

 **2022 MMEA Application for Performance**

 **Website Instructions**

1. **Login to the MMEA Leadership Hub.**
	1. From MMEA Homepage, select “About MMEA”
	2. Scroll to the bottom of the page and select “MMEA Administrative Resources”
	3. Login with the Password “mmeabod2224.”



1. **Select your Leadership Page.**
2. **Select “Performing Ensemble Selection Administration.”**
	1. Located at the bottom of the leadership page.
3. **Review the revised Policies & Procedures for Application for Performance.**



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1. **Review the deadlines for completing the application review/selection process.**
2. **Select your VP tab.**



1. **Access your VP Dashboard to access application information and recordings.**
	1. Use the following URL to access the VP Login Page:
		1. <https://mmea.net/wp-admin>
	2. Enter your Username and Password.
		1. After login, you will see a “profile page.” From here, enter the URL for the VP Recording Dashboard.
		2. VP Recording Dashboard URL: <https://mmea.net/admin-dashboard>



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1. **VP Recording Dashboard**
	1. Sort by Name, School, or Director
	2. View application details by selecting "Edit"
	3. Download Recordings & Documents by Selecting "View & Edit"
		1. IF "Upload" appears, Recordings and/or Documents have not yet been uploaded.
	4. PAYMENT: IF "Resend Receipt" appears, the application payment has been received.



