

1. Online Entry using TMEA's website

- Login at www.tmea.org using your TMEA member number and password. If you do not know this, TMEA gives easy to follow instructions on how to acquire it.
- Click on "Divisions"
- Click on "Band"
- Click on "Audition Entry"
- Login as Director
 - You may be asked to provide school or director specific information. Just follow the instructions.
- Under "Campus Information" click on "view contests."
- Find the Region 30 MS All Region Contest and click on "Enter students"
- At this time you have two options:

Option 1/ Easiest Method to enter lots of students

- Click on "Enter Students via File Upload"
- Follow the instructions, which include downloading a .csv file, entering your data, and then uploading that file.

Option 2/Easiest method to enter a few students

- Click on "Enter Students via Web"
- Follow the instructions.
- Remember, you can only enter one student at a time with this method.

2. Online Entry using Charms (I did this and it took less than 5 minutes to enter my students)

- If you utilize Charms, you can easily upload student info to TMEA.
- Login
- Click on the "Assessment" Icon
- Click on "TMEA Entries"
- You may be asked to update school or director specific information
- Follow the online instructions.
 - Select Band – Region 30 MS All Region Contest
 - Select the students you want to enter.
 - Follow the instructions to download and then upload the file