2020 All State Registration Process

MARYLAND MUSIC EDUCATORS ASSOCIATION
2020 All State Registration Process

A. Create or Login to a Submittable Account
B. Complete all forms
   A. Teacher Commitment
   B. Principle Confirmation
   C. Student Registration & Medical
C. Payment
Some Things To Know Before We Begin

• Visit: https://www.mmea-maryland.org/teacher-commitment
• All communication will be electronic
• No paper forms will be accepted
• Incomplete forms will not be accepted
• Teacher Commitment and Principal Confirmation forms will not be accepted by students, parents/guardians
Deadlines

• Regular Registration Deadline is January 17, 2020
• Late Registration Deadline is January 18-January 24, 2020. (with $40 fee)
• After January 24, 2020 at 11:59 p.m. all registrations will close and no late fees will be accepted.
Application Status

- **Pending** = submission still under review;
- **Accepted** = submission has been verified; teacher commitment and principal form exits
- **Complete** = teacher commitment and principal form, student registration form, medical form, plus payment are complete
Verification Period

- Teacher commitment submissions submitted by the regular deadline of January 17, can review their submission and “request an edit” to the submission at no additional cost prior to January 17, 2020
Teacher Responsibilities

- Tracking the registration package
- Working with their students on the musical pieces in advance to ensure that students are adequately prepared
- Serving as the primary contact with parents
2020 Registration Package Includes

1. Teacher Commitment Form
2. Principle Confirmation Form
3. Students Registration and Medical Form
4. Registration Fee
Create or Login to A Submittable Account
Creating or Login to a Submittable Account

• You’ll need to [create a Submittable account](#), or [sign in](#) to your existing account.

• When creating an account, you will be asked for your name, email address, and to set a password of your choosing.
Creating a Submittable Account

- For Submittable.com FAQ’s visit: https://www.mmea-maryland.org/applications-submittable-faqs
Complete All Forms

Please note: Many of the forms look similar so scroll all the way through the directions to access the submit/entry fields.
Forms to Complete

1. Teacher Commitment
2. Principle Confirmation
3. Student Registration & Medical Forms
Teacher Commitment Forms

Please note: Many of the forms look similar so scroll all the way through the directions to access the submit/entry fields.

• Access the online teacher commitment form for each ensemble at [https://mmea.submittable.com](https://mmea.submittable.com).

• Ensure the students and parents have completed all other required forms.
Teacher Commitment Forms

- You can view your submission, track submission status, messages, and activity to your submission through your Submittable account.

- Notification emails will come from submittable.com or login at anytime for your own review.
Principle Form

- Only one Principal Confirmation Form is needed for all students from a given school that are confirmed to register
- An electronic signature of the principle is required
- Send this link to the principal
  https://form.jotform.com/mmeamaryland/2020-all-state-principal-confirm
Student Registration Form

- One student registration form is needed for each student nominated to attend
- Roommate requests should be indicated on this form
- An electronic signature of the student, parent/guardian is required

https://form.jotform.com/mmeamaryland/all-state-2020-student-registration
One student medical form is needed for each student nominated to attend.

Meal preferences should be indicated on this form.

An electronic signature of the parent/guardian signature is required

https://form.jotform.com/mmeamaryland/all-state-medical-form
Payment
● **Option A** - Online/Credit Card (In Full Payment Only)
● **Option B** - Check or Money Order by Student, Parent/Guardian
● **Option C** - Scholarship by School or County/District
  A. Partial Payment with Check
  B. Payment in Full Online

For more info go to: https://www.mmea-maryland.org/allstate-paymentoptions
Payment Info

• Do not send Cash

• Any fees that are inaccurate will be invoiced for the remaining balance

• Duplicate payments will be assessed a 10% handling fee and addressed in 6-8 wks

• All online systems will close on January 17 and again on January 24, 2020 at 11:59 p.m.
Check or Money Order

- All checks or money orders need to be collected by the teacher/director
- Include an invoice & a copy of completed Teacher Commitment Form with payment
- Mail checks and money orders to:
  
  MMEA
  6710 F Ritchie Highway,
  PMB #472
  Glen Burnie, MD, 21061
The cost is $450 for public school students and $555 for private school students.

Please submit applications and payments by Friday, January 17, 2020. A late registration will be accepted (with a $40 fee) between January 18-January 24, 2020.
A student registration package will be complete, when all forms and registration fees are submitted.

- Please make copies of all forms, checks and money orders for your records.
- For more info go to https://www.mmea-maryland.org/teacher-commitment