

# TenutoWeb system for Missouri MTA

## Directions for teachers

Teachers must log in to register students.

GO TO:

<https://momta.tenutoweb.com>

### I. Logging in

Your username is your email on record with MTNA. It was imported to TenutoWeb from the latest MTNA membership list

If you are a current MTNA member

1. If you have logged in this specific portal before and your password doesn't work, fill in the "[Reset password](#)" form, and check your email for a reset link
2. If you have **never** logged in here, you must [Reset password](#) and check your email
3. If you joined or re-joined MTNA recently, and all the above fails, contact Luke Carlson at [info@missourimta.org](mailto:info@missourimta.org) or Alejandro Cremaschi at [info@tenutoweb.com](mailto:info@tenutoweb.com)

If you are NOT a current MTNA member or if your membership has expired

- Contact the [district chair](#) so that they create an account for you
- **After** the account is created, you must [Reset password](#) and check your email

### II. Registering students

1. Click on Forms
2. Select the correct District
3. Click on the desired form and fill all the steps to the end. In step #2 you will be creating the student. If you are registering a student, you created last year, or a student you create recently into a second event, **be sure to select the student from the list** (do not create a duplicate student)
4. At the end of the multi-step form, your registration will be put in the shopping cart
5. Click "Checkout" and go through the checkout steps. You will be redirected to the Stripe payment portal to complete the payment
6. Payment for Missouri MTA is through MMTA's Stripe portal with a **credit**
7. After completing the payment, your registrations will be marked as "paid"

If you need to register more students, it's OK to start a new order!

### *Piano Duets*

- For **piano duet registration** (**under 7th grade**), please select the “**Piano Ensemble**” category. This will allow both students to register.
- Regarding **repertoire selection**: if two pieces (or three pieces) are from the same period but in different styles, you must choose **different periods** in the system. The current system does not allow two pieces to be listed under the same period.

*Example:* If the repertoire includes *Chopin Etude Op. 10 No. 1* and *Schumann Piano Sonata No. 2, 2nd movement*. —both from the Romantic period—you will need to assign Chopin as **Romantic** and Schumann as a **different period** in the system.

### **III. Transferring students to the State level**

After the event, the chair will enter the ratings or all students who participated and will email teachers to let them know ratings are entered.

1. Go to the TenutoWeb portal and log in
2. Click on “Transfer to State”
3. Select the students who you want to transfer and click submit
4. Those students will be added to your Shopping Cart
5. Be sure to check out and pay on Stripe as above to complete the registration