



Missouri Music Educators Association

A Federated State Association of the National Association for Music Education

MMEA WEBSITE INSTRUCTIONS CLINICIAN/SERVICES AGREEMENT (CONTRACT)

Revised for 2023 Conference

The following procedure is to be used by all MMEA Board of Directors and Advisory Council members that have secured service agreements for their respective areas to be presented at the annual MMEA In-Service Workshop/Conference.

1. Select the “About MMEA” section from the Home Page of the MMEA Website.
2. Select “MMEA Administration Resources” from the MMEA Administration Section.
 - a. Enter the password to access the Leadership Hub.
3. Locate your office page and select the link to access the “Administrative Page” for your office.
4. Scroll to the bottom of the page and select “Clinic/Session Administration.”
5. Download the appropriate *blank* Clinician Agreement document.
6. Save and rename the blank document directly to your computer.
7. Open the document from your computer.
8. Complete all relevant information pertaining to the terms of the agreement.
 - a. ***Do Not Sign this copy.***
9. Save the completed agreement to your computer.
10. Select the “Clinician Contract/Agreement Form” tab in the *Clinic/Session Administrative Forms* section.
11. Complete all information on the online form.
12. Upload the completed agreement that was saved to your computer.
13. Click “Submit” to submit the contract agreement.
14. Paul Swofford will process the paperwork and send a copy of the completed agreement (via email) to be *electronically signed* by all parties.
15. Electronically sign and submit the completed contract.

More detailed instructions are included below.

Online Submission of Contract Agreements

1. Select “About MMEA” from the MMEA Home Page



2. Select “MMEA Administration Resources” and enter the password to enter the Leadership Hub.

MMEA ORGANIZATIONAL STRUCTURE

[MMEA Organizational Structure Outline](#)

[MMEA Governing Documents](#)

[MMEA Strategic Plan 2020-2022 \(Draft\)](#)

[MMEA Board of Directors Meetings](#)

[MMEA Committee Review Resources](#)

MMEA ADMINISTRATION

[MMEA Administration Resources](#)



3. Locate your office page and select the link to access the “Administrative Page” for your office.

A screenshot of the 'MMEA Vice Presidents' page. At the top is a blue header with the text 'MMEA Vice Presidents'. Below this is a row of seven tabs: 'Band VP', 'Choral VP', 'Early Childhood Elementary VP', 'General Music VP', 'Jazz VP', 'Orchestra VP', and 'College/University VP'. The 'Band VP' tab is selected and highlighted. Below the tabs is a profile for Justin Doss, Band VP. It includes a photo of Justin Doss, his name, and his email address 'bandvp@mmea.net'. A red box highlights the link 'Band Vice-President Administrative Page' with a red arrow pointing to it from the right.

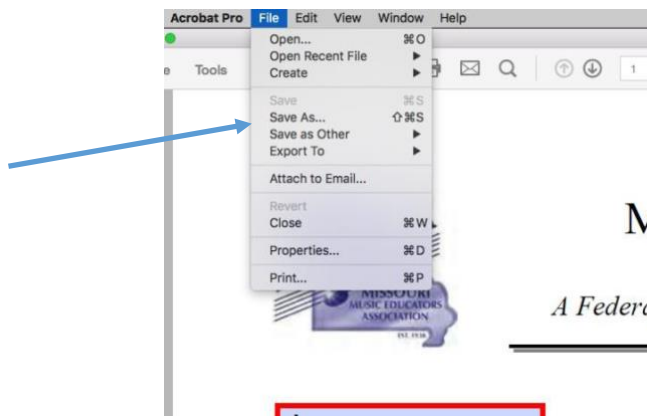
4. Scroll to the bottom of the page and select “Clinic/Session Administration.



5. Download the appropriate *blank* Clinician Agreement document.



6. Save and rename the blank document directly to your computer.



MMEA Contract Agreement Instructions

- 7. Open the document from your computer.
- 8. Complete all relevant information pertaining to the terms of the agreement.

***SAVE THIS FILE ONCE COMPLETED.**

***DO NOT SIGN this copy.**

- 9. Save the completed document to your computer.
- 10. Select the "Clinician Contract/Agreement Form" tab in the *Clinic/Session Administrative Forms* section.

11. Complete all information on the *online* form.
12. Upload the completed agreement that was saved to your computer.
13. Click “Submit” to submit the contract agreement.

Name: Independent Contractor*

First

Last

Contractor Email*

Enter "NONE" if no email

Upload File/s Here

Drop files here or

Select files

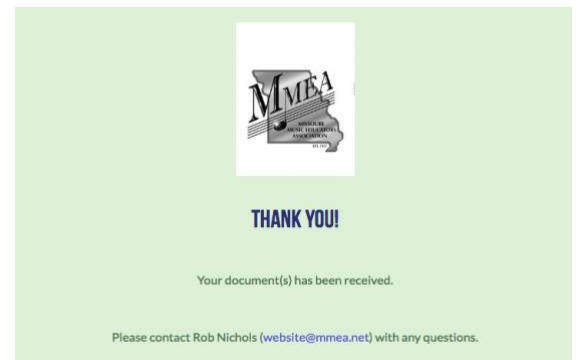
Max. file size: 456 MB, Max. files: 5.

NOTE: Contracts/Agreements are considered "Pending" until the document reflects all required electronic signatures. The MMEA Executive Director will finalize the agreement and confirm the binding agreement (via email) to all relevant parties.

SUBMIT

Once submitted, you will receive a confirmation statement on the screen.

NOTE: You will also receive a confirmation email for this transaction.



13. Paul Swofford will process the paperwork and send a copy of the completed agreement (via email) to be electronically signed by all parties.

14. Sign and submit the completed agreement through Adobe Sign.

*Instructions will appear in the email that contains the completed agreement.