

**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.”

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1. **Select your Leadership Page.**
2. **Select “Performing Ensemble Selection Administration.”**
   1. Diagram

      Description automatically generatedLocated 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.**

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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.

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