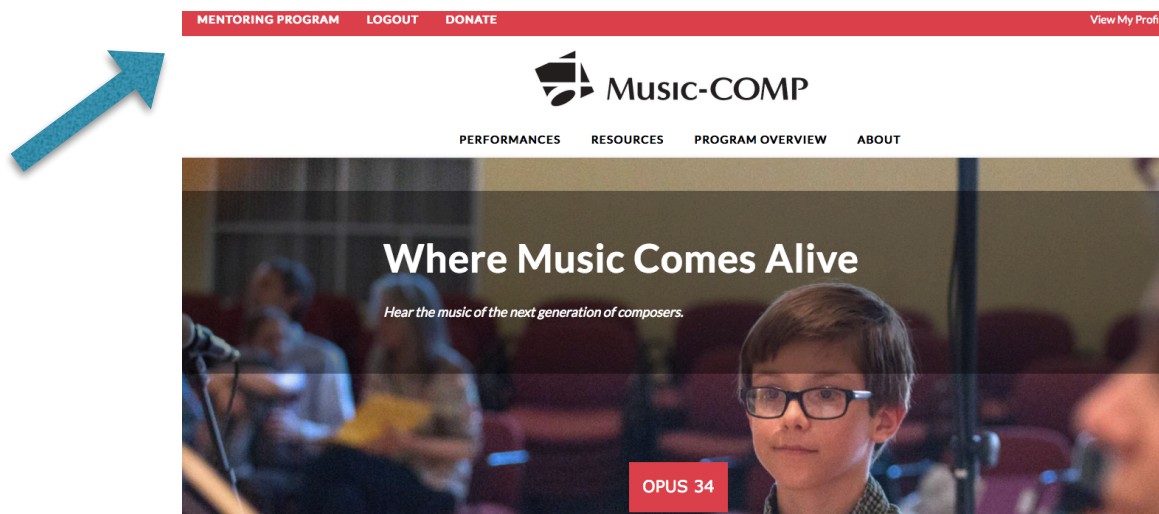




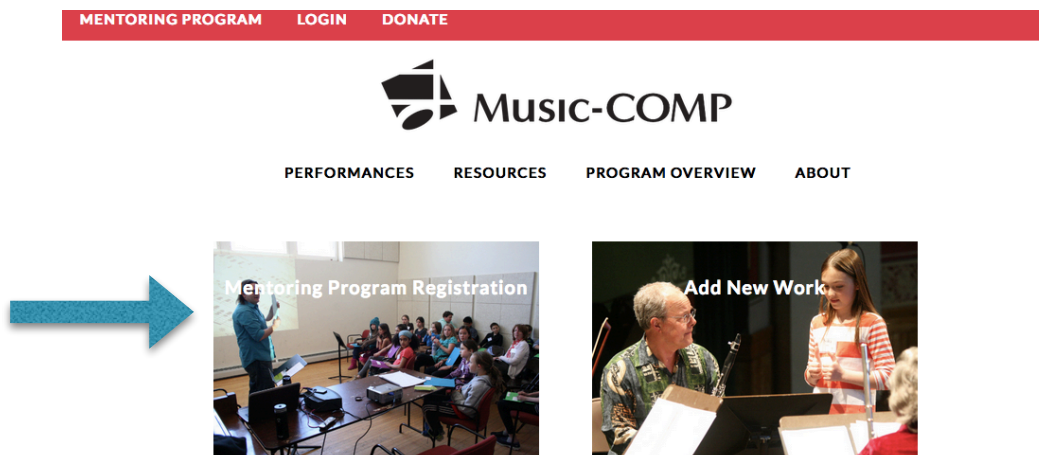
## Online Mentoring Site Guide

Registration for students, teachers and mentors:

1. Visit [www.music-comp.org](http://www.music-comp.org) to create your profile as a student, teacher or mentor.



In the upper red bar, click on “MENTORING PROGRAM.” This will bring you to our mentoring portion of the website. From there, click on the “Mentoring Program Registration” box to begin your profile creation.





Welcome to the new Music-COMP online mentoring site. Registration is required for all participants. Use the form below.

**Students and Parents:** The Permission for Mentoring form must be completed and submitted before Music-COMP administrators will allow access to the mentoring site. Any student who is already 18 year of age may sign their own form, but it still must be submitted before entry.

[Download Mentoring Permission Form](#)

Fees must be paid before entering the site. Some schools pay the mentoring fees, others ask parents to pay or contribute a portion to the fee. Fees paid by Independent Students or individuals may be done online [here](#).

Within this password protected website, Music-COMP matches each student with one or more composer mentors for feedback on the student's developing work. The most effective mentoring occurs when students communicate with their mentor on a regular basis. All comments are preserved within the discussion thread and e-mail notification occurs to the student, their mentor, and any teacher observers when any new comment is posted to that work.

Contact Assistant Director Matt LaRocca for questions: [matt@music-comp.org](mailto:matt@music-comp.org)

Click here  
to start



[Mentoring Program Registration](#)

To create your profile, you will need to choose a username, write a brief bio (what you like to do, what instruments you play, where you go to school, the music you like etc.), and submit your email address. If a student does not have an email address, a parent/guardian or teacher's email may be used.

**\*\*\*All profiles will be approved by Music-COMP administrators. You will not be able to use the site immediately after the profile creation.\*\*\***

2. Sign and return the attached permission form to Music-COMP. By law, we need this form to allow students to participate online. **You can do this at any time, and don't need to wait until creating a profile.**

3. Once you create a profile, a notification will be sent to the administrator who will approve your account.

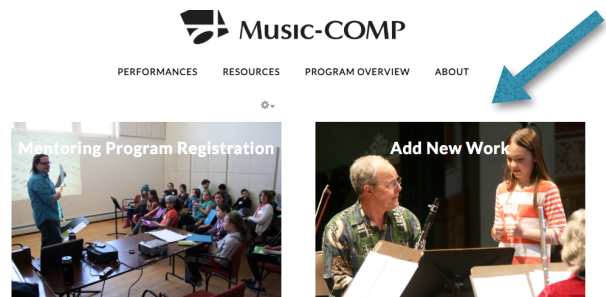
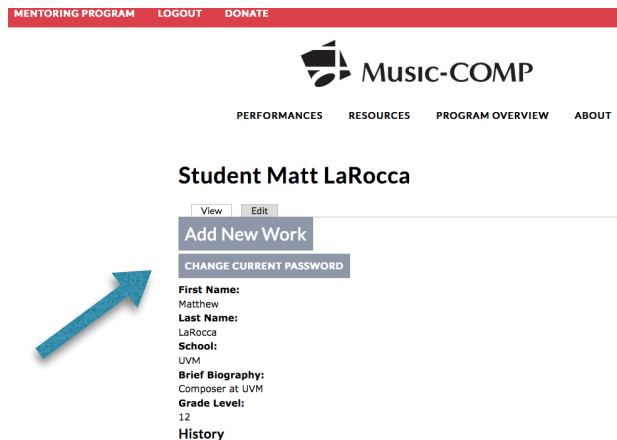
4. As your account is approved, you will receive a confirmation email with a link to set your password. Follow this one time link and create a secure password.

If on subsequent logins you forget your password, a "Forgot Password" option is available as you attempt to login. Clicking on this will send an email with a link to reset your password.

5. You should now be all set to use the site!

## Adding a new piece for students:

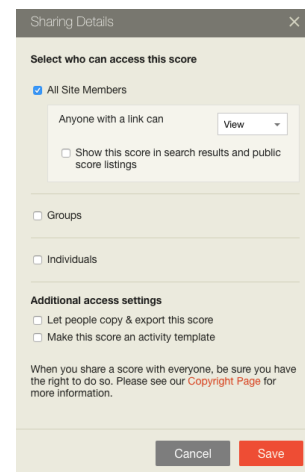
1. Log on to the secure mentoring site at [www.music-comp.org](http://www.music-comp.org) by clicking on “Login” in the red bar at the top of the website.
2. Once you are logged on, click on the button in the profile labeled “Add New Work.” You can also do this from the mentoring program homepage.



3. This will take you through the process of adding a new work. **Please be sure to enter all the information requested**, including key, time signature, description and more. This information helps your mentor understand how to give you the best possible feedback.

4. If you are using Noteflight, add the link (URL) to your Noteflight score in the space provided. It's a long URL, and will look something like this:  
<https://www.noteflight.com/scores/view/1c6b1658fe121a5d744c810b073d9533fa8d2068>

In order for your mentor to see your work in Noteflight, you must set the sharing properly for your composition. On your Noteflight score, got into the “Score Details” in the upper right of the screen. Open the “Share” window, and set your score so that **Anyone with a link can view**. This will allow our mentors to view your work and give you feedback, but not change any part of the music. .



5. If you are not using Noteflight, you can directly upload Sibelius, Finale, MuseScore, MIDI, XML or PDF files that your mentor can download. **Please save subsequent**

versions of your piece with a date and version in the title. For example: *String Quartet Number 1 Version 3 11\_11\_18.Sib*

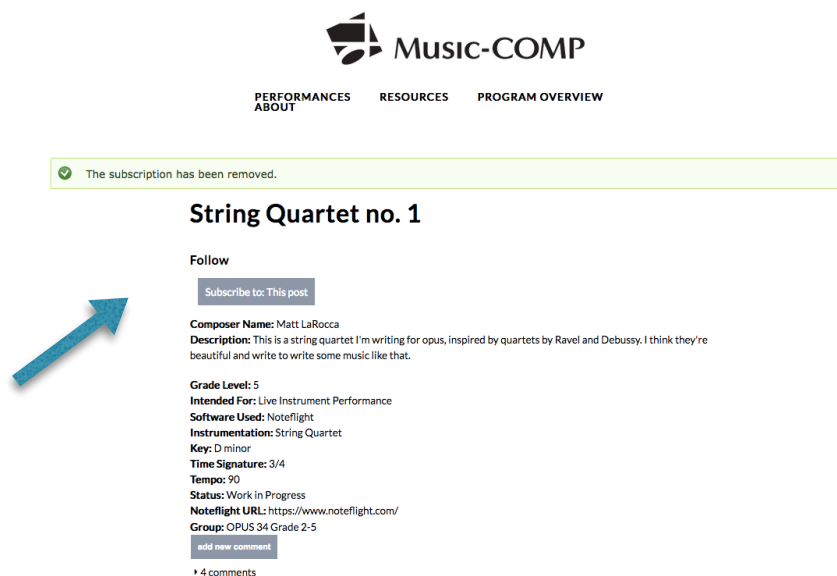
6. As you work on and revise your composition, **please do NOT create a new mentoring thread with each revision.** The mentors won't be able to keep track of your piece that way! It should all stay on a single submission thread.

7. When you do make a revision, please remember to do the following:

- Submit a comment that tells your mentor what you've changed. This will notify your mentor that your piece is ready to be looked at. Use this to ask questions too! Our mentors love when they're able to answer something for you.
- Continue working on the piece until you feel that it has been completed.
- Periodically update the description of your work. This will change and evolve over time, and the description can act like an overview of your work.
- Your mentor will respond within 48 hours. If you don't see a comment after that please notify your teacher and Music-COMP

## Mentors and Teachers: how to follow a piece and get notifications whenever a changes is made:

Mentors, you should follow all of you students. Teachers, if you would like to get comment notifications on one of your students, it's simple! You can follow along with them and their mentor as they work on their music. This can be very helpful to help keep track of your students progress. Find your student's work in our site, and simply click on the marked "Subscribe to this post," and you will create a subscription notification to that individual work.



The screenshot shows the Music-COMP website interface. At the top, there is a navigation bar with links for PERFORMANCES, RESOURCES, and PROGRAM OVERVIEW. Below this, a green notification bar states "The subscription has been removed." The main content area features a post titled "String Quartet no. 1". A blue arrow points to the "Subscribe to this post" button. The post details include the composer's name (Matt LaRocca), a description of the piece, grade level (5), intended for (Live Instrument Performance), software used (Noteflight), instrumentation (String Quartet), key (D minor), time signature (3/4), tempo (90), status (Work in Progress), Noteflight URL, and group (OPUS 34 Grade 2-5). There is also an "add new comment" button and a note that there are 4 comments.

Music-COMP

PERFORMANCES RESOURCES PROGRAM OVERVIEW

ABOUT

✓ The subscription has been removed.

### String Quartet no. 1

Follow

Subscribe to: This post

**Composer Name:** Matt LaRocca  
**Description:** This is a string quartet I'm writing for opus, inspired by quartets by Ravel and Debussy. I think they're beautiful and write to write some music like that.

**Grade Level:** 5  
**Intended For:** Live Instrument Performance  
**Software Used:** Noteflight  
**Instrumentation:** String Quartet  
**Key:** D minor  
**Time Signature:** 3/4  
**Tempo:** 90  
**Status:** Work in Progress  
**Noteflight URL:** <https://www.noteflight.com/>  
**Group:** OPUS 34 Grade 2-5

add new comment

• 4 comments



**Music-COMP**

**Music Composition Mentoring Program**

Matthew LaRocca DMA, Executive Director

[www.music-comp.org](http://www.music-comp.org)

## Online Mentoring Permission Form

Since 1995 Music-COMP has connected music students with professional composers through a transformative program of sharing and providing feedback for student compositions online. Your student is interesting in becoming involved in this statewide activity.

The mentoring website is not a public site. It is password protected, and open only to participating teachers and students along with a carefully selected roster of professional composer mentors. Examples of student compositions and the process can be found at [www.music-comp.org](http://www.music-comp.org)

In order for your student to participate in the online mentoring program, we need your permission before we can provide the student with an account. This allows us to comply with COPPA guidelines (Child Online Privacy Protection Act), and ensure parental consent and student safety.

Please fill out and return the form below. Be sure to include all information requested. These forms can be downloaded and attached or mailed to the Music-COMP office at **4541 VT Route 100, Duxbury VT 05676**. *A reminder that the following form must be received **before** the student will be provided with an account for online mentoring.*

**Fees:** Online mentoring fees apply for each work submitted. Contact your school's teacher about payment. Independent students may pay the fees online or send a check to Music-COMP. See the fees info on our website. State-wide Opus events in the spring require a performance fee of \$65 if the student work is selected for the concert performance. This helps offset the cost of the hall rental and performers and includes workshops, dinner, and professional audio/video recording.

Please contact Matt LaRocca ([matt@music-comp.org](mailto:matt@music-comp.org)) if you have questions or would like further information.

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### PLEASE PRINT CLEARLY

I, \_\_\_\_\_ (parent or guardian signature)  
give my permission for \_\_\_\_\_ (student's name)  
to post his/her music compositions on the Music-COMP password protected website for  
feedback and discussion.

**Parent/Guardian email:** \_\_\_\_\_

**Student email if available:** \_\_\_\_\_

**Name of student's school:** \_\_\_\_\_

**May we share your student's work with the public? (Yes/No)** \_\_\_\_\_

**Parent/Guardian signature/date:** \_\_\_\_\_

*Music-COMP is a 501(c) (3) non-profit organization that relies on individual and corporate donations and grants to supplement the participating student and school fees for this innovative program.*