NYSSMA MANUAL DIRECTIONS

NYSSMA has released a new manual with a new host – De Cap Web Development L.L.C. Please review the video and directions provided by NYSSMA linked below before completing your Arts in Education request.

NYSSMA Manuals are $20 per teacher, per year.

STEP 1: NYSSMA Resources

1. Please review the video and document provided by NYSSMA below.
    a. NYSSMA Manual – YouTube Video Overview
    b. NYSSMA Manual – Doc Overview

STEP 2: Paying by Invoice

1. Following the directions provided in the links above, access your User Dashboard. **EACH TEACHER IN NEED OF A NYSSMA MANUAL WILL NEED TO COMPLETE THESE STEPS.**

   *NOTE: If you are a **Director of Music**, you may have the option to activate multiple staff members and create one group invoice. If possible, please use this option. The address above will still be your BILL TO address.*

2. Each teacher will select the option to PAY BY INVOICE.
3. Enter the **Bill To** address:

Erie 1 BOCES
355 Harlem Road
West Seneca, NY 14224

4. Click **Create Invoice.** A PDF invoice will be created that you can print or save. Be sure to share this invoice with the designated individual from your district who will be completing the Arts in Education request.

STEP 3: SUBMIT ARTS IN EDUCATION REQUEST

1. Once all invoices have been collected, you are now ready to submit an E1B Arts in Education request at https://artsined.e1b.org/service-resources/request-forms. Whenever possible, please submit one form per district that totals all invoices or one group invoice. When completing the form, please pay close attention to the following fields:
    a. **Total Fees for program –** This is the total of all invoices for each teacher in the district.
    b. **Date(s) of program or event –** List the current school year.
    c. **Preparation –** A sample response has been copied below:

    Districts will prepare students for NYSSMA by integrating appropriate repertoire, scales, and sight-reading into regular instruction and rehearsals, supported by individualized practice plans and goal setting. Teachers will use the NYSSMA Manual to guide level selection and performance expectations while providing ongoing feedback through mock evaluations and progress check-ins. Additional supports such as accompanists, and extended practice opportunities will be provided as needed, along with clear communication of timelines and expectations to students and families.

    d. **Learning Targets/Outcomes -** A sample response has been copied below:

    Through participation in NYSSMA, students will develop technical proficiency, musical literacy, and expressive performance skills while preparing and presenting a solo or ensemble for adjudication. The NYSSMA Manual serves as a key resource in guiding repertoire selection, level placement, and performance expectations, ensuring instruction is aligned to established standards. This activity supports individual goal setting, fosters discipline and confidence, and provides meaningful feedback that informs continued musical growth and achievement.

    e. **Attachments –** Be sure to include all invoices or a group invoice billed to Erie 1 BOCES to the request form. Requestors can NOT add attachments. AIE Administrators can add attachments, or they can be sent directly to Dan Lynch at dslynch@e1b.org.

STEP 4: AFTER SUBMITTING

1. District AIE Administrators will be updated on the progress of the request.
2. When a PO is processed, it will be sent to NYSSMA and attached to the Service Now Request Form for access by the AIE Admin.
3. Payment will be processed after the PO is generated. Please allow 4-6 weeks from the date of the initial request submission for payment to be sent to NYSSMA.

If you have any questions, reach out to Dan Lynch at dslynch@e1b.org.

If you have questions related to your manual or NYSSMA account, reach out to NYSSMA directly.