



ACDA of Minnesota 2017-2018 State Honor Choir Audition Registration A Guide for Choral Directors

Complete the online audition registration for the ACDA of Minnesota State Honor Choirs by following these step-by-step directions.

1. A current national ACDA membership number and login are required to access the OpusEvent.com registration site. If you need to update your membership or join the organization, go to <http://acda.org/membership.asp> and complete the registration/membership renewal process online.
 - **NOTE: From September 1-5, the ACDA national membership site will be closed** as it undergoes major transformation and migration to a new and updated operating system. **After September 5, every ACDA member will receive an email message from the ACDA national office providing details on the new log-in procedures as follows:**
 - User Name/Log-in: your primary email address
 - Password: you select your own password combination...keep for your own records. (Please note that ACDA will not have access to your password)
 - Contact ACDA National Office with questions regarding login between (8:00 am and 5:00 pm) at: 405-232-8161
Olga: ofunderburk@acda.org Sundra: sflansburg@acda.org
2. Check your ACDA account information. The email address, phone number and place of employment listed on your ACDA National account will be automatically pulled into the OpusEvent.com site when you access the site. Please update before you access Opus!
3. The online audition process will require the choral director to pay fees with Visa or MasterCard.
4. A form is provided on the ACDA of Minnesota honor choir website to gather all necessary information from students so you, the director, can complete the online audition registration process. A \$16.50 audition fee is required as well as signatures from both the student and her/his parent.
5. Generate **separate** recordings for each student's scale and song. You will find all audition information on the ACDA of Minnesota honor choir website under director information. You also can access sample recordings of selected students from previous Honor Choir audition processes.
6. **RECORD THE AUDITIONS IN THE CORRECT KEY.**
7. Create Mp3 files from each recording. Name each file for your convenience. That file name will not become part of the final uploaded audition. Instructions for converting a recording to an mp3 format on the ACDA of Minnesota honor choir website under director information.
8. You are now ready to access the OpusEvent.com audition website to complete the online audition process: <https://www.opusevent.com?domain=acdamn>. You can also find access to OpusEvent.com on the ACDA of Minnesota honor choir website under director information.

9. Login to OpusEvent.com with your national ACDA user name and password. Your user name will be your primary email address. Your password is the same one you created for your new National ACDA login .
10. Click on Choral Director Overview. Follow these steps:
 - Click on “Add a school where you teach” to add your school’s or organization’s name and address. If you are submitting auditions from more than one school/organization, be sure to add all appropriate information.
 - Enter your school’s **complete** name and address. This information will be used for concert programs and to send music and information to the directors of selected students.
 - Next, click on: Add a new application.
 - Select the student’s sponsoring organization.
 - Click on the “New Student” icon on the next screen.
 - Fill in student information. (ACDA of Minnesota does not require the student’s email address).
 - If you are unable to move forward from this screen, you may have failed to enter all necessary information. Or, if the site continues to prompt you to correct an invalid email address, your school computer may lack administrative access for this process. You may need to talk to your building technology specialist to continue.
 - Select the student’s category (choir).
 - Select the appropriate voice part.
 - Click next to continue the application. This brings you to the page where the audition process is completed. Enter all required information.
 - You must **save all changes** on this page or all entered information for this application will be lost. Remember: **rose=needs to be saved**.
11. You must enter payment before you can upload audition recordings.
 - If you click on “pay your fee” you will start the payment process. However, if you are auditioning more than one student, click cancel and go back to the Teacher Overview page to enter another application. **Do not pay for individual auditions unless you are only entering one audition!!!!** After entering all of your students’ information, you can **pay for all auditions at one time**.
 - Click “Back to Choral Director Overview” to pay fees when all application information is completed for all students. Under “pay for selected applications”, check each box to pay for all student auditions. Notice this is where you will also return to print receipts when payment is complete.
 - Enter your credit card information as prompted.
 - Return to Choral Director’s Overview page to print receipts. Click on the payment due triangle. Next, click on “Print All Receipts.”
 - You will see individual receipts for each entry. Print receipts. You may need to allow pop-up windows in your browser preferences to access the feature.
12. You are now ready to upload each student’s audition recordings. Remember to use a separate recording for each scale and song.
 - Go to the Choral Director’s Overview page. Click on “Edit” next to the name of the student whose recording you will now upload. Continue to return to this location to begin the uploading process for each audition.
 - Click the top green box to upload the scale.
 - Click on “Choose file to upload”.
 - Open your audition file folder and choose the appropriate scale. Once it is uploaded, the recording will be assigned a blind audition number by OpusEvent.com. The name you have assigned to the recording will not appear on the website.
 - The upload should happen very quickly. Remember, you need to upload an Mp3 file.

- **Green indicates success!** When the scale is uploaded, you will see a green check indicating successful completion.
 - Repeat the process for the song Mp3.
 - You can listen to each uploaded recording. If the recording is not satisfactory, you may delete and upload a new audition recording by clicking on “Manage Audition”. You can do this as often as you’d like as long as the audition window remains open.
13. Return to Choral Director’s Overview. A green complete sign indicates each student’s audition has been uploaded correctly. You have successfully completed the online audition process!!
 14. Still need help with the online audition process? Call ACDA-MN Executive Assistant Kristin Kivell at 507-645-8691 or email execassist@acda-mn.org.