



# 2022 MMEA Application for Performance Website Instructions

## 1. Login to the MMEA Leadership Hub.

- a. From MMEA Homepage, select "About MMEA"
- b. Scroll to the bottom of the page and select "MMEA Administrative Resources"
- c. Login with the Password "mmeabod2224."

This content is password protected. To view it please enter your password below:

Password:

## 2. Select your Leadership Page.

### 3. Select "Performing Ensemble Selection Administration."

- a. Located at the bottom of the leadership page.

Conference Planning Information

<a href="#">Performing Ensemble Selection Administration</a>	<a href="#">Clinic/Session Administration   Choral</a>
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Performing Ensemble Administration (From BOD Leadership Page)

## 4. Review the revised Policies & Procedures for Application for Performance.

Ensemble Selection Resources

Updated Resources to be added for 2023 Ensemble Selection

<a href="#">Review Updated P&amp;P</a> → <a href="#">Policies &amp; Procedures</a> <a href="#">Performing Ensemble Selection</a>
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5. Review the deadlines for completing the application review/selection process.
6. Select your VP tab.

**Application for Performance | Recording Access Information**

General    Band VP    Choral VP    Elementary VP    General Music VP    Jazz VP    Orchestra VP    College/University VP

- 2023 Ensemble Selection Timeline
  - All committee members must be out-of-state educators.
  - Secure specialists from different instructional levels. (i.e. middle school/high school/collegiate)
- **DEADLINES**
  - **May 15:** Recommendation Committee information submitted
  - **June 1:** Application Deadline:
  - **June 7-19:** Recommendation Committee Window
  - **June 20:** MMEA Executive Director Ensemble selection information to MMEA President and Executive Director
  - **July 15:** Announcement of 2023 Performing Ensembles

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

**Application for Performance | Recording Access Information**

General    Band VP    Choral VP    Elementary VP    General Music VP    Jazz VP    Orchestra VP    College/University VP

- Choral VP Recording Dashboard | Admin URL: <https://mmea.net/wp-admin>
- Choral VP Recording Dashboard | Username: **choralvp**
- Choral VP Recording Dashboard | Password: **uw90Vd!nxJRasVo@lMZWeqea**
- Choral VP Recording Dashboard | Dashboard URL | <https://mmea.net/admin-dashboard>

## 8. VP Recording Dashboard

- a. Sort by Name, School, or Director
- b. View application details by selecting "Edit"
- c. Download Recordings & Documents by Selecting "View & Edit"
  - i. IF "Upload" appears, Recordings and/or Documents have not yet been uploaded.
- d. PAYMENT: IF "Resend Receipt" appears, the application payment has been received.

**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"  
 a. IF "Upload" appears, Recordings and/or Documents have not yet been uploaded.  
 4. PAYMENT: IF "Resend Receipt" appears, the application payment has been received.

Admin [View Profile](#)

Bulk Actions APPLY

ID	Name	Type of Ensemble	Level of Performing Ensemble	School	Primary Director	Ensemble/MSHSAA Classification	School Address	Documents & Media	Submission	Email
<input type="checkbox"/> 754	Cleaver Middle School	Choir 1	High School 2	Cleaver Middle School	Haley Adams	MSHSAA Class 5	103 S Public Ave Clever, MO 65631	<span style="background-color: #007bff; color: white; padding: 2px 5px;">Upload</span>	Pending <span style="background-color: #28a745; color: white; padding: 2px 5px;">Add</span>	<span style="background-color: #007bff; color: white; padding: 2px 5px;">Resend</span>
<input type="checkbox"/> 735	Community	Choir 1	Community 2	Community	Mary Poshak	Community	201 West Adams Kirkwood, MO 63122	<span style="background-color: #007bff; color: white; padding: 2px 5px;">View &amp; Edit</span>	<span style="background-color: #007bff; color: white; padding: 2px 5px;">Resend Receipt</span>	<span style="background-color: #007bff; color: white; padding: 2px 5px;">Resend</span>
<input type="checkbox"/> 690	Community	Choir 1	Community 2	Community	Kenny Kabak	Community	1534 S Campbell Ave Springfield, MO 65807	<span style="background-color: #007bff; color: white; padding: 2px 5px;">View &amp; Edit</span>	<span style="background-color: #007bff; color: white; padding: 2px 5px;">Resend Receipt</span>	<span style="background-color: #007bff; color: white; padding: 2px 5px;">Resend</span>
<input type="checkbox"/> 688	Community	Choir 1	Community 2	Community	Kenny Kabak	Community	1534 S Campbell Ave Springfield, MO 65807	<span style="background-color: #007bff; color: white; padding: 2px 5px;">Upload</span>	Pending <span style="background-color: #28a745; color: white; padding: 2px 5px;">Add</span>	<span style="background-color: #007bff; color: white; padding: 2px 5px;">Resend</span>
<input type="checkbox"/> 678	Community	Choir 1	Community 2	Community	Ken Tucker	Community	20 West 5th Street Washington, MO 63090	<span style="background-color: #007bff; color: white; padding: 2px 5px;">View &amp; Edit</span>	<span style="background-color: #007bff; color: white; padding: 2px 5px;">Resend Receipt</span>	<span style="background-color: #007bff; color: white; padding: 2px 5px;">Resend</span>
<input type="checkbox"/> 756	Community	Choir 1	Community 2	Community	Giovanni Hernandez	Community	1458 West Lark Street Apt. 201 Springfield, MO 65810	<span style="background-color: #007bff; color: white; padding: 2px 5px;">View &amp; Edit</span>	Pending <span style="background-color: #28a745; color: white; padding: 2px 5px;">Add</span>	<span style="background-color: #007bff; color: white; padding: 2px 5px;">Resend</span>

Download & Upload Media

Download Individual Files

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<p>Title of Selection: Psalm 8 Composer/Arranger: Dan Forrest</p>	<span style="background-color: #007bff; color: white; padding: 5px 10px; border: 1px solid #007bff;">Download</span>	<p>Upload New</p>	<p>Bel Canto 2022 - Psalm 8.mp3</p>	<span style="background-color: #dc3545; color: white; padding: 5px 10px; border: 1px solid #dc3545;">Delete</span>
<p>Title of Selection: The Birds\\\'s Lullaby Composer/Arranger: Sarah Quartel</p>	<span style="background-color: #007bff; color: white; padding: 5px 10px; border: 1px solid #007bff;">Download</span>	<p>Upload New</p>	<p>Bel Canto 2022 - The Bird\\\'s Lullaby mp3.mp3</p>	<span style="background-color: #dc3545; color: white; padding: 5px 10px; border: 1px solid #dc3545;">Delete</span>
<p>Title of Selection: Life Has Loveliness to Sell Composer/Arranger: James Mulholland</p>	<span style="background-color: #007bff; color: white; padding: 5px 10px; border: 1px solid #007bff;">Download</span>	<p>Upload New</p>	<p>Bel Canto 2022 - Life Has Lovliness to Sell mp3.mp3</p>	<span style="background-color: #dc3545; color: white; padding: 5px 10px; border: 1px solid #dc3545;">Delete</span>
<p>Application Documents</p>	<p>Upload New</p>			
	<p>BEL CANTO - PROGRAM.pdf</p>	<span style="background-color: #007bff; color: white; padding: 5px 10px; border: 1px solid #007bff;">Download</span>		<span style="background-color: #dc3545; color: white; padding: 5px 10px; border: 1px solid #dc3545;">Delete</span>

Download All

Download All files from individual application

Be Careful!

