

## Guide to Music-COMP's new Mentoring Website:

### Register and Create a Profile:

**Note: Our current mentoring site was new this summer. If you've posted to our old mentoring site, your username/password will not work. If you haven't posted in the new site, you must register before you can post work.**

1. Register online, which can be found under the "MP" dropdown menu at [www.music-comp.org](http://www.music-comp.org), or at <http://music-comp.org/create-an-account.html>. Please be sure to include your school, grade, a short biography, a picture, and an email address. If you do not currently have an email address, please use a parent/guardian email. You can also download, scan and upload your participation agreement on this page.



2. After signing up, you will receive a **confirmation email** that your account has been activated. At this point, you will be able to post works on the new site if the mentoring fees have been paid.

### Posting a New Work

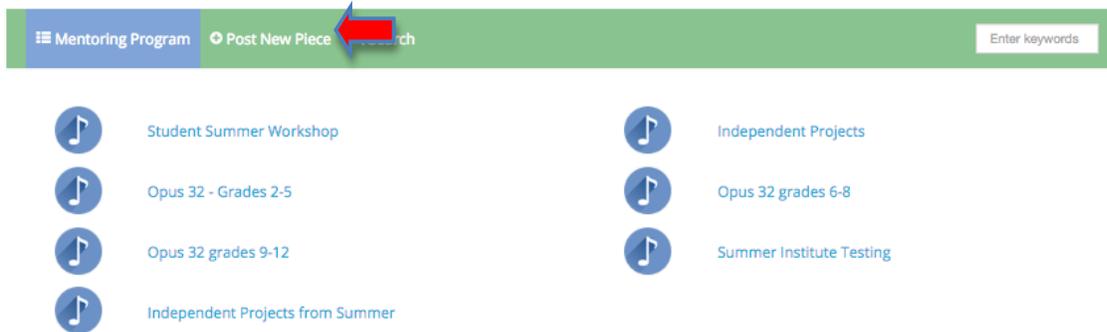
1. Log into the mentoring program by clicking the "MP Login" in the menu bar at [www.music-comp.org](http://www.music-comp.org), or going to : [http:// music-comp.org/log-yourself-in.html](http://music-comp.org/log-yourself-in.html)



2. Once logged in, you can now post a new piece or look at the discussion about your current work.

[Home](#) / [MP](#)

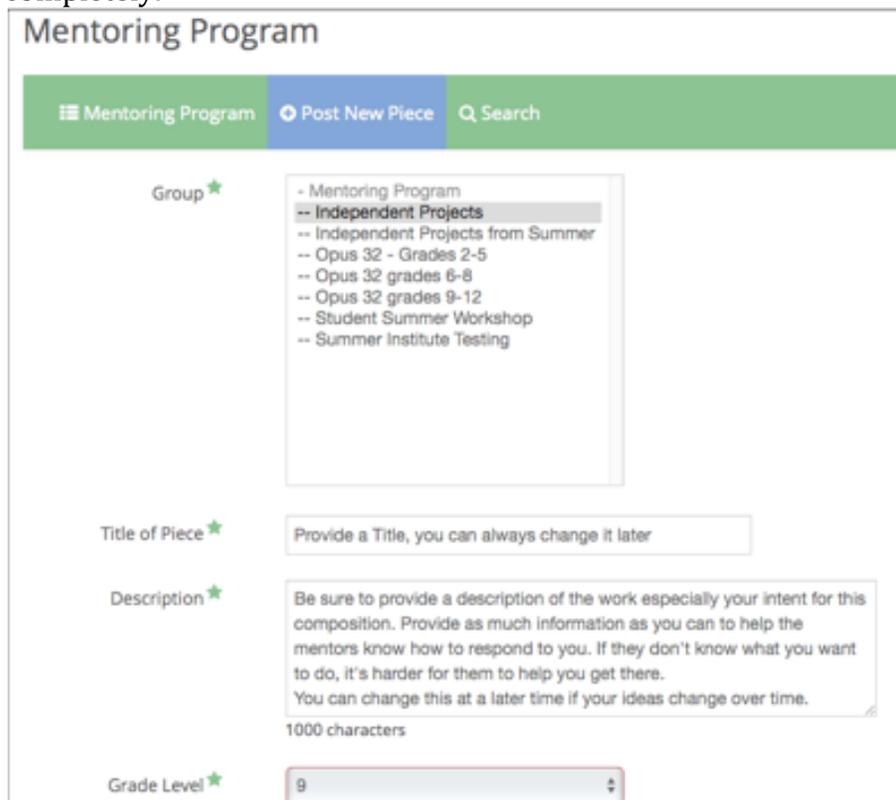
## Mentoring Program



The screenshot shows the top navigation bar of the Mentoring Program. It includes a menu icon, the text "Mentoring Program", a "Post New Piece" button with a red arrow pointing to it, and a search box labeled "Enter keywords". Below the navigation bar is a list of categories, each with a music note icon and text: "Student Summer Workshop", "Opus 32 - Grades 2-5", "Opus 32 grades 9-12", "Independent Projects from Summer", "Independent Projects", "Opus 32 grades 6-8", and "Summer Institute Testing".

When posting, be sure to select the appropriate category for your work. The Opus works are divided into grade levels, and if you are posting a work that isn't intended for Opus you can post it in "Independent Projects."

It is very important that you fill out all the information, including the title (even if it will change later), the description/intent of the piece, grade level, time signature, key, etc. These greatly help your mentor when they are working with you, so remember to fill them all out completely.



The screenshot shows the "Post New Piece" form in the Mentoring Program. The form has a green header with "Mentoring Program", "Post New Piece", and "Search". The "Group" field is a dropdown menu with "Independent Projects" selected. The "Title of Piece" field has a placeholder text: "Provide a Title, you can always change it later". The "Description" field has a text area with a placeholder text: "Be sure to provide a description of the work especially your intent for this composition. Provide as much information as you can to help the mentors know how to respond to you. If they don't know what you want to do, it's harder for them to help you get there. You can change this at a later time if your ideas change over time." and a character count of "1000 characters". The "Grade Level" field is a dropdown menu with "9" selected. A red arrow points to the description field.

**\*\*\*For all non-Noteflight users who post Sibelius, Finale, MuseScore or some other file\*\*\*  
Review steps below at #5.**

### 3. EVERYONE- Review and edit your profile.

Now that you're on the site and have uploaded your piece, go back and update your profile. Add a picture and tell your mentors a little bit more about yourself. What instrument do you play? How long have you been studying music for? Do you play sports or have other hobbies?

### 4. E-mail notifications when a comment is posted to the discussion thread by the student or mentor.

To receive email updates when a comment is posted to your work, please check the box underneath the comment marked "Notify me of follow-up comments" when you first post a comment. An email will be sent to the email address given when registered any time somebody comments on your work.

**TEACHER NOTE: You are also able to receive email notifications any time a comment is posted to your student's work. To do so, add a comment (such as "I am so-and-so's teacher and would like to follow the discussion"), click the notification box and submit the comment.**

#### Add comment



5000 symbols left

Notify me of follow-up comments

5. Sibelius, Finale, MuseScore and other user, continue to follow the directions #5 on the next page.

**\*\*\*For all non-Noteflight users who will be posting Sibelius, Finale, MuseScore or some other file\*\*\*** As you add a new entry, you will have an option to upload a file of your choice. Please include the date in the title of your work.

**Example: UntitledOpusWork\_11\_10\_16.sib**

As you need to upload new files, navigate to the “Edit Entry” option in the dropdown menu given by clicking the icon next to the work’s name. The most recent file upload will show up on the main page of the discussion.

## Mentoring Program

Mentoring Program Add Entry Search Enter keywords

Entry has been saved.

test  
Enable Entry  
Edit Entry  
Created By: MattLarocca Student

test  
Grade Level: 1  
Intended For: Computer Instrument Playback Only  
Software Used: Sibelius  
Instrumentation: test  
Key: test  
Meter Signature: test  
Tempo: test  
Status: Work in Progress