Appendix A
CM Registration Instructions

WARNING: There is NO late registration. Do not wait until the last minute to register your students. The CM Database will be open for registration on October 1. The registration deadline is October 31.

To begin registration:

1. Go online to www.mtac.org (the MTAC website). On the top-right corner of the website, look for "Login." Click on that link, and you will see the login window appear directly beneath.

2. Login with your username and password. If you do not have them, ask your CM Branch Chair. If you have forgotten your password, click "forgot your password?" It will then be sent to the email address you entered on your "Teacher Information" page. (Note: The direct link to the login page, bypassing the MTAC website is http://www.mtac.org/login.)

2. After successfully logging in, please make sure that your teacher information is correct. On the Teacher Home Page, click on "Teacher Information" and edit your address, email, phone and password among other items. This information is used by the State Office as well as CM. Please change your password at least annually. When everything is complete, check for accuracy and click "Submit**."**

3. To re-register students who were registered LAST year, from your home page, move the mouse over CM Students on the left hand column of links, notice the pop out menu, and then click on "Re-enroll Students." Select "Re-enroll" for each student you wish to register this year. This will open that student's record for you to update the student's CM level and school grade, etc. (Note: The registration page does NOT automatically update the student's CM level and school grade; you will need to do this yourself.) You do not need to re-enter the student's name. Click "Submit" when you have finished. If a student was registered last year, but is not participating this year, you will not be charged for them if you re-enroll a student and change your mind before October 31st, you may uncheck the reenrolled box in the registration form, as only students with the reenrolled box checked will be registered.

6. To register NEW students, from your home page, move the mouse over CM Students on the left hand column of links, notice the pop out menu, and then click on "New Student Registration."

   o Click YES to one of the three questions. If your student last participated with a different teacher, you must complete the change of teacher form. If your student did not participate last year, you must recall the student. If your student will participate in CM for the first time, click Yes to the third question.
   o Complete the gray boxes.
   o Please use a capital letter and small letters for student names (e.g., Mary rather than MARY or mary) as this information will be used for convention programs.
   o Use a number for the month (e.g., 7 or 07) and FOUR (4) digits for the year (e.g., 1995).
   o When everything is complete, check for accuracy and click Submit**.**
   o Verify the correct information on the confirmation screen.

7. To register the next new student, click on New Student Registration and repeat the above procedure. Be sure to click Submit after completing information for each student.

8. To confirm your students' registration, from your home page, move the mouse over CM Students on the left hand column of links, notice the pop out menu, and then click on Student List and *verify* that each student's CM Level, School Grade, and possible Panel and Senior Award are listed correctly. After you are sure everything is accurate, print two copies of your Student List, one for your records and one to send with your registration check. Double-check it for accuracy.

9. To see your total fees due, from your home page, move the mouse over CM Students on the left hand column of links, notice the pop out menu, and then click on Student Fees List. The total dollar amount that appears in blue at the bottom of the screen is your total fee, including branch fee, for all of your registered students. Print two copies of your Student Fees List (the summary page), one for your files and a copy to send with your registration check. To see how much each student's individual fee is, click on the "Go" button or use the pull-down menu.

10. Follow the directions online for making out your check, and send it with a copy of your Student List and your Student Fees List (summary page) postmarked by November 1 to: _____.