

# TMEA Region Choir Entry Process Instructions

1. Go to [www.Tmea.org](http://www.Tmea.org)
2. Click on "Divisions"
3. Click on "Vocal"
4. Click on "Audition Entry Process"
5. Login as Director. You will login using your TMEA Member Number. If you need to update your campus information, please do it [here](#).
6. Click on "View Contest"
7. Scan down to Vocal Middle/Jr. High School. There are 3 sections – 7<sup>th</sup> Treble, 8<sup>th</sup> Treble, and Tenor/Bass Choir. Please choose the choir that you wish to enter students by clicking "Enter Students."

8. You will see the following:

First Name:

Last Name:

Instrument: You will need to choose from the following –

- Sop I
- Sop II
- Alto
- Tenor I
- Tenor II
- Bass

***There is NO Alto 2 or Bass 2***

9. Select Grade Level – Either 7<sup>th</sup> or 8<sup>th</sup> Grade
10. Select Age
11. Select Gender
12. Select Height

13. Tracks are as follows: **All Boys will be entered as MS**  
**All 7<sup>th</sup> Grade Girls will be entered as 7<sup>th</sup> Grade Treble**  
**All 8<sup>th</sup> Grade Girls will be entered as 8<sup>th</sup> Grade Treble**

14. Select Time Preference ONLY IF NEEDED.

15. Once you have entered your student, you click either  
[Enter Another Student](#) - which will take you back to the student entry page

Or

[Return to the Current Contest](#) - Which will give you the list of students entered with all vitals listed per student.

For Example:

First Name	Last Name	Voice	Grade	Age	Height	Track	Time Pref	Handicap
Connor	McClenaghan	T2	8	13	5'10"	MS	no	no

**Make sure that each child is entered correctly. \*\*\*Suggestion: Print this list out and have students initial that all information is correct.\*\*\***