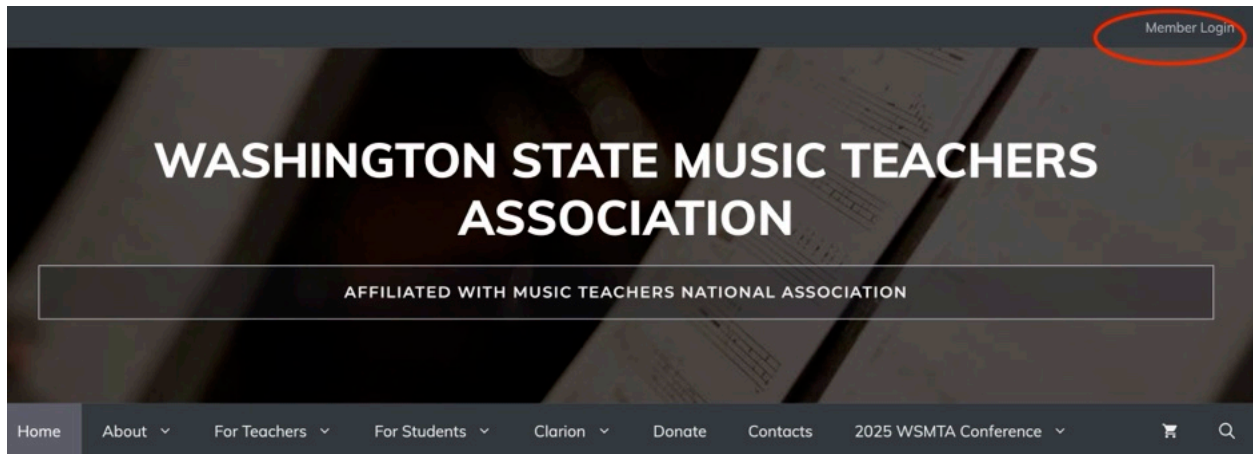


Handy Guide for MAP Registration

Please remember to test your [wsmta.org](http://www.wsmta.org) login before Dec 23. We will not be able to provide lockout assistance between Dec 23-Jan 1.

1. Go to WSMTA's website at: <http://www.wsmta.org>
2. Login to the website by first clicking **Member Login**.



3. Fill in your **Member Number** and your password. For password assistance please contact Kirsten by email at [<wsmtaoffice@gmail.com>](mailto:wsmtaoffice@gmail.com).

LOGIN

If you try to login three times and it does not work, please contact the WSMTA Administrative Coordinator at wsmtaoffice@gmail.com for login assistance.

Seven unsuccessful attempts will result in you being blocked from the site (which can be fixed, but it will cause a delay of 24-72 hours).

MTNA MEMBER NUMBER = USERNAME

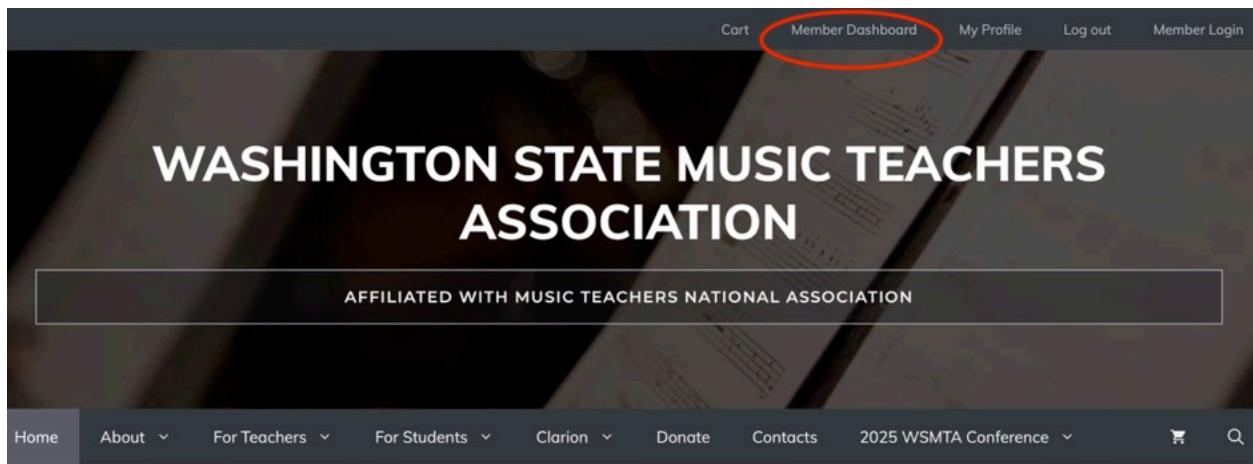
Username or Member Number

Password

Remember Me

Log In

4. After login, click on **Member Dashboard** at the top.



5. Scroll down and you will see **Register for Music Artistry Program**.

MEMBER DASHBOARD

Welcome to the New 2024 Member Dashboard!

Below, you find a lot of boxes to click on to take you to information about those subjects. Hopefully, you will find what you are looking for – if not, please send an email to me to let me know how I can make this dashboard work better for you!

Thanks for your help and patience,
Kirsten, your WSMTA Administrative Coordinator

This page is divided into six sections with information:

- for Individual Members
- for Music Artistry Program Chapter Chairs
- for Chapter Leaders
- for District Directors
- for State Leaders
- about WSMTA Finances

FOR INDIVIDUAL MEMBERS

[Register for MAP](#)

[MAP Help & FAQs](#)

[Membership Directory](#)

[Chapter Officers List](#)

[Calendar of Events](#)

[WSMTA Latest News](#)

[back to the top](#)

6. Below is the Registration Step Window. First, click **Teacher Registration** (a new window will open). Fill out the form and remember to **Add to Cart**.

MUSIC ARTISTRY PROGRAM REGISTRATION STEPS

3 Steps to Register for WSMTA Music Artistry Program

1) Register Students

Student Registration

1) Register Yourself

Teacher Registration

1) Pay (checkout)

Checkout

7. Go back to the Registration Steps Window. Click **Student Registration**.

MUSIC ARTISTRY PROGRAM REGISTRATION STEPS

3 Steps to Register for WSMTA Music Artistry Program

1) Register Students

Student Registration

1) Register Yourself

Teacher Registration

1) Pay (checkout)

Checkout

7. Fill in student information and click **Add to Cart**. Click “**Click Here to Reload Form**” to clear the form for another student. You can leave items in the cart and checkout later.

If you need a double-time slot (e.g. 1 hr long), buy two time slots with slightly different student names (e.g. Jane Doe and Jane2 Doe.)

Click here to go to your cart

WASHINGTON STATE MUSIC TEACHERS ASSOCIATION

AFFILIATED WITH MUSIC TEACHERS NATIONAL ASSOCIATION

Click here to go to your cart

Home / MAP / MAP Student Registration



MAP STUDENT REGISTRATION

Click here to clear form between students

THE MOST COMMON ERROR IS REGISTERING A STUDENT MORE THAN ONCE.

CLICK HERE TO RELOAD THE FORM AND ADD ANOTHER STUDENT

Chapter - Instrument *

SELECT YOUR CHAPTER/INSTRUMENT

Student Name *

First Last

First Last

ATTENTION THE NAME FIELDS AND LEVEL FIELDS WILL NOT CHANGE AFTER YOU ENTER EACH STUDENT UNLESS YOU RELOAD THE FORM (CLICK ON THE GREEN BAR) OR UNLESS YOU DELETE THE STUDENT NAME AND LEVEL MANUALLY (backspace or highlight/delete). If you are unsure if the student is entered, please check the CART. The CART button is located in the top right of your page, just beside the words "Member Dashboard".

Type of Student *

Regular

Time *

10 minutes (up to 4 minutes of playing)

Does this student need two pianos for a piano concerto entry

No

Does this student need HS Credit?

Teacher must be WSCTM or NCTM in order to participate in the High School Credit program.

No

Total

\$20.00

Click here to add to cart

Add to cart

8. Go to **Cart** or back to the Registration Steps Window to **Checkout**.

Double-check each item in your cart. If need to change, delete the item from the cart and add the student again. If you are waiting for students to confirm, you can leave the items in the cart and check out once everyone is confirmed. **Try to checkout only once for each event** you register. It saves us on credit card transaction fees.

MUSIC ARTISTRY PROGRAM REGISTRATION STEPS

3 Steps to Register for WSMTA Music Artistry Program

1) Register Students

Student Registration

1) Register Yourself

Teacher Registration

1) Pay (checkout)

Checkout