

ATSSB All-State Housing

by Frank Coachman, TMEA Deputy Director

TMEA is proud to host the online housing system for the directors and members of the TMEA/ ATSSB All-State Bands for 2010. All ATSSB All-State members and their designated chaperons will be assigned to the Hyatt Regency Hotel. The plans at this time are for the three ATSSB All-State organizations to rehearse in the Hyatt Regency. The Symphonic Band will use Regency East Ballroom, the Concert Band the Regency West, and the Jazz Ensemble the Rio Grande Ballroom.

The housing system will open the Monday after Area auditions in January. It will be imperative that all five ATSSB Area hosts send their respective FileMaker Pro tabulation results file to TMEA via email on the Saturday evening of the area audition date.

The process for registering students and chaperons for ATSSB All-State housing is:

Room Planning — Complete *before* Jan. 11!

1. Once All-State students are selected at Area auditions, use the worksheets provided by the Area Chair/Host and work with other directors to plan rooms with four students before leaving the audition site. (on Jan. 9!)
2. Decide which director will be responsible for entering these rooms on Jan 11–12 and take the worksheet(s) home to complete the entries.
3. Log in Jan. 11 to enter hotel choices, billing, and to enter these students into rooms.

The housing system will allow you to select students assigned to you, or, from your campus, your district, Region, or Area. To select students other than yours, obtain agreement from their directors (their contact information will be listed with their students in the housing system).

Online Entry: Jan. 11-12, 2010 ONLY. The system will close at 4 pm on January 12th.

1. Log In

Go to www.tmea.org/AShousing

Log in with your TMEA Member ID and Password

2. Enter Billing Information/The hotel choice is set to Hyatt Regency

Enter your credit card information for your student and chaperon rooms.

You must provide a credit card to secure the reservation. The final bill does not have to be paid with this card.

Click **Save Information**.

*If another director entered your students, you will need to make your own chaperon reservation and the chaperon name **MUST** match that of your students' chaperon designation.*

3. Verify Your Students

Click **My Student List** from the Navigation Links and verify that your All-State students are listed. *If they are not, contact TMEA, (888) 318-8632, x109 or x102*

4. Create Rooms

Click **My Room List** from the Navigation Links

Select gender for the room and click **GO**.

Your student list will display. Select students for the room and enter the chaperon's member ID or 0 for a non-member.

Click **Create Room**.

*For more students, click the drop-down to display students from your campus, district, region or Area. Click **GO**. To select someone who is not your student, **contact the director listed** to gain agreement.*

5. Create Your Chaperon Room

Go to the **Create a Room** section. Select Chaperon. Click **GO**. Enter your Member ID. You can enter other IDs or other non-TMEA member names for this chaperon room.

Click **Create Room**.

*If another director entered your students, and you aren't sharing a chaperon room they create, **you must** create your own chaperon room. A room will not be assigned for you. Your hotel choices and order must match your students'.*

6. Print Your Room List

Go to **My Room List** and use your browser Print to print this page for your records. You will be notified via email by Jan. 25 of room assignments and confirmations.

Log Out of My TMEA

Should you need assistance during this process contact TMEA (Frank Coachman or Andrew Denman) at 888-318-8632 and use extension 400.