

How to Use Applications

Put every school in one place. Record each prescreen result, audition, callback, and offer. See the whole list at a glance, so you can decide what to add and what to cut.

Before you start

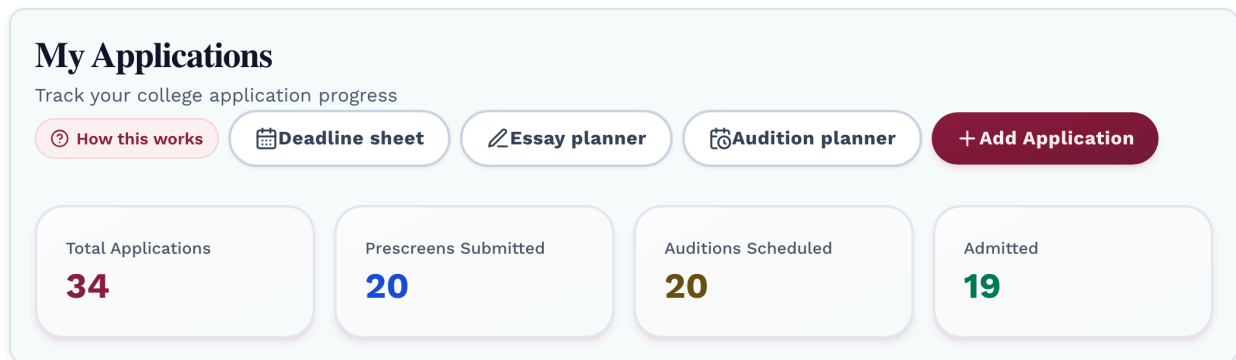
- **It works on your iPad.** Open **app.mymtmanager.com** in Safari and sign in. The pictures in this guide come from an iPad-size screen. A computer and a phone work too.
- **Your account is private.** Only you see what you enter. A coach can see your data only if you accept a connection request in MyMT. MyMT does not share your data with MTCA or with any other coaching service.
- **The name on the account is only a label.** It can be your name or your student's name. To change it, select **Settings** → **Preferences**. The name appears on printouts, such as the deadline sheet.
- **What the PUA plan includes.** It opens every school that attends Pittsburgh Unified Auditions (PUA). A school with a lock icon needs the full plan. The audition planner also needs the full plan. To upgrade, select **Settings** → **Preferences** and find **Subscription & Access**.

What is in this guide

1. Your Applications page
2. Add schools: one at a time, or a whole list
3. See every school at once
4. Record prescreen results
5. Record auditions and callbacks
6. Record offers and scholarships
7. Stay on top of dates
8. A 10-minute weekly routine

1. Your Applications page

Select **Applications** → **My Applications** in the top menu. This page is your home base for the season.



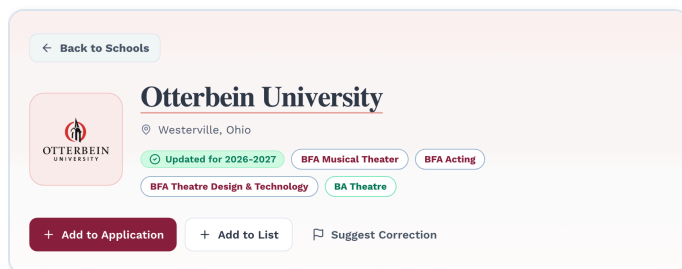
The top of the Applications page: shortcuts on the first row, your counts below.

- The four counts show your total applications, prescreens submitted, auditions scheduled, and admits.
- **Deadline sheet** and **Essay planner** collect dates and essays for every school on one page.
- **+ Add Application** adds a school. Section 2 shows two more ways.
- **How this works** opens a short explanation of the page.

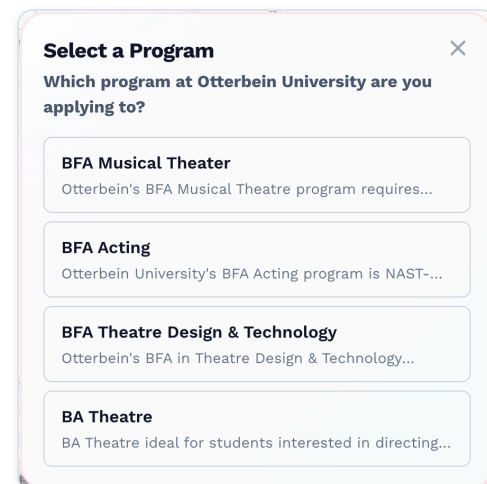
2. Add schools

Add one school

- 1 Select **Schools** → **Browse All** or **Search Schools**.
- 2 Open the school.
- 3 Select **Add to Application**.
- 4 Select the program. For an acting student, select the acting program, for example **BFA Acting**.



Each school page has Add to Application and Add to List.



A school with more than one program asks which one.

Add a whole list at once

This is the fast way to add many schools, for example all of your PUA callback schools.

- 1 On each school page, select **Add to List**. Put the schools in one list, for example “PUA callbacks”.
- 2 Select **Schools** → **My Lists**, then select the list.
- 3 Select **Add All to Applications**.
- 4 Check the program on each row. Clear the **Add** box for a school you do not want.
- 5 Select the **Add ... applications** button at the bottom. MyMT skips a program that you already track.

School	Program	Location	Note
Baldwin Wallace University	MT	Berea, Ohio	— Remove
Boston Conservatory	MT	Boston, Massachusetts	— Remove
CCPA/Roosevelt University	MT	Chicago, Illinois	— Remove
Coastal Carolina University	MT	Conway, South Carolina	— Remove

A school list. **Add All to Applications** sits at the top.

Add to Applications

Bulk-convert “Strong Programs” into tracked applications

Each row creates one application in “Strong Programs”. Schools you already have applications for in this list are pre-checked as *skip* and marked “Already applied”.

SCHOOL	PROGRAM	ADD?
Baldwin Wallace University Berea, Ohio	BM Musical Theater	☒ Add
Boston Conservatory Boston, Massachusetts	BFA Musical Theater	☒ Add
CCPA/Roosevelt University Chicago, Illinois	BFA Musical Theater	☒ Add
Coastal Carolina University Conway, South Carolina	BFA Musical Theater	☒ Add

One row per school. Pick the program, and keep or clear **Add**.

3. See every school at once

The Applications page has two views: a table and cards. Switch between them with the two small buttons at the right of the filter bar. MyMT remembers your choice.

Search schools...

All Statuses All Decisions

Sort by Name

Table View Cards View

The filter bar. The two buttons at the bottom right switch the view.

- Type a school name or a state in **Search schools**.
- Use **All Statuses** to show, for example, only the prescreens that passed.
- Use **All Decisions** to show only admits, waitlists, or rejections.
- Use the sort menu to order by name, prescreen due date, audition date, cost, or last update.

Table view: the whole list on one screen

The table puts one school on each row. Use it to compare schools and to decide what to add and what to cut.

School	Progress	Academic	Prescreen	Audition	Decision	Tags
Baldwin Wallace University BM Musical Theater ◦ Their portal	60%	Submission Complete	Not Required	Scheduled Jan 5, 2027	Waitlisted	
Boston Conservatory BFA Musical Theater ◦ Their portal	60%	Submission Complete	Passed	Scheduled Feb 6, 2027	Waitlisted	
Brenau University BFA Musical Theater ◦ Their portal	80%	Admitted	Passed	Not Required	Admitted	
Carnegie Mellon University BFA Musical Theater ◦ Common App	80%	Submission Complete	Passed	Scheduled Jan 18, 2027	Rejected	
CCM University of Cincinnati BFA Musical Theater ◦ Common App	80%	Submission Complete	Passed	Scheduled Jan 26, 2027	Rejected	

Table view. Each row shows progress, the academic application, the prescreen, the audition, and the decision.

Card view

Baldwin Wallace University
Berea, Ohio • BM Musical Theater
◦ Their portal

Academic Prescreen Audition

Academic Prescreen

Academic Submission Complete Prescreen Not Required

Audition Scheduled Jan 5, 2027

Net Cost Not available Decision Waitlisted

Updated Sep 30, 2026

Boston Conservatory
Boston, Massachusetts •
BFA Musical Theater ◦ Their portal

Academic Prescreen Audition

Academic Prescreen

Academic Submission Complete Prescreen Passed

Audition Scheduled Feb 6, 2027

Net Cost Not available Decision Waitlisted

Updated Sep 30, 2026

Card view: the same facts, one card per school.

To add or cut. Open a school and select **Safety**, **Target**, or **Reach** at the top to label it. To remove a school, select the red trash button at the top right. MyMT asks you to confirm.

4. Record progress for one school

Select a school on the Applications page. Its application page opens. The tabs split the work into steps.

Nazareth University

BFA Musical Theater • Rochester, New York

<https://www2.naz.edu/academics/musical-theatre-degree-program/>

Safety

Target

Reach

Progress

80%

☐ Academic

☒ Prescreen

☒ Audition

☒ Financial

☒ Decision

Academic

Prescreen

Audition

Financial

Decision

Reflection

Scorecard

The progress bar fills as you complete each step.

Tab	What you record there
Academic	The college application, its deadline, and the academic admission result.
Prescreen	The video submission and its result.
Audition	The audition date, location, schedule, materials, and notes. Callbacks go here.
Financial	Cost, scholarships, and net cost.
Decision	The decision from the school and your final choice.
Reflection, Scorecard	Your impressions and scores, to compare schools later.

Important. Select **Save Changes** at the bottom of the page before you leave it.

Prescreen results

- 1
- Open the **Prescreen** tab.
- 2
- Set **Status**. Use *Passed* when the school invites your student to audition. Use *Rejected* when the prescreen did not pass.
- 3
- Add the **Submitted** and **Decision** dates if you know them. Then select **Save Changes**.

AT A GLANCE:

Deadline: Rolling - review begins August 1, 2026; closes when audition slots fill

Submission: **Passed**

Decision: **Passed**

Materials: None added

Requirements: <https://app.getacceptd.com/coastal>

PRESCREEN DEADLINE

School Deadline: Rolling - review begins August 1, 2026; closes when audition slots fill

Coastal Carolina University official pre-screen deadline

☐ Set custom deadline (e.g., extension received)

PRESCREEN STATUS & DECISION

Status

Submitted

Decision

Passed

mm/dd/yyyy

mm/dd/yyyy

A prescreen that passed. The choices are Not Started, In Progress, Submitted, Passed, Rejected, and Not Required.

Auditions and callbacks

- 1 Open the **Audition** tab.
- 2 Set **Location** to *Pittsburgh Unifieds* for a PUA audition.
- 3 Set the **Date**. Set **Status** to *Scheduled* before the audition and *Completed* after it.
- 4 Write each callback in **Notes**: the date, what your student did, and any follow-up email.
- 5 Select **Save Changes**.

AT A GLANCE: 📅 Date: **Oct 10, 2026** ✅ Status: **Completed** 📍 Location: **Pittsburgh Unifieds**
📄 Materials: **3 songs, 1 monologue, dance**
🔗 Requirements: <https://www.bw.edu/undergraduate-admission/conservatory/auditions/>

AUDITION DETAILS

Status	Date	Location
Completed	10/10/2026	Pittsburgh Unifieds

An audition at PUA, marked Completed.

Notes

PUA callback on Sat Oct 10. She did her contemporary monologue again. Sent a thank-you email Oct 12. Waiting to hear back.

A callback, written in the Notes box. This entry is an example.

Why Notes? MyMT has no separate callback box. The Notes box keeps the whole story for each school in one place: the callback, the follow-up email, and what to send next.

Offers and scholarships

- 1 Open the **Decision** tab. Set **Status** to *Admitted*, *Waitlisted*, *Rejected*, or *Withdrawn*. Add the date.
- 2 Open the **Financial** tab. Enter each scholarship amount.
- 3 Select **Save Changes**. MyMT subtracts the aid from the cost and shows the net cost.

AT A GLANCE: ✅ Decision: **Admitted** ⌚ Decision Date: Pending ⌚ Final Decision: Not Set
📌 Admission Type: **Academic + Artistic**

DECISION STATUS

Status	Decision Date
Admitted	mm/dd/yyyy

An offer, recorded on the Decision tab.

AT A GLANCE: 💰 Estimated Cost: **\$61,536** 🌱 Total Aid: **\$28,000** 📄 Net Cost: **\$33,536** 📅 Offer Date: Not Received

COST INFORMATION

Estimated Annual Cost
\$ 61536

SCHOLARSHIPS & AID

Academic Scholarship	Artistic/Talent Scholarship	Other Aid
\$ 23000	\$ 5000	\$ 0

Net Cost (Estimated)
Total cost minus scholarships and aid **\$33,536**

Two scholarships. MyMT works out the net cost.

If a school sends a separate academic admission, record it under **Admission** on the **Academic** tab.

5. Stay on top of dates

The deadline sheet

- 1 On the Applications page, select **Deadline sheet**.
- 2 Use the boxes at the top to show prescreen, academic, and audition dates.
- 3 Select **Export to PDF** to print it.

☒ Pre-screen ☒ Academic ☒ Audition ☐ Show unverified dates ☐ Show past deadlines					
37 deadlines shown					Export to PDF
Date	School	Type	Program	Status	Verify at
OCTOBER 2026					
Sun, Oct 25, 2026 10:00 AM in 7 days	Elon University	Audition On Campus	BFA Musical Theater	Your entry	Open ↗
NOVEMBER 2026					
Tue, Nov 24, 2026 4:00 PM in 37 days	Emerson College	Audition Virtual	BFA Musical Theater	Your entry	Open ↗
DECEMBER 2026					
Tue, Dec 1, 2026 in 44 days	Boston Conservatory	Academic Regular Decision		Verified	Open ↗

Every date for every school, by month, with the days left.

Check each date with the school. Schools change their dates. Select **Open** in the **Verify at** column to see the school's own page.

Put the dates in your calendar

- 1 Find the **Calendar Export** card on the right side of the Applications page.
- 2 Select what to include. Then select **Copy**.
- 3 On an iPad or iPhone, open **Settings** → **Calendar** → **Accounts** → **Add Account** → **Other** → **Add Subscribed Calendar**. Paste the link.

Your calendar then updates by itself when a date changes in MyMT. On newer iPads, **Calendar** sits under **Settings** → **Apps**.

Select **How does this work?** on the card for Google Calendar and Outlook steps.

 **Calendar Export**

How does this work?

Sync your MyMT deadlines into Gmail, Apple Calendar, or Outlook. Pick what to include — your subscribed calendar updates automatically.

Include in calendar:

☒ Pre-screen deadlines

☒ Academic deadlines

☒ Audition dates

Your subscription URL:

https://app.mymtmanag

Copy

[Download .ics](#)

[Regenerate URL](#)

Prefer a printable list? [Open the deadline sheet](#)

Keep your calendar link private.

6. A 10-minute weekly routine

You do not need to do everything at once. One short check each week keeps the list current.

- 1 Open the **Deadline sheet**. Look at the next two weeks.
- 2 Update each school that had news: a prescreen result, a callback, an email, or an offer.
- 3 Print the deadline sheet. Put it where your student can see it.
- 4 Open the table view on the Applications page. Decide which schools to add and which to cut.

After PUA: a quick start

- 1 Make one list called “PUA callbacks”. Add each school that gave a callback or sent an email.
- 2 Select **Add All to Applications** on that list. Pick the acting program for each school.
- 3 On each new application, open the **Audition** tab. Set the location to *Pittsburgh Unifieds* and write the callback in **Notes**.
- 4 Record each offer on the **Decision** tab as it arrives.
- 5 Open the table view. Now you see the whole list in one place.

Need help?

- Select **How this works** on any page for a short explanation.
- Select **Settings** → **Support** to send us a question.

The pictures show a sample account. Your schools, dates, and statuses will differ. MyMT checks school dates, but schools change them, so confirm each date with the school.