

Hillsboro Area District Westside Recital Instructions

Registration is open until midnight of the due date.

See Leggiero for deadline and postmark due date.

REGISTRATION INSTRUCTIONS

1. Register online at Leggiero Software <https://omta.leggierosw.com>
2. Log in to your account, then click on FESTIVALS in the menu bar on the left.
3. Choose your district (Hillsboro).
4. Click on the name of the festival or recital for which you would like to register. Once you have registered at least one student, a registration link for that event will be available on your Teacher Home Page. If you are registered for several events at once, you may need to scroll down your Teacher Home Page to see all of them.
5. Please input students' names properly and correctly. (e.g. Jane Smith is correct; jane smith and JANE SMITH are not). First and last names only. All programs and any certificates are automatically generated based upon the information you provide in the Leggiero database. If you misspell a student's name during registration, that will show on the program.

Note - If you notice that you spelled a student name incorrectly, you may edit the spelling at any time before the chairman has downloaded the programs for printing.

6. You may make changes to your student registrations up until midnight of the registration deadline. Registration will literally turn OFF at midnight of the deadline date and even the chairman will not be able to add students after this time. Please be mindful of the deadline.
7. When you have completed your registration, click "Print Invoice" and follow the instructions, writing one check to OMTA for the total due. **Mail or hand deliver the check and invoice by the given postmark deadline to the chair as instructed.**

SCHEDULING REQUESTS

The online registration form has a space for you to write in special scheduling considerations such as: Strict Religious Reasons; SAT Testing, Long Distance Travel; Siblings Participating. For Westside Recitals, please only note siblings, as all events are on the same day in a fairly narrow time range. Be sure to check with your students for conflicts before registration closes. Please tell your families the recital(s) will be late afternoon/early evening at Calvary Lutheran Church.

COVID-19 and Health PROTOCOLS

Do not attend the recital if you are unwell, especially if you have a cough, fever, flu-like symptoms or COVID exposure. Masks are not required, but please wear one if you have a slight cold or just prefer to do so.

STUDENT ENTRY FEES

\$12.00 per student Please note: All fees are NON-REFUNDABLE

MONITOR SIGN-UP

You may sign up to monitor online as soon as the schedule has been posted.

Teachers with 5 or more students entered are asked to monitor (host) at least one recital.

To sign up to monitor:

1. Log in to Leggiero <https://omta.leggierosw.com>
2. On the Teacher Home page or the Festivals page click on the [Sign Up to Monitor] button.
3. You will see a list of all recitals sorted by date, time, and room.
4. The repertoire list for a recital can be viewed by double clicking on that recital row.
5. When you have decided on a recital to monitor click on the [Sign-Up] button and your name will be entered as the Monitor for that recital. If you make a mistake or change your mind about which recital(s) to monitor, you can click the button a second time to remove your name from that recital. Monitors are assigned on a first-come basis.

REPERTOIRE

Memorization is not required. Pieces should be “recital ready”. Photocopies should not be brought to the venue other than to facilitate page turns.

What if my composer is not in the database? If your repertoire is written by other than “classical” composers, their names may not show up in the composer database. You can ask the chair to add the composer, or consider using “Traditional” or writing “arrangement” in the movement line and choosing the arranger if they are included. You can also write the non-listed composer in the Movement line. It will look a little different, but they will still get the recognition they deserve.

Title No. 1:	<input type="text" value="Frosty the Snowman"/> Sonata in F Minor, Op. 2, No. 1
Movement:	<input type="text" value="arranged by Carol Matz"/> Enter Multiple Movements - Allegro, Presto
Composer Name:	<input type="text" value="Traditional,"/>

Title No. 2:	<input type="text" value="Jingle Bell Rock"/>
Movement:	<input type="text" value="Beal & Boothe, arranged by"/>
Composer Name:	<input type="text" value="Matz, Carol"/>

DUETS

If two students are playing a duet, please enter “duet with Sally Jones” in the Movement line for Mary Smith, then enter the same piece on Sally’s registration and write “duet with Mary Smith”. Your chairs will then be able to put those pieces adjacent in the program.

Title No. 1:	<input type="text" value="Dance of the Sugar Plum Fairy"/> Sonata in F Minor, Op. 2, No. 1
Movement:	<input type="text" value="Duet with Mary Smith"/> Enter Multiple Movements - Allegro, Presto

Title No. 1:	<input type="text" value="Dance of the Sugar Plum Fairy"/> Sonata in F Minor, Op. 2, No. 1
Movement:	<input type="text" value="Duet with Sally Jones"/> Enter Multiple Movements - Allegro, Presto

For a duet with the teacher or a parent, just write “duet with Laura Hinkle” or “duet with Mrs. Todd” in the student’s movement line.

Title No. 1:	<input type="text" value="Grasshoppers on Parade"/> Sonata in F Minor, Op. 2, No. 1	Title Duration:
Movement:	<input type="text" value="duet with Mrs. Todd"/> Enter Multiple Movements - Allegro, Presto	Minutes <input type="text" value="00"/>
Composer Name:	<input type="text" value="Ogilvy, Susan"/>	Seconds <input type="text" value="45"/>

Type two or more letters of the last name, then click on a name from the list
For names with a ' use a backslash. (" O\' " for O'Brien)