

## MMEA ONLINE ALL-STATE AUDITION GUIDE



Follow this guide to complete the online registration and audition process for the 2019-2020 MMEA All-State season.

### GETTING READY

1. Information about auditions and the digital ethics policy at <http://www.mmea.org/students/allstate/auditions>.
2. You, the sponsoring teacher, must have a current, active NAFME membership. If you are not a member, or your membership has expired, please go to <http://nafme.org> to [join](#) or [renew](#) your membership.
3. Check your NAFME account information; OpusEvent Login Email is the email address associated with your NAFME account. OpusEvent password is your NAFME member number. Your NAFME ID number should be nine digits long. If it is shorter (most likely five or six digits), add zeroes in front of your ID to make it nine digits. For example, if your ID is 12345 then your password will be 000012345.
4. Audition submission will require a credit card payment for auditions to be considered. Audition fee is \$20.
5. You will be required to enter information about each student in the system. A customizable form is available to download for your use in collecting this information at <http://www.mmea.org/students/allstate/auditions>.
6. Generate **separate** sound files of each audition component. These files can be named anything you like. **Do not** enter any title/artist information in any programs such as iTunes or Windows Media Player, as we will not be able to remove that information.

### YOU ARE NOW READY TO ACCESS OPUSEVENT

1. Go to <http://mmea.opusevent.com>, find the 2019 MMEA All-State event, and click on "Select Event".
2. Log in to the system. Your Login ID is the email address connected to your NAFME account, and your password is your NAFME member number. Your NAFME ID number should be nine digits long. If it is shorter (most likely five or six digits), add zeroes in front of your ID to make it nine digits. For example, if your ID is 12345 then your password will be 000012345.
3. Click on the link that says "Teacher Overview".
4. On this screen you should see a general overview of all your information on the site. By clicking on the blue bar with the arrow that says "Teacher" you will see that all of your information has been preloaded into the system from the NAFME system.
5. Underneath the blue "Schools/Locations" bar you should see a link that says "Add a school/location where you teach". Click on this link.

A screenshot of the OpusEvent interface. At the top, there is a blue bar with a right-pointing arrow, the text "Schools/Locations You teach at 1 locations", and a link "Click to show/hide schools/Locations". Below this bar is a link "Add a school/location where you teach" with a red arrow pointing to it. Underneath is a table with columns for ID, School/Location, and City. The table contains one row: ID 185747, School/Location Luverne High School, and City Luverne. To the right of the City column is a "Delete" link. Below the table is another blue bar with a right-pointing arrow, the text "Applications 4 Applications", and a link "Click to show/hide student applications".

ID	School/Location	City
185747	Luverne High School	Luverne

6. Type the name of your school, and several options should appear. Click on the name of your school to add it. This can be done multiple times if you work at more than one school. If you are a private teacher, use "Private Studio" as your school/location.

A screenshot of a search form titled "Choose school/location (in MN)". It has a text input field labeled "Enter Name:" with the text "luverne" entered. Below the input field, it says "no results to display" and lists several search results: "Luverne Alternative Program, Luverne MN", "Luverne High School, Luverne MN", "Luverne Middle School, Luverne MN", and "Luverne Senior School, Luverne MN".

Choose school/location (in MN)

Enter Name:

no results to display

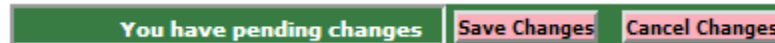
- Luverne Alternative Program, Luverne MN
- Luverne High School, Luverne MN
- Luverne Middle School, Luverne MN
- Luverne Senior School, Luverne MN

7. If your school does not appear in the list, send an email to [auditions@mmea.org](mailto:auditions@mmea.org) as soon as possible so that this can be solved.

8. To add a student application, click on “Add a new Application” underneath the blue bar labeled “Applications”. An Application Setup Wizard will appear. Select the school this student attends and click “Next”. Click on “New Student”.

If a student is completing multiple auditions, you can use the “Existing Student:” search to select that student for their second or third audition. Finally, click “Next”.

9. Fill out the student’s information, including their first and last name and their mailing address. Then click “Next”.
10. Select whether the audition is a Wind/Brass/Percussion, Strings, Voice, or Jazz audition, then click “Next”.
11. Select the instrument or voice part, then click “Next”.
12. Look over the information presented on the right side of the window and make sure it is all correct. If any of it is wrong, press “Previous” to correct it. If it is all correct, press “Next”.
13. **IMPORTANT:** Find the green bar on the right side of the screen that says “You have pending changes” and click on “**Save Changes**”. Do this **before** you make any changes!



14. Any time you make changes this bar will appear, allowing you to save your changes. **Make sure to save your changes every time before you leave this screen so that you don’t lose the information.** If you save your changes, you will be able to leave this screen (and even log out!) and return later and the information will still be there.
15. Find the blue bar labeled “Additional Information” and click on it to expand it.
16. Fill out the rest of the information on this page. All required information will be in a red box until you’ve answered it.

Please note that the questions are specific to the type of audition, so the image above represents only an *example* of what you might see.

17. Finally, remember to **save your changes**, or they will be lost!

**\*NEW\* Teachers can upload audition sound files BEFORE paying. Payment MUST be received by April 15 for student to be considered for All-State.\***

18. **Uploading the audition recordings.** Go to each student's application. At the bottom of the page you will find the actual audition portion of the application.



Please note that the required audition elements are specific to the type of audition, so the image above represents only an *example* of what you might see.

19. Click on the green boxes to upload the sound files of your student's audition. Click on "Choose file to upload". Make sure that the recordings are uploaded to the correct location (e.g. the Etude recording is uploaded to the "Audition Etude" box and the Scales recording is uploaded to the "Audition Scales" box). Remember that the file must be a sound file. Once the file has been uploaded, it will be renamed by the OpusEvent software to make the audition blind. When the recording has been successfully uploaded, the red X will be replaced by a green check mark.
20. You can listen to the recording. If the recording is not satisfactory to you, you can delete and upload a new recording by clicking on "Manage Audition". You can do this as often as you like as long as the audition window remains open.
21. When **all** applications have been entered into the system, return to the Teacher Overview. At the bottom of the page you will find an area labeled "Payments". Click on the checkbox for all of the auditions, then click on "Pay for the Selected Applications".



**\*NEW\* Teachers have the ability to send emails from their teacher overview to third parties which includes a payment link.**

After applications have been entered into the system, return to the Teacher Overview. At the bottom of the page, under "Payments" section, click the check box next to applications you wish to send email payment request for (make sure your browser isn't blocking pop-ups!). Select "other address" and add the email address. Enter a note for the email body if you wish. Email will be sent from "noreply@opusevent.com".

Third Party clicks on the link and they are directed to a payment screen for the applications that were included in the email. No log-in is required – they pay, receive a receipt and then are sent to the OpusEvent homepage.

22. When you have paid for all of your auditions, you can return to the Teacher Overview and print receipts for the payment.
23. To log out of the system, click on "Home" at the top of the screen, or return to the Teacher Overview and then click on "Back to Events Menu", then click on "Logout".

If you still need help with the online audition process, please contact us by phone at 763-566-1460 or by email at [auditions@mmea.org](mailto:auditions@mmea.org).