at the same time to print the information for "Theme Festival"
- 4) On the homepage, click on "login"
- 5) Enter your *username* and *password* to login
- 6) Click on "Add New Student" to add your new students, Click on "Edit" to update the current students on the list.
- 7) When all students are updated, click on "Return to Main Menu"
- 8) On teacher's main menu, click on "MTAC Events"
- 9) In the list of Events, find "Theme Festival", click on "Register for Event"
- 10) In the Registration box, next to "Select Category", click on the down arrow next to "Div 1". Select the correct division for your student in the pull down list. Click on "Next"
- 11) Click on the down arrow next to the student's name. Select the name of the student you are entering.
- 12) Click on the down arrow next to "CM1". Select the CM level of the student you are entering.
- 13) Click on "Next"
- 14) In the Registration, fill in all the information in each box. Please fill in the last name first for composer, i.e. "Schuman, Robert". For name of the piece, please fill in the title of the work, key, opus number, and movement.
- 15) Click on "Save Registration"
- 16) Click on "MTAC Event" to register the next student. Follow steps from 7 to 13.
- 17) After registering all of the students, click on "View Students Registered by Event" and click on "Application" Theme Festival to see the list of your students.
- 18) Please write one check for your student and send it to Joan Lai before November 1 (Postmark Deadline).

If you have any computer related questions please don't be hesitate to call Ming-I Chen. If you don't have access to a computer, Ming-I can help you registering your students. Let's make this festival a memorable and fun learning experience for our students. Good Luck to us all!!!