

## Welcome to the MMTA Website Information Packet

The following page will describe two equally good ways to get your information onto the MMTA website. If you prefer to write or type your information on paper rather than using the Internet, you may skip the **Introduction** and go directly to Page 1.

# Introduction

There are two ways to put your information on the MMTA website. They are...

## 1.

On the Internet, go to [www.MMTAMT.org](http://www.MMTAMT.org). Click on How do I join?

Supply your contact information and answer one question about what you teach. Then click the Submit button. Someone will review your information. In a day or two, if your information appears to be legitimate, your place on the website will be established, but with minimal information.

At the same time, two e-mail messages will be sent to you containing your username and password, respectively, so that you can log in. To log in, go to [www.MMTAMT.org](http://www.MMTAMT.org) and click on Log In.

A page will appear allowing you to enter whatever information you wish to display. Most of the information you may enter is optional, allowing each teacher to represent herself / himself according to one's own personality, style, and preferences.

At anytime thereafter, you may log in and update your information, making it as general or as detailed as you wish.

To delete yourself from the website entirely, log in and remove all text from all the boxes. This will signal the program to remove your entry from the website.

## 2.

The second way to get your information onto the MMTA website is to physically write or type your information onto the pages of this Teacher Information packet. If you need more space for any section(s) than the space provided on these few pages, then please use additional paper, labeling each page appropriately so that your intended sequence will be obvious to me when I receive it.

If this option appeals to you, then please go on to the next page.

# Teacher Information for the MMTA Website

Page 1

When completed, please mail or deliver your packet to  
Doug Macaulay, 1404 Howell, Missoula, MT 59802

## Basic Information

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Street or  
P.O. Box: \_\_\_\_\_

City: \_\_\_\_\_ Zip code: \_\_\_\_\_

Studio Location 1: \_\_\_\_\_

Studio Location 2: \_\_\_\_\_

Studio Location 3: \_\_\_\_\_

## Teacher Remarks

Page 2

In the space below, type or write whatever you wish to say about yourself and your studio.

With the exception of your name, the contact information you entered on Page 1 will not be displayed on the website unless you include it on this or subsequent pages. If you want your phone number to be displayed on the main teacher listing page, then include it within the first 100 characters below.

If you do not want your phone number to be displayed on the main teacher listing page, but you do want to display it on your View Details page, then include it below, but somewhere after the first 100 characters. Only the first 100 characters of the text below will be displayed on the main teacher listing page, whereas everything below will be displayed on the View Details page.

Use as many pieces of paper as you need. Please write **Teacher Remarks** at the top of each additional page that you use for this section.

**What lessons do you offer?**  
(piano, voice, etc.)

Page 3

1. \_\_\_\_\_ **required**
2. \_\_\_\_\_ optional
3. \_\_\_\_\_ optional
4. \_\_\_\_\_ optional
5. \_\_\_\_\_ optional
6. \_\_\_\_\_ optional
7. \_\_\_\_\_ optional
8. \_\_\_\_\_ optional
9. \_\_\_\_\_ optional

Define your rates. Example: 30 minutes - \$20. You may include up to three such rates.

Rate 1

Rate 2

Rate 3

What kinds of appointments do you offer?  
(Examples: private lessons, group lessons, ensembles)

What ages and levels do you prefer to teach?  
(Example: all ages, all levels)

## Optional text for up to five Additional Pages

### Page 5

Use as many pieces of paper as you need in order to type or write your information. Please include '**Additional Page #**' at the top of each such page to indicate the additional page to which it belongs. Example: **Additional Page 1** or **Additional Page 2**

It could take more than one hand-written or typed page to complete a single topic, so please mark your pages in such a way that the sequence is obvious.

There will be a **Link** which leads to each Additional Page. A link should be descriptive, but not too long. Whatever you enter as the Link, that will be used as the title of its respective page.

Enter the **Link** for Additional Page 1:

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Enter the wording to be displayed on Additional Page 1.  
Use separate paper for this content.

Enter the **Link** for Additional Page 2:

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Enter the wording to be displayed on Additional Page 2.  
Use separate paper for this content.

Enter the **Link** for Additional Page 3:

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Enter the wording to be displayed on Additional Page 3.  
Use separate paper for this content.

Enter the **Link** for Additional Page 4:

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Enter the wording to be displayed on Additional Page 4.  
Use separate paper for this content.

Enter the **Link** for Additional Page 5:

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Enter the wording to be displayed on Additional Page 5.  
Use separate paper for this content.

## Your Photo

Page 6

There is a place on the MMTA website for your photo. You are not required to display a photo, but it is a nice touch. If you do not wish to display a photo of yourself, you may consider displaying a photo of your studio, or of some activity in your studio. Be sure to ask permission of a parent if the photo will include a child under the age of 18.

You may use whatever type of photo you wish. Many folks still use film type cameras, while others use digital cameras. It makes no difference as far as the website is concerned.

Depending on your preferences, one of these options may work well for you:

1. If you want to use a photo which is already printed, you might take it to Staples or Fedex Office and have them scan it. Tell them you want it saved in JPG format and you need to have it saved to a CD (compact disk). You don't need to understand any of this. Just let them take care of it. When you receive the CD with the JPG image of your photo on it, then send the CD to my address, shown below.
2. If you own a digital camera, you may already have a digital image on your cameral, either of yourself or of your studio. You may bring it to me (or mail it) on a CD or a flash drive, also called a thumb drive. If you don't wish to fight with the technology, just take your camera to Staples or Fedex Office and have them save your images to CD. Then mail the CD to me at the address below, with a short description of the photo, so I can find it quickly on the CD.
3. An easy and good choice may be to ask a friend to take a photo on a digital camera, and then to save the photo as a JPG on a CD. Then send the CD to my address below. That way you don't have to use your own time to do this.

Please send photos in JPG format on CD to my address, shown below:

Sincerely, Doug (880-7991)

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Doug Macaulay  
1404 Howell Street  
Missoula, MT 59802