

## Step By Step Instructions for Registering Students in Baroque Festival

1. Login to [www.ccmtac.com](http://www.ccmtac.com) . Please contact the branch website chair if you have forgotten the login or password.
2. If you need to add students to your student list, do this step. Otherwise, go to step 3. Select the "My Students" button. The My Student page will open. Select the "Register Student" button in the top center of the page. You will need the students first and last name, parent email, phone number, birthdate, address and instrument.
3. Select the "Programs" button. Under Baroque Festival select the "Register" button.
4. On the Baroque Festival registration page choose the student you want to enter from the dropdown list and then select the instrument they will play.
5. Enter the accompanist and ensemble members if applicable.
6. Select the Sibling box and enter the name if you want the sibling to perform at the same recital. Please follow this step for all siblings in the same recital.
7. Choose one performance preference and one alternate performance time from the lists.
8. Enter the title of the piece as it should appear in the program
9. Enter the BWV or K number if applicable
10. Enter the Composer as it should appear on the program.
11. Choose the CM level of the piece and enter the length of the piece. If you forgot to time your student you can check YouTube for times or time yourself at the student's tempo. It is important to be fairly close so we can arrange recitals to be approximately the same lengths.
12. Click the "Submit Registration" button at the bottom of the page.
13. Now you are ready to enter the next student. Do steps 3-12 again. When you are finished entering all students, select the "Finished" button. You will see your list of registered students at the bottom of the page. Print this page out.
14. Send one check for all students made out to "CCMTAC" and your student list to the address listed on the flyer by the postmarked date on the flyer.
15. Please look for an email notification of the recital times and locations for your students. A separate email will be sent with the teacher work schedule.