

I'm a returning student, remind me how I apply!

Do you remember your username and password from last year? If not, please email us at spotlight@musiccenter.org

Our online application uses pop-up windows. If you have a pop-up blocker, you **MUST** turn off all pop-up blockers installed on your web browser and computer. If you need help, you can download a pdf from our website that explains how to turn off most pop-up blockers.

Every time you enter information in a field, please give the webpage a few seconds to refresh, if needed. The page will refresh automatically.

To submit an application for this year:

1. Click on the button that says **Returning Student – Apply Now!** on the Apply Now webpage and log in to with your username and password

2. If you need to change your address, phone number, e-mail address, or high school click on **Change my Personal Information** in the left menu.

3. Click the category you will be submitting your application in the left menu

4. This is now the application page.

- **Non-Classical Voice** and **Non-Classical Dance** – please choose a sub-category from the pull-down menu
- **Classical Instrumental** – please choose a sub-category and then choose your instrument
- **Jazz Instrumental** - choose your instrument and then indicate whether your ensemble will include a drummer by checking the box
- **2D Art** and **Photography** - choose a sub-category

5. After choosing your category, select your grade level underneath your school information already provided. If you would like to change the name of your high school, choose the county and then type in the first few letters of your school. There will be a slight delay but a list of schools will come up. Please choose the name of your school from the list. If you do **not** see your school listed, please **email us at spotlight@musiccenter.org**.

6. If you do not see your teacher listed in the list next to your school name, please choose other. A pop-up window will come up allowing you to enter your teacher's name. This teacher **MUST** be a teacher at your high school. **Please do not enter the name of your private/studio teacher.**

6. Now you will select your grade level underneath your school information already provided

6. Next, fill out your essay questions. The limit is 50 words (400 characters).

7. After you have filled everything out, click on **Submit** at the bottom of the page. Once you have submitted your application successfully, the following message will appear:

Thank you for your Performing Arts/Visual Arts Application.

8. An email confirmation and consent form will be sent to the email account with which you registered. If you do not receive a confirmation email within an hour of submitting your application, please email us at spotlight@musiccenter.org.

9. You can now **schedule your audition** for Performing Arts or **upload your Artwork** for Visual Arts. You can also apply to another category.