

HOW TO REGISTER FOR THE KEYSTONE CONCERTO FESTIVAL

The link for DSPF and Keystone Concerto Festival Registration is
<https://pmta.tenutoweb.com>

The link is also accessible PMTA website under the “Student Events” tab:

<https://www.pamusicteachers.org/activities/pmta-keystone-concerto-festival/>

**The registration deadline is 11:59 pm on Friday, October 17.
Late registrations will not be accepted.**

1. The registration site is accessible only to PMTA member teachers, who are responsible for registering their own students. Neither students nor parents can access the system.
2. **This year, registration opens on September 26 and closes at 11:59 PM on October 17. Late registrations cannot be accepted.**
3. To complete your registrations, you will need the following information for your students: names, birthdates, contact details, and repertoire information. **Please include complete repertoire information, including opus numbers, the movement to be performed, and an accurate duration in minutes and seconds (for example, 2:30).**
4. **Please add the following information to your contacts list so that you can receive notifications for your upcoming registrations:**
 - a. **Contact Name: PMTA Registrations**
 - b. **Email Address: info@teuntoweb.com.**
 - c. **Entering this information into your email contacts will ensure that your notifications will not go to your spam filter.**
5. Logging In.
 - a. Teachers log in with the email address they use for their MTNA membership or their ID number on their membership card.
 - b. Teachers who have forgotten their password should click “Request New Password” and then check their email immediately for a link that will allow

them to update their password.

- c. A string of six or more failed attempts to log in will block access to the system for 12 hours. If that happens, wait 12 hours and then repeat the “Request New Password” process. To log in, your MNTA and PMTA memberships must be active.
6. Teachers who need assistance may contact the DSPF Chair, Kris Fosbenner, at dspfchair@gmail.com. Please leave a phone number where you may be reached. **This email address is for teachers only. Parents' emails will be forwarded to the teacher without being answered. Please do not wait until the deadline to request help. Late registrations cannot be accepted.**
7. After logging in, click the “Local Forms” button under “Keystone Concerto Festival.
8. Enter the requested information for each student. Be sure to include the name of the accompanist for each student.
9. Please enter payment through PayPal, a credit or debit card or banking information, to complete your registration payment.
10. You will receive a confirmation of your registration via email a few minutes later.
11. You will receive a second email by the end of October that lists the audition times for each student.