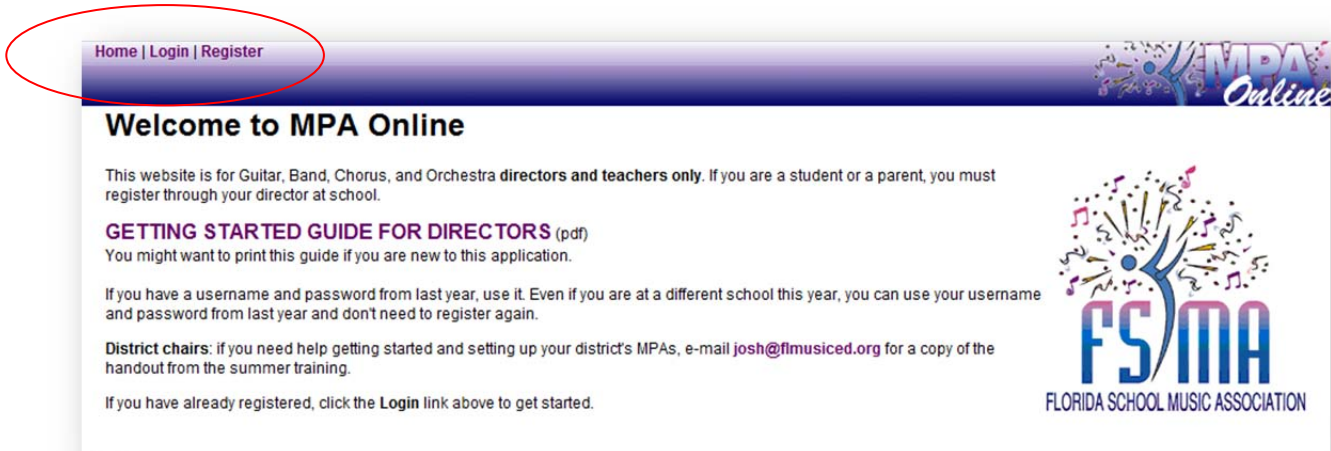


MPA-Online Director's Guide

flmusiced.org/mpa2 or flmusiced.org/mpaonline



Click "Register" and fill in your information:

	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

The "School" list will populate only after you enter your County.

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, change it before clicking "Next"

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

The Director's Main Menu

Home | Logout | Profile Username: admin
Addie R. Lewis Middle School District: 1
School Year: 2010-2011

FBA Director Menu:

Step 1: School Information
Step 2: Students
Step 3: Enter District 1 Events:
All-State Auditions
High School S&E MPA
Middle School S&E MPA
Marching MPA
Middle School Concert MPA East
Middle School Concert MPA West
High School Concert MPA East
High School Concert MPA West
Jazz MPA
7th & 8th Grade Honor Band Nominations
High School Honor Band Nominations
Step 4: District Assessment Form (Invoice) (this is only for MPA events, not All-State.)

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

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

Home | Logout Username: admin Test School 5 District: 25

Go Back

School and Orchestra Program Information

Test School 5

Director 1	Craig Kilbourne
Director 2	James Kimmel
Director 3	
Director 4	
Principal	Conan O'Brien
Classification	n.a.
Preferred S&E Date*	11/13/2010
Address	1234 E Florida St
City	Talmapassee
Zip Code	31002-1234
SchoolPhone	(555) 555-1234
CellPhone	(555) 555-1234
Fax	(000) 000-0000
SchoolType	Jr./Sr. High (6-12)
SchoolEnrollment	600

Save Cancel

Click the Edit link to fill in or edit missing information.

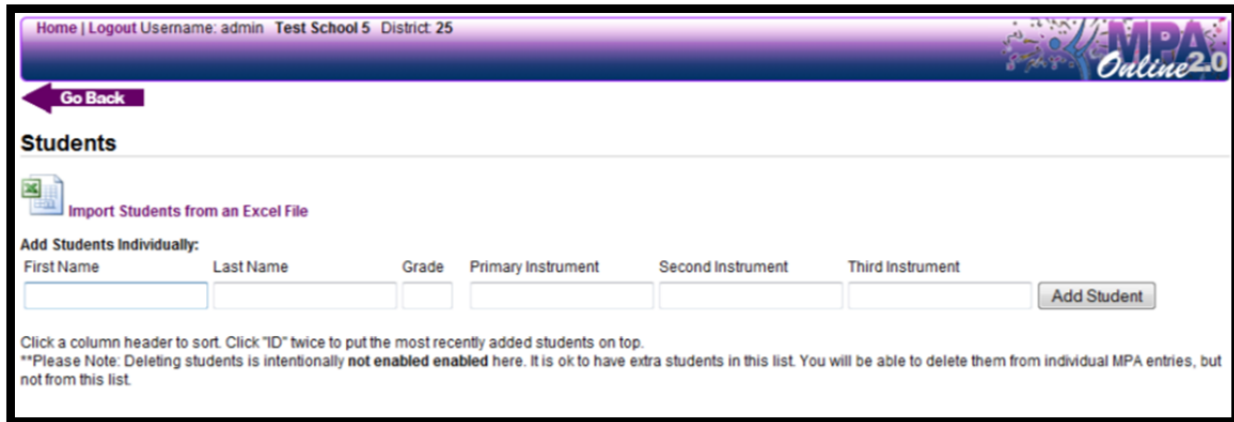
If you are unsure of your classification, FBA members please see the [FBA Handbook](#). FOA and FVA members please choose "n.a."

*The Preferred S&E Date entered here is only default that will be copied to each entry as you enter your solos and ensembles. If you want to split your entries between two days, put the day that you want most of them, then you will be able to change the requested date for each individual entry when you make the entry later.

Guitar Teachers... if your school has an orchestra, this should be the Orchestra director's name here. Don't worry... all the all-state forms pull your name from your user registration, not here.

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

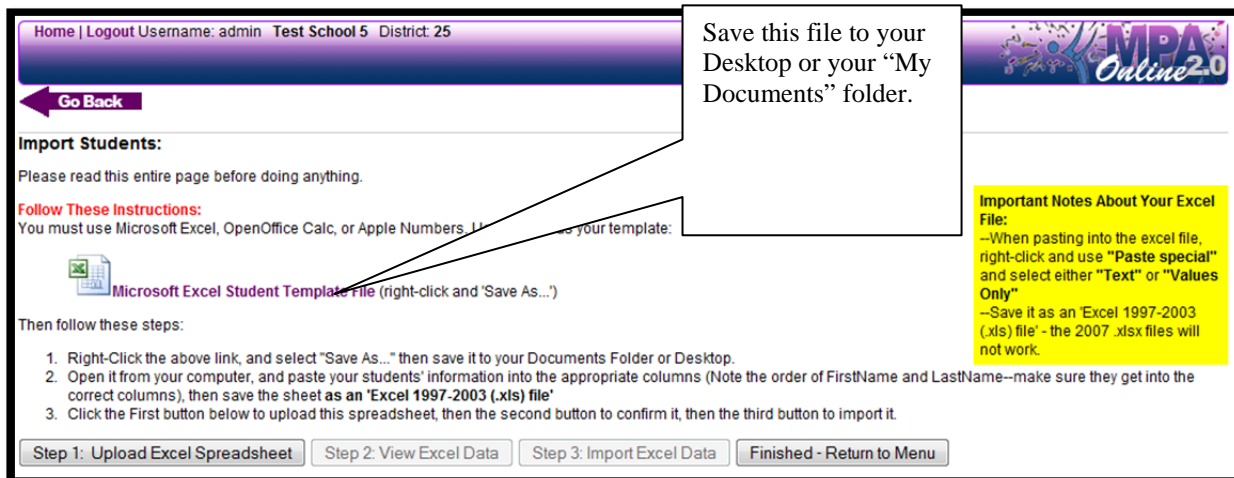
You should enter ALL OF YOUR STUDENTS IN YOUR ENTIRE PROGRAM right from the beginning. When you enter all-state or MPA events, you will then choose specific students that are in each of those events.



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:



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.
3. Open the program or file that has your student list in it. If it's a gradebook program, you may need to use that program to export a .csv or excel file with the correct information

- Copy and Paste the student information from your existing file or program into the Excel File you just downloaded. ****Make sure you put the First Name First, Last Name second. You may need to copy and paste just one column at a time.**
- Confirm that the Grade is correct and the Primary Instrument or Voice is correct. Band Directors can leave the “Marching Instrument” columns blank for students who play the same instrument for Concert and Marching or Jazz. Choral and Orchestra directors can leave the Second and Third instrument/voice columns blank.

	A	B	C	D	E
	FirstName	LastName	Grade	PrimaryInstrument	SecondVoicePartorInstrument
2	Armando	Acevedo	7	Violin	
3	Arjonas	Adams	7	Violin	
4	Erica	Baker	7	Violin	
5	Marissa	Beechly	7	Violin	
6	Tamiya	Belton	7	Violin	
7	Olivia	Bishop	8	Violin	
8	Jamar	Blue	8	Viola	
9	Nathaniel	Broughton	8	Viola	Piano
10	Cordell	Brown	8	Viola	
11	Evan	Brown	9	Viola	
12	Darian	Buggs	9	Viola	
13	Jennifer	Buntin	9	Viola	
14	Shawn	Burras	9	Viola	
15	Damian	Bussen	9	Cello	Harp
16	Kyle	Caster	9	Cello	
17	Dreshawn	Clark	9	Cello	
18	Tyler	Clark	9	Cello	
19	Aubrey	Corbitt	10	Cello	
20	Keyon	Crawford	10	Cello	
21	Anthony	Crews	10	Bass	
22	Bailey	Cronin	11	Bass	
23	Kai	Cruz	11	Bass	
24	Richard	Danford	12	Bass	
25					
26					

- If you opened it in Microsoft Excel, just Click “Save” and jump to step 7.
If you opened it in Apple Numbers or OpenOffice, click “File” and “Save AS...” then select “Excel 97-2003 (.xls)” as the File Type. Mac users: you may need to manually add the “.xls” extension to the filename.
Notice what folder it is saving it too... you’ll need that in step 8 below.

- Go back to the MPA Online web page and click “Choose File” or “Browse”. An explorer or finder window will come up so you can find the file you just saved.

- Click the button labeled “Continue”

- It will display the names, so you can go through and make any changes.

- When all your students’ names and info are correct on the screen, click the “Make Changes Below then click here to save”

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

Are You Sure???

Make Changes Below then click here to save

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

button.

11. Click the “Back” arrow and you should see all your students:

Students

Import Students from an Excel File

Add Students Individually:

First Name Last Name Grade Primary Instrument Second Instrument Third Instrument

Click a column header to sort. Click "ID" twice to put the most recently added students on top.

	ID	FirstName	LastName	Grade	Primary Instrument	Second Instrument	Third Instrument
Edit	82106	Richard	Danford	12	Bass		
Edit	82105	Kai	Cruz	11	Bass		
Edit	82104	Bailey	Cronin	11	Bass		
Edit	82103	Anthony	Crews	10	Bass		
Edit	82102	Keyon	Crawford	10	Cello		
Edit	82101	Aubrey	Corbitt	10	Cello		
Edit	82100	Tyler	Clark	9	Cello		
Edit	82099	Dreshawn	Clark	9	Cello		
Edit	82098	Kyle	Caster	9	Cello		
Edit	82097	Damian	Bussen	9	Cello	Harp	
Edit	82096	Shawn	Burras	9	Viola		
Edit	82095	Jennifer	Buntin	9	Viola		
Edit	82094	Darian	Buggs	9	Viola		
Edit	82093	Evan	Brown	9	Viola		
Edit	82092	Cordell	Brown	8	Viola		
Edit	82091	Nathaniel	Broughton	8	Viola	Piano	
Edit	82090	Jamar	Blue	8	Viola		

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

Click “Go Back” or “Home” to return to the Main Director Menu.

[Home](#) | [Logout](#) | [Profile](#) Username: admin

Test School 7 District: 25

School Year: 2010-2011

FOA Director Menu:

Step 1: [School Information](#)

Step 2: [Students](#)

Step 3: [Enter District 25 Events:](#)

- [All-State Auditions](#)
- [Solo & Ensemble MPA](#)
- [High School Concert MPA](#)

Now we can start entering District Events!

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 just start at the top and go through each link. “Enter All-State Auditions” will bring you to this page
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”

The form contains the following fields and options:

- Student: [Dropdown menu]
- Ensemble: [Dropdown menu]
- Voice: [Dropdown menu]
- Enrolled Course Code: [Dropdown menu]
- Phone: [Text input]
- Parent Name: [Text input]
- Height: Feet: [Text input] Inches: [Text input]
- Parent Emergency Contact: [Text input]
- Parent Emergency Contact Phone: [Text input]
- (NOT director's cellphone)
- Reading Chorus: Yes No
(if this student wishes to opt out of the reading chorus, change this to "NO")
- Save Student: [Button]

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”

The screenshot shows the 'All-State Auditions' page with the following elements:

- Navigation: Home | Logout | Profile Username: admin
- Location: Test School 7 District: 25
- Event Title: All-State Auditions
- Event Type: All-State Auditions
- Location: Somewhere High School
- Start Date: [Field]
- End Date: [Field]
- Entry Period: [Field] Due: 09/08/2011
- Links:
 - Enter All-State Auditions (Callout: Start Here)
 - Print All-State Applications (Callout: Forms for Band, Orch. Or Chorus)
 - 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 (Callout: Separate Forms for Guitar (FOA Only). Send guitar forms to FMEA office, not district chair.)
 - All-State Student Participant Contract (online) (these needs to be turned in for each student)
 - You also need to fill out the FOA Parental Agreement available on the FOA Website.
 - All-State Audition Schedule
 - Sight-Reading Score Sheets (Callout: FVA- print these before coming to the Sight-Singing tests.)

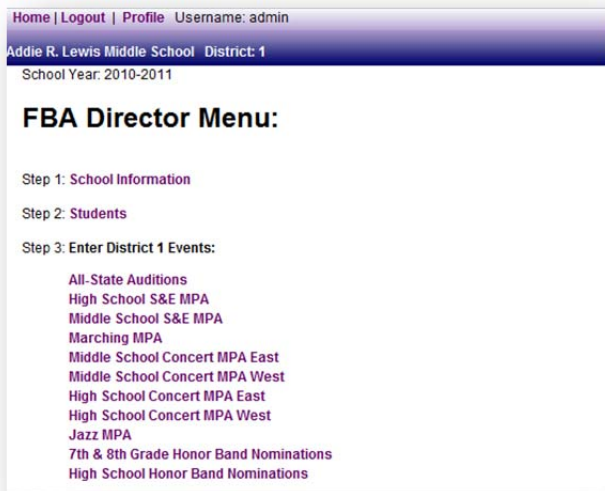
Click the links “Print All-State Application” to generate your PDF entry forms. Print them by clicking the Printer icon in Adobe reader, or right-click and select “Print.”

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.

Use your browser’s “Back” button to go back after printing a form.

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

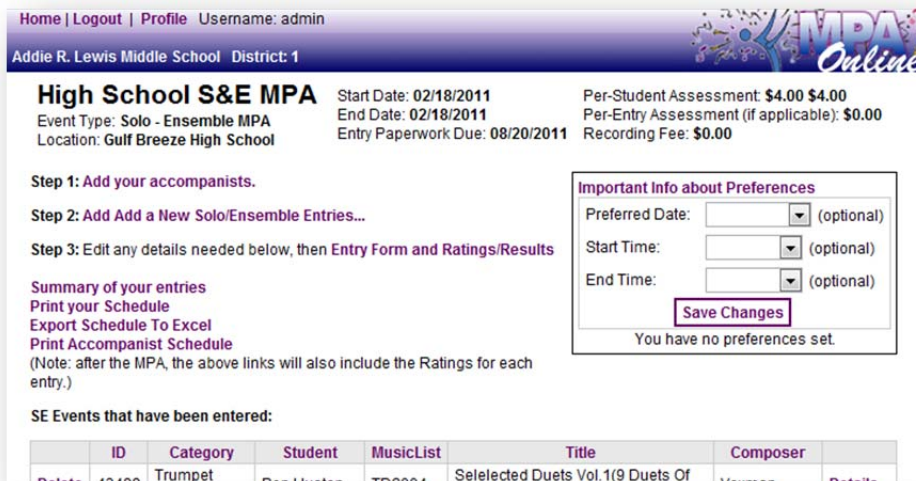
Entering Solo & Ensemble MPA



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:



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.
- 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.

Home | Logout Username: admin Test School 3 District: 25

[Go Back](#)

EntryID	27995
Title1	How Beautiful Upon the Mountains
Composer1	Harker
Title2	Into the Night
Composer2	Edwards
Category	Vocal Solo
Accompanist	Ben Work
PreferredDate	11/5/2010 12:00:00 AM

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

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

Students in this Entry:

You must enter at least one student.

Select a student... and their instvoice... and then click this big button.

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

Select a student and their instrument 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 canNOT 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..."
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.
 - b. Everything else should be pretty straight-forward.
4. Click "Save"
5. Select which students are in this entry:
 - a. You will move the students from the "Not Entered" box into the "Entered" box by checking the check-box next to their name and then click the "ADD→" button.

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	2588
Ensemble Name	Concert Chorale
Director(s)	Kraig Kilbourne
Preferred Date	8/05/2010
Student Conductor	Jennifer Garcia
Student Conductor Selection	Oh Magnum, Mysterium - McCray
Accompanist	
Grade Level	High School

	Title	Composer	Voicing (if Applicable)	Length (in Minutes)
Music	1. Ave Maria	Johannes Brahms	SATB	3
	2. Down Low in the Valley and The Still of Night	Johannes Brahms	SATB	5
	3.			

Edit

MUSIC REQUIREMENT: For District MPA, choruses must perform at least two (2) selections, and for STATE MPA choruses must perform three (3) selections. At least one (1) selection at both district and state must be from the FVA music list or the Texas UIL list. See the [FVA Handbook](#) for more details.

Students in this Event:

Instructions: click the check-box of each student who is in this ensemble, then click the "ADD→" button to move them over to the "Entered" column.

Not Entered:		Entered:	
Select All		Select All	
		<input type="button" value="ADD→"/>	
		<input type="button" value="←Remove"/>	
		81781	Amanda Laasko
		81786	Amanda Mae

Some fields may be different depending on your Component. For example, FBA and FOA have "Grade" for each piece instead of "voicing"-which refers to the grade from your music list, not the publisher.

- b. Once the "Entered" box contains all the students that are in this ensemble, click the "Go Back" button at the top of the page.
- c. That ensemble should now be listed with an "Entry Form" and a "Details" button.
- d. Click "Entry Form." A PDF file should be displayed. Use the printer icon in the Adobe Reader window to print the form.
- e. Go Back and either add another entry or click "Print Assessment Form" to print your invoice.
- f. Mail a separate Entry Form for each ensemble, and a copy of the assessment form to your district chair along with a check.
 - i. (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)

Honor Band Nominations

(Currently FBA Only)

You will see these under “District Events”

Step 3: Enter District 1 Events:

- All-State Auditions
- High School S&E MPA
- Middle School S&E MPA
- Marching MPA
- Middle School Concert MPA East
- Middle School Concert MPA West
- High School Concert MPA East
- High School Concert MPA West
- Jazz MPA
- 7th & 8th Grade Honor Band Nominations**
- High School Honor Band Nominations

Home | Logout | Profile Username: admin
Addie R. Lewis Middle School District: 1

2010-2011 7th & 8th Grade Honor Band

Grades: 7-8 Entry Postmark Deadline: Friday, September 23, 2011

1. Student must be within the grades above (any school classification)
2. Director must be a current member of FBA/FMEA by **September 1**
3. Nominees will not be selected from any school that had a student DNA last year unless proper notification was
4. The Director may nominate UP TO FIVE (5) STUDENTS, ranked in order of performance ability.
5. **Deadline is Friday, September 23, 2011!** Incomplete, incorrect, or late nomination forms will not be considered
6. A \$15.00 fee must accompany the entry form (Check Only - no cash, no refunds) payable to the Florida B&A

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

Student: Instrument:

Describe this student's musical aptitude, being as detailed as possible. The student's solo/ensemble evaluation and/ individual music awards, honors, and achievements. Include solos or ensembles, the rating earned and the grade of n

Drag and drop to arrange in order of playing ability, with the **greatest ability on top** and the least ability on bottom.

Withers, James - Bb Clarinet	Delete
Angell, Ken Jakob - Flute	Delete
Allman, Kyle - Piccolo	Delete
Fralish, Zack - Tuba	Delete

Select Student, Instrument, and write a paragraph about them.
Click “Submit” to save.

Drag-and-Drop the students to put them in order of playing ability. (Put the best player on top)

Print the form. Mail it to the address on the form (not your district chair) along with the check for the entry fee.