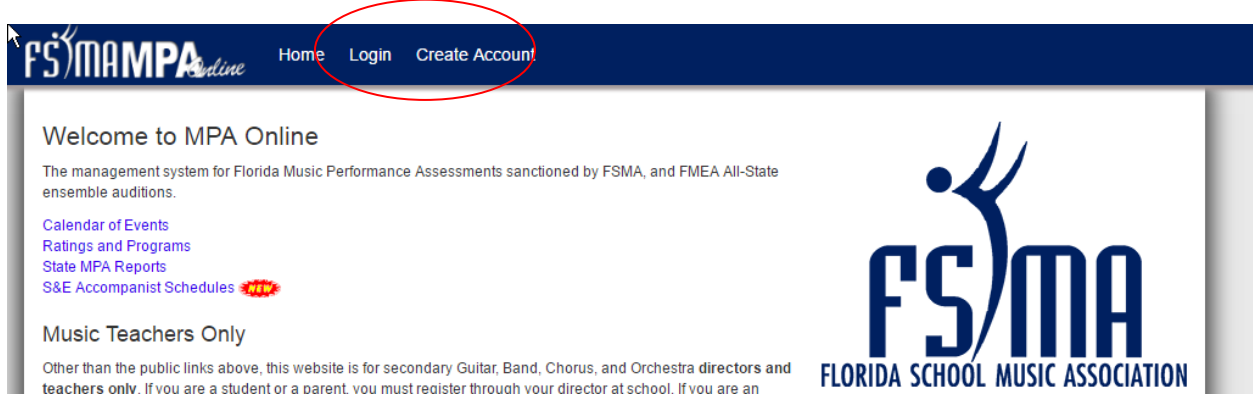


MPA-Online Director's Guide

FLMusicEd.org/MPAOnline

If you have a username and password from last year, *even if you have changed schools*, click Login and use your existing username and password. It will take you to a profile page to change your school if you need to, and then skip to page 2.



If you are new to MPA Online, Click “Create Account” and fill in your information:

The screenshot shows the 'Create Account' form. The form fields are: First Name (Libby), Last Name (Harrington), County (Leon), and School (R. Frank Nims Middle School). Below the school field, there is a note: 'If your school is new to FSMA, you might need to add it.' and a instruction: 'Place a check next to each component you are a member of, and confirm that the district is correct.' A table lists components and districts:

Component	District
<input type="checkbox"/> FBA - Florida Bandmasters Association	3
<input type="checkbox"/> FOA - Florida Orchestra Association	3
<input type="checkbox"/> FVA - Florida Vocal Association	3

At the bottom of the form are 'Next' and 'Cancel' buttons. Two callout boxes provide additional instructions: one points to the 'School' field, stating 'The “School” list will populate only after you select your County.'; the other points to the component table, stating 'Check which component(s) you are in, and double-check that the correct district is listed for each one. If the district number is wrong, email web@flmusiced.org so we can fix it before clicking “Next”'.

Enter your desired username, password, and e-mail address, then click the “Create User” button.

The screenshot shows two parts of the registration process. On the left is the 'Register' form with fields for 'User Name', 'Password', 'Confirm Password', and 'E-mail'. The 'Create User' button is circled in red. On the right is the confirmation page titled 'Register' which says 'Your account has been created!' and asks 'Are you a district chair?'. The 'NO.' option is circled in red. A 'Return to Home Page' link is also visible.

The Director's Main Menu

FS MAMPA Online Home Logout Password

School Year: 2015-2016

FBA Director Menu:

Step 1: [School Information](#)

If it's past your 20th day of school, click on the [Classification Form](#).

Step 2: [Students](#)

Step 3: Enter District 3 Events:

Event Name:	Location:
All-State Auditions	Lincoln High School
Middle/High School S&E	Florida A&M University
Marching MPA	Gene Cox Stadium
Middle/High School Concert MPA	Opperman Music Hall
Jazz MPA	Leon High School

Start with Step 1:
Click **School Information**

Fill out all the information for your school and click "Save"

FS MAMPA Online Home Logout Password

[← Back](#)

School and Band Program Information

James Rickards High School 370051

Director 1

Director 2

Director 3

Director 4

Principal

Address

City

Zip Code

School Phone

Cell Phone

Fax

School Type

New School? Check here if this is the first year this school has been open.

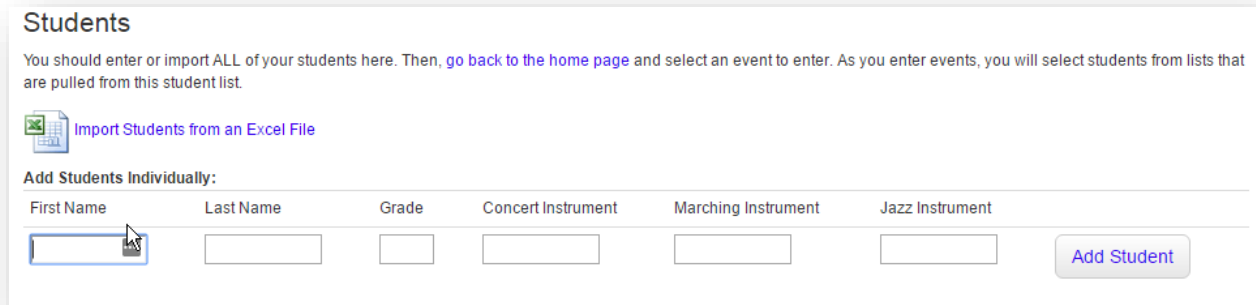
First Year? Check if this is the first year this school has participated in MPA or All-State events.

[Save](#) [Cancel](#)

After you "Save" click the Go Back arrow to get the main menu, then click **Step 2: Students**


Students

You should enter ALL OF YOUR STUDENTS IN YOUR ENTIRE PROGRAM right from the beginning. When you enter all-state or MPA events, you will then choose specific students that are in each of those events.



Students

You should enter or import ALL of your students here. Then, [go back to the home page](#) and select an event to enter. As you enter events, you will select students from lists that are pulled from this student list.

 [Import Students from an Excel File](#)

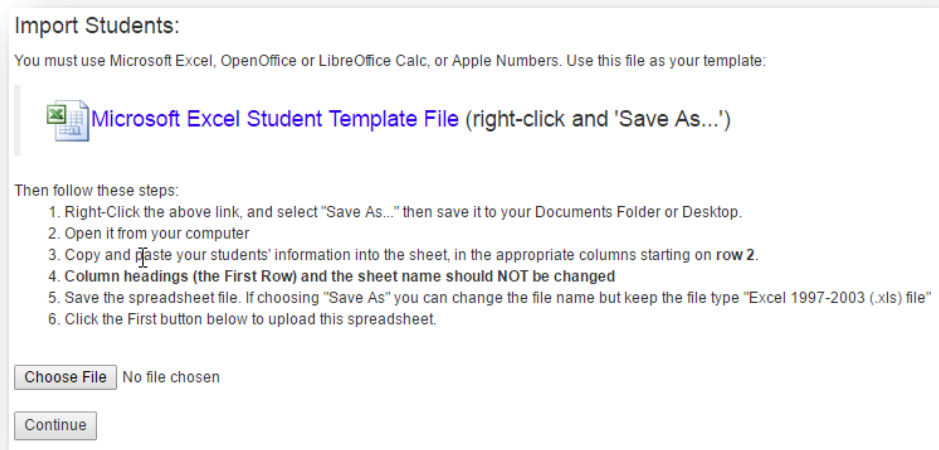
Add Students Individually:

First Name	Last Name	Grade	Concert Instrument	Marching Instrument	Jazz Instrument
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Here you can enter your students one-at-a-time by entering their information in the text boxes and clicking the Button. Or, click the Excel logo to import students from another data source. You should add ALL your students in your entire program at this time.


IMPORTING STUDENTS:

Click the Excel icon and you'll get to this page:



Import Students:

You must use Microsoft Excel, OpenOffice or LibreOffice Calc, or Apple Numbers. Use this file as your template:

 [Microsoft Excel Student Template File \(right-click and 'Save As...'\)](#)

Then follow these steps:

1. Right-Click the above link, and select "Save As..." then save it to your Documents Folder or Desktop.
2. Open it from your computer
3. Copy and paste your students' information into the sheet, in the appropriate columns starting on row 2.
4. Column headings (the First Row) and the sheet name should NOT be changed
5. Save the spreadsheet file. If choosing "Save As" you can change the file name but keep the file type "Excel 1997-2003 (.xls) file"
6. Click the First button below to upload this spreadsheet.

No file chosen

1. Right-Click the "Microsoft Excel Student Template File" link and "Save As..." to save it to your computer. Put it on the Desktop, or your "My Documents" folder, or your "Downloads" folder... somewhere that you will know where it is.
2. Minimize your web browser, then open that Excel file on your computer where you saved it.

10. It will display the names, so you can go through and make any changes.
11. When all your students' names and info are correct on the screen, click the "Make Changes Below then click here to save" button.
12. Click the "Back" button and you should see all your students:

3. Click the first button below to upload this spreadsheet.

Are You Sure???

[Make Changes Below then click here to save](#)

FirstName	LastName	Grade	Voice/Inst (Concert)	2nd Inst/Voice (Marching)
Aguilar	Adriana	9	Alto	
Aguilar	Michelle	12	Soprano	
Alvarez	Christopher	12	Bass	
Anzalone	Danielle	10	Alto	
Baluja	Kelley	11	Soprano	

Students

You should enter or import ALL of your students here. Then, [go back to the home page](#) and select an event to enter. As you enter events, you will select students from lists that are pulled from this student list.



[Import Students from an Excel File](#)

Add Students Individually:

First Name	Last Name	Grade	Concert Instrument	Marching Instrument	Jazz Instrument
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add Student](#)

Click a column header to sort. Click "ID" twice to put the most recently added students on top. If you accidentally imported with the First and Last names reversed, you can [Swap First and Last Names](#) for everyone.

ID	FirstName	LastName	Grade	Concert Instrument	Marching Instrument	Jazz Instrument
Edit 925122	Travis	Parker	10	Percussion	Percussion	
Edit 925117	Terencia	Fisher	10	Trumpet	Percussion	
Edit 925030	Breanna	Jones	11	Dancer	Dancer	
Edit 922282	Aaron	Brown	11	Percussion		Percussion
Edit 920652	Christian	Ford	9	Saxophone	Saxophone	Saxophone
Edit 920630	Kaleb	Thompkins	9	Saxophone	Saxophone	Bass
Edit 920627	Robert	Craig	11	Trombone		Piano
Edit 914308	Nyah	Clark	9	Bass Clarinet	Clarinet	
Edit 914307	Amariah	Jordan	9	Clarinet	Clarinet	Clarinet

From here, you can use the "Edit" link to make any corrections you notice, but you cannot delete students.

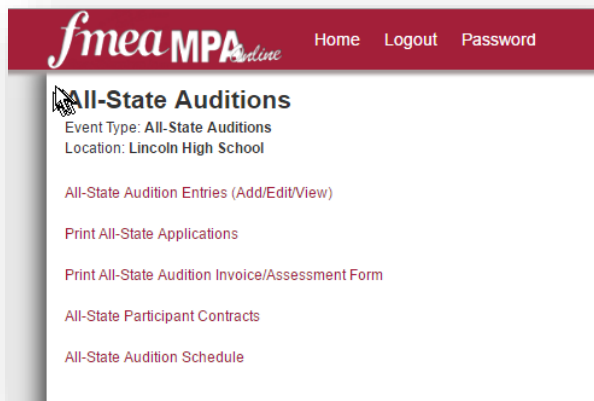
Click the Back Button or "Home" to return to the Main Director Menu.

Step 3: Enter District 3 Events:

Event Name:	Location:
All-State Auditions	Lincoln High School
Middle/High School S&E	Florida A&M University
Marching MPA	Gene Cox Stadium
Middle/High School Concert MPA	Opperman Music Hall
Jazz MPA	Leon High School

Entering All-State Auditions

1. Click the All-State Audition Event under “Step 3: District Events” to get to the All-State page



2. You will then start at the top and go through each link. “All-State Audition Entries (Add/Edit/View)” will bring you to this page

Student:

Ensemble:

Voice:

Enrolled Course:
(private schools pick the most similar course by name.)

Phone:

Parent Name:

Height: Feet: Inches:

Parent Emergency Contact:

Parent Emergency Contact Phone: (NOT director's cellphone)

Reading Chorus Yes No
(if this student wishes to opt out of the reading chorus, change this to "NO")

Student Photo No file chosen

Must be "Portrait" orientation (height taller than width)
JPG file with .jpg extension
Crop to show just the student's head and shoulders.

FVA now requires you upload a clear picture of each student in .jpg format. This is in lieu of requiring students to present a Photo I.D. at the tests and rehearsals. If the picture you upload here is not a clear and recognizable image of the actual student, that student may be ineligible to audition until a better picture is uploaded.

3. Select a student, the All-State Ensemble they will be auditioning for, and all the other information it asks, and then click “Save Student”
4. The students should appear in a list below that box as you add them.
5. When all your students are there, click “Go Back”

Click the links “Print All-State Application” to generate your PDF entry forms. Print them by clicking the Printer icon in Adobe reader, or right-click and select “Print.”

Go back and click “Print All-State Audition Invoice/Assessment Form” to generate your invoice. Right-click and select “Print” or use your browser’s print function to print that page.

Make sure that you have printed everything to sign and send in:

- Applications
- Invoice/Assessment Forms

- All-State Participant Contracts (one for **every entry**: if a student is auditioning on more than one instrument, they will need to return more than one contract – one for each of their audition entries you entered)
- FOA: Additional contract from the FOA website

Use your browser's "Back" button to go back after printing a form and then click the link of the next form you need to print.

IF YOU ENTERED GUITAR STUDENTS: They have separate forms and checks, and they are sent to the FMEA office, not the district chair.

The screenshot shows a web page for "fmea MPA Auditions". The header is dark red with the logo and navigation links: Home, Logout, Password. The main content area is white and contains the following information:

All-State Auditions
Event Type: All-State Auditions
Location: Lawton Chiles High School

Start Date: 09/29/2015
End Date: 09/29/2015
Entry Paperwork Due: 09/04/2015

[All-State Audition Entries \(Add/Edit/View\)](#)

[Print All-State Applications](#)

[Print All-State Audition Invoice/Assessment Form](#)

Guitar Forms and Checks are sent separately to the FMEA Office, NOT the FOA district chair:
[Guitar All-State Applications](#)
[Guitar Invoice/Assessment Form](#)

[All-State Participant Contracts](#)
Other contracts or paperwork from the FOA website must also be submitted. See the FOA website for more info.

You also need to fill out the [FOA Parental Agreement](#), available on the FOA Website.

[All-State Audition Schedule](#)

Entering Solo & Ensemble MPA

FOA Director Menu:

Step 1:

[School Information](#)

Step 2:

[Students](#)

Step 3: Enter District 6 Events:

Event Name:	Location:
All-State Auditions	Douglas Anderson School for the Arts
Solo & Ensemble	Hinson Middle School
Concert MPA	Seabreeze High School

Band Directors: Note that this does not include Auxiliary S&E. They have their own event link from your homepage, and the process is more similar to entering a concert event.

The events listed under “Step 3: Enter District Events” may be different for your district. If you have two sites (separate events for North and South, or Middle School and High School) *make sure you choose the one you want to attend.*

Clicking a Solo & Ensemble event will bring you here:

Home Logout Password Username: admin
Ormond Beach Middle School 644235
District: 6

Solo & Ensemble

Event Type: Solo-Ensemble MPA
Location: Hinson Middle School
Start Date: 04/23/2016
End Date: 04/23/2016
Entry Paperwork Due: 08/20/2016

Step 1: Add your accompanists.
Step 2: Add Solo/Ensemble Entries
Step 3: Edit any details needed below, then [Entry Form and Ratings/Results](#)
Step 4: [Print Your Assessment Form](#)

Summary of your entries
[Print your Schedule](#)
[Export Schedule To Excel](#)
[Print Accompanist Schedule](#) (NOTE: Accompanists can now print their own schedule from the front page of MPA Online)
(Note: after the MPA, the above links will also include the Ratings for each entry.)
SE Events that have been entered:

	ID	Category	Student	MusicList	Title	Composer	
Delete	281736	Viola Solo	Alexa Wolfson		Gavotte in D Major	Bach	Details...
Delete	281737	Cello Solo	Leigha Daniels		Humoresque	Dvorak	Details...
Delete	281738	Violin Solo	Isabel Martinez		Humoresque	Dvorak	Details...
Delete	281739	Viola Solo	Kayla Spader		Gavotte in D Major	Bach	Details...

Important Info about Preferences
Preferred Date: [] (optional)
Start Time: [] (optional)
End Time: [] (optional)
[Save Changes](#)
You have no preferences set.

Again, just proceed through the steps....

1. **Add Accompanists:** Enter all of your accompanists. Some might be entered already—this is a district-wide list because some accompanists play for several schools. Make sure to spell their name correctly!!
2. Add new solo/ensemble entries:
 - a. FBA:
 - i. Enter the Music List Code, or if you enter part of the title of the piece and wait, it will search for it and then you can select it from the list.
 - ii. On the next page, Click Edit to fill in or edit the rest of the information (Accompanist, Preferred date, etc..)
 - iii. Make sure the “Category” is correct. For example, if a Euphonium student is playing a Trombone solo on Euphonium, or if a Mallet Player is doing a Flute solo, you will need to change the Category here.

- iv. **CHOIRS:** Because FBA allows you to double some smaller ensemble types and make them brass choirs or woodwind choirs, you must change the Category to the appropriate type of choir if you plan on doing this.
- b. **FVA and FOA:**
 - i. Enter the info and click “Save.”
 - ii. FVA members will see textboxes to enter two titles and composers. If it is a middle school student, you can leave the “Title 2” and “Composer 2” fields blank.

New Solo/Ensemble Entry

Fill out the information below and click **SAVE** to create the event. It will then let you select the students who are in this event.

Title

Composer

Category

Accompanist (leave blank if acapella)

PreferredDate M/DD/YYYY

[Save](#)

- 3. Click **SAVE** to save your changes and the student panel will appear:

Students in this Entry:

Select a student... and their inst/voice... and then click this button.

[Add Selected Student](#) [Clear](#)

Delete	Ethan Nugyen	Cello	7
Delete	Alexander Grant	Cello	7

Select a student and their instrument or voice part and then click the button.
Do this for all the students in this entry.

****Note**—if you have several students playing the same solo, you should **NOT** list them all here. You need to create a new entry for every solo, and each solo entry can have only one student attached to it.

- 4. Click the “Go Back” button to return to the Solo & Ensemble page so you can enter your next entry.
- 5. Once all the Entries have been entered, click “Step 3: Print Your Entry Form”
 - a. A PDF file should open. Use the printer icon in the Adobe Reader Window (Not your browser’s file..print...option) to print the form.
- 6. **FVA and FOA:** Once your entry form is printed, click “Step 4: Print Your Assessment Form”
 - a. (FBA members: don’t print your assessment form until all your marching, concert, and jazz events are entered also.)

Entering Concert (and marching, jazz, & auxiliary) MPA:

1. From the Director's Home Page, click the event you want to enter. This will take you to the page for that Event.
2. Click "Add a New Entry..."

Entry Details

Enter the information below exactly as you want it printed in the official concert program and adjudication sheets for this event, including full Titles and Composer names.

EntryID: 38050

Ensemble Name: (Do NOT include your school name here, only the ensemble name. For example: "Symphonic Orchestra" or "Concert Chorale".)

Director(s):

Classification:

Preferred Date:

Student Conductor:

Student Conductor Selection:

Grade Level: (Jr/Sr High Schools, if you are eligible to go to State upon earning a superior, select "High School")

Change Site:

3. Fill in the Entry Details:
 - a. Ensemble Name should be only the name of this performing ensemble: "Concert Band" or "Symphonic Orchestra" or "Concert Chorale"
Do not include your school name here... it will be added automatically to all the forms and everything.
4. Click "Save"

Performance Order	Class (If Applicable)	Title	Composer/Arranger	Length (MINUTES Only)	Required	
1.	<input type="text" value="CS"/>	<input type="text" value="Serenade for String Orchestra ~ Leyden ~ CV"/>		<input type="text" value="5"/>	<input checked="" type="checkbox"/>	<input type="button" value="Unlisted"/>
2.	<input type="text"/>	<input type="text" value="As Summer Was Just Beginning"/>	<input type="text" value="Composer/Arranger"/>	<input type="text" value="5"/>	<input type="checkbox"/>	<input type="button" value="Choose from List"/>
3.	<input type="text" value="CS"/>	<input type="text" value="Symphony for Strings ~ Bishop ~ KJOS"/>		<input type="text" value="5"/>	<input checked="" type="checkbox"/>	<input type="button" value="Unlisted"/>

5. Enter the information about the Music you will be performing:
 - a. **FBA:** for Concert MPA, Enter your march first, and then select the other two pieces from the drop-downs. You must select the Grade level first, then the pieces from the music list that are in that grade level will appear in the drop-down.
 - b. **FOA:** You must select two pieces from the list and one free piece....
 - i. If you choose 3 pieces from the list, use the "Required" checkbox to indicate which 2 you want to count toward your classification.
 - ii. To choose a piece that is not on the list, use the "Unlisted" button to change that row from drop-downs to text-boxes and enter the title and composer in the textboxes that appear.
 - iii. To change your mind and enter a piece from the list, click the "Choose from List" button to bring the drop-downs back.
6. Select which students are in this entry: Check the checkbox next to all the students who are performing in this entry, then click the "Go Back" button at the top of the page.
7. That ensemble should now be listed with an "Entry Form" and a "Details" button.

8. Click “Entry Form.” A PDF file should be displayed. Use the printer icon in the Adobe Reader window to print the form.
9. Go Back and either add another entry or click “Print Assessment Form” to print your invoice.
10. Mail a separate Entry Form for each ensemble, and a copy of the assessment form to your district chair along with a check.
 - a. (FBA—don’t print the Assessment Form until you enter all your concert, marching, jazz, auxiliary, and solo/ensemble entries, and then send all that to your district chair)

Your Entries:

	Entry Name	Students	Entry Form	Edit	Results and Audio Comments
Delete	Chamber Orchestra	29	Entry Form	Edit	Results

[Print Assessment Form](#)

Honor Band or Honors Orchestra Nominations

You will see links below your District Events on the director home page

Step 3: Enter District 8 Events:

Event Name:	Location:
All-State Auditions	Dr. Phillips High School
9th-12th Grade Honors Orchestra Nominations	
7th & 8th Grade Honors Orchestra Nominations	

Step 1:
Select a student, instrument, and all the other information that it asks for and then click the "Save" button at the bottom. Repeat for all the students you are nominating.

fmea MPA Home Logout Password Username: admin Semole High School 590181 District: 8

2016-2017 9th-12th Grade Honors Orchestra

Entry Postmark Deadline: Monday, September 12, 2016
Grades: 9-12

- Student must be within the grades above (any school classification)
- Director must be a current member of the Florida Orchestra Association & FMEA by September 1
- Nominees will not be selected from any school that had a student DNA last year unless proper notification was given to the chairman in advance.
- The Director may nominate UP TO FOUR (4) STUDENTS, ranked in order of performance ability.
- Deadline is Monday, September 12, 2016! Incomplete, incorrect, or late nomination forms will not be considered.
- A \$75.00 nomination fee must accompany the entry form (Check Only - no cash, no refunds) payable to the Florida Orchestra Association
- Form should be printed by clicking the [Print Entry Form] button on page (will become visible when students are added)
- Students need to complete the FMEA All-State Student Participation Contract, and orchestra students need to also submit a signed FOA Student Contract from the FOA website.
- Signed entry form, a copy of the invoice, a check for payment, and student contracts should be sent together to:
 - BAND: Send to the address on the form, NOT your district chair
 - ORCHESTRA: Send to your FOA district chair

Add students one-at-a-time below. To avoid a session time-out, do not take longer than 20 minutes per student.

Student:

Instrument:

Student Home Address:

City:

State:

Zip:

Student Home Phone:

Vibrato Private Lessons Years of Private Lessons:

Student can play in the following positions:

Application Cover Page & Invoice

Student Nomination Forms

Student/Parent Participation Contracts

Use the Up and Down arrows to arrange students in order of playing ability, with the greatest ability on top and the least ability on bottom.

Name	Rank	
Orlando, Melanie - Violin	1	↑ ↓
Rae, Sabrina - Viola	2	↑ ↓

Step 3:
After you've entered all your students and set the rankings correctly, use these buttons to print all the paperwork you'll need to send in with your payment.

Step 2:
Students show up here as you add them. Use the Up and Down arrows to arrange students in order of playing ability, with the greatest ability on top (Rank 1) and the least ability on bottom (Rank 5)

STUDENT-PARENT PARTICIPATION CONTRACTS are different than the All-State contracts, so if your student also registered for all-state, you will still need to have them also fill out and sign this contract.