

# HOW TO REGISTER FOR THE LVMTA Achievement Awards Auditions

**Beginning in 2026, LVMTA registrations for Achievement Awards Auditions will be done online. Please save or print these instructions so you can use them during the registration process.**

The link for LVMTA AAA Registration is

<https://pmta.tenutoweb.com>.

The Link is also available on the [lvmusicteachers.org](http://lvmusicteachers.org) website under the AAA menu option.

## Important Points

1. The registration site is open only to teachers, who are responsible for registering their students. Parents and students are unable to access the system to complete their registrations.
2. **This year, registration opens on October 19 close at 11:59 PM on November 7. Late registrations will not be accepted. Teachers are encouraged to register their students as soon as possible.**
3. **Before you register, please add the following information to your email contact list. Doing so will ensure that email notifications do not go to your spam filter.**
  - a. **Name:** PMTA Registrations
  - b. **Email Address:** [info@tenutoweb.com](mailto:info@tenutoweb.com)
4. Teachers must have renewed their memberships no later than August 31, 2026
5. Click the following link to watch a video demonstration of the registration process:

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### HOW TO REGISTER STUDENTS FOR THE AUDITIONS

1. To complete your registrations, you will need the following information for your students: names, birthdates, contact details, repertoire information, and the number of previous Superior Plus ratings they've earned.
2. Students who were registered in a previous year will still be in your teacher account. Any new students will need to be created.
3. Teachers log in with the email address they use for their PMTA registration. Teachers who have forgotten their password must click "Request New Password" and then check their email immediately for a link that will allow them to update their password. To log in, your MTNA and PMTA memberships must be active and in good standing.
4. Scroll down to the Box for LVMTA Achievement Awards. Click the button "AAA Forms." Then click on the words "Achievement Awards Auditions".
5. Click on the Agreement box to indicate you agree to the terms and conditions of AAA. Click NEXT.
6. Select Participant Name from the drop-down list. If a student is not listed, scroll to the bottom of the student names and select "Create New Participant", enter the student's name and DOB (if not listed). Your name should be listed as Teacher.

7. If the student has a sibling who will be participating, click that box.
8. Select Instrument. Click NEXT
9. If there is an accompanist, list the accompanist's name. If no accompanist, leave blank. Click NEXT
10. Click on the BOX to indicate the Student WILL perform at the Honors Recital, if qualified. Select the Level, Elementary, Intermediate or Advanced.
11. Enter your preferred time; AM or PM are the options. Only select if there is a specific preference. If Handicapped access is needed, click the box.
12. Enter the Number of Superior Plus Ratings before 2026. Click NEXT
13. Enter Title, composer, musical ERA, and piece duration for both pieces. As you start typing the title and composer, if a name has been previously added, it will appear. Click the box to indicate your awareness that both pieces are at least 16 measures long, not including repeats. Click FINISH
14. If you have more students to enter, click on "Click Here" to register another participant.
15. When you are finished, click the "FINISH" button on the right.
16. You will need to enter the billing information as requested. You may pay via PayPal or mail a check to Martha Schrepel, 1133 North 33rd St. Allentown, PA 18104-2675
17. In a few minutes, check your email for a confirmation of your registration.
18. After the registration deadline, you will receive a second email that lists the audition times for your students.
19. **Please include complete repertoire information, including opus numbers or references to a multi-movement work as applicable. Enter this information as you would wish it to appear on a recital program.**