GENERAL WEBSITE INFORMATION

1. **How log into and update your KMTA account**
   a. Go to https://www.katymusicteachers.org
   b. Click the green log in button in the upper right corner of the screen
   c. Using your email address as your username and your password, log in
   d. Once you've logged in, click the same button again (it will look different now) and then click "My Profile"
   e. Click the little check box and then click continue
   f. Once your profile comes up, select the edit profile button and fill in any missing or incorrect fields
      i. Add a **Work Zip Code**. This is the zip code where you teach and will be posted publicly to be used by students looking for a new music teacher. For many of you, this will be the same as your home zip code.
      ii. Indicate whether or not you are accepting **new students**
      iii. Indicate whether or not you will **travel to student's homes**

2. **How to access KMTA documents**
   a. Log into your KMTA website account (see above)
   b. Click on the Documents tab on the homepage
   c. The Handbook will be the first document listed
      i. We encourage all our members to use the online version (and not download the handbook) because this document is updated periodically throughout the year
      ii. **Sections of the handbook especially important to review:**
         1. Event Registration Procedures and Requirements
         2. KMTA & TMTA Events Registration Requirements Chart
         3. Katy Music Teachers Association Performance Guidelines
         4. Katy Music Teachers Association Standing Rules
         5. Processing New Members
         6. Antitrust Compliance Policy of the Katy Music Teachers Association

3. **How to Register students for an event (For a how-to video, see the KMTA Documents page)**
   a. Log in to your KMTA website account (see above)
   b. Click on the Events tab on the homepage
   c. Click on the desired event in the left column
   d. Click the green "Register" button
   e. Click the "New Registration" button
   f. Follow the onscreen prompts to the "Review and confirm" page.
   g. IMPORTANT! If you would like to register multiple students and pay online, **do NOT click "Pay Online" until your last student is registered.** If you are registering more than one student, click the "Invoice Me" button and then "New Registration" again. **Online payment is preferred,** however, if you would like to pay by check, just click "Invoice Me."