

## I'm a new student to Spotlight, how do I apply?

Please make sure that you can receive emails from [spotlight@musiccenter.org](mailto:spotlight@musiccenter.org) by adding it to your safe list.

In order to complete the application process, 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.**

First time applicants have **two steps** to the Spotlight Awards Application process.

### Step 1: Register an account

1. Click on the button that says **First Time Applicant – Apply Now!** button at the bottom of this page.

2. Create a Username and Password to create an account.

**Tip:** Choose a username and password that is easy to remember because you will use this account every year you apply.

3. Enter your personal and school information.

- When entering high school, first select the county that your school is in.
- Now type in the first few letters of the name of your school. There will be a slight delay as the page refreshes but a list of schools will be populated from those letters.
- You can now choose your high school from the list.

**NOTE:** If you not see your school listed, please **email us at [spotlight@musiccenter.org](mailto:spotlight@musiccenter.org)**

**Step 2: Congratulations! You completed the registration process. Now you will submit your application(s).**

1. Please log in to the system with your username and password.

2. Click on the category in the left Web Artist Account menu for which you will be submitting your application.

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

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**5.** After choosing your category, confirm that the school showing up is the school you attend. Then select your teacher from the list to the right of your school name. If you do not see your teacher listed, 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 submit at the bottom of the page. You should get this message:

**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](mailto: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