



**A Guide for Choral Directors: Please read the following tips to ensure successful audition uploads!**

**For assistance with the Opus Audition website, read the “Step by Step Opus Guide”.**

1. The online audition process will require the choral director to pay fees with Visa or MasterCard. Please plan accordingly. You will need to pay for the auditions before you can upload the recordings. See #7 below. Contact Kristin Kivell if you have questions.
2. A “Student Information Form” is provided on the ACDA of Minnesota honor choir website <http://mnhonorchoirs.org/> to gather all necessary information from students so you, the director, can complete the online audition registration process. A \$16.00 audition fee is required as well as signatures from both the student and her/his parent. We do not collect the Audition Form, it is meant as a tool for the director to collect the data needed for Opus and as a communication between the director/student/parent.
3. 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 <http://mnhonorchoirs.org/> “Audition Instructions for Directors”. **Please read all of these carefully!** You also can access sample recordings of selected students from previous Honor Choir audition processes.
4. **RECORD THE AUDITIONS IN THE CORRECT KEY.**
5. **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. (If you upload the recordings in other file formats, you run the risk of it not be accessible to all screeners.)
6. You are now ready to access the OpusEvent.com audition website to complete the online audition process: <https://audition.opusevent.com/> You can also find access to OpusEvent.com on the ACDA of Minnesota honor choir website under Director Information. NOTE: This will be a new version of the previous Opus Events. It will have a different look but will function much the same. See “Step by Step Opus Guide” on the MN Honor Choir website for assistance. Or contact Kristin Kivell.
7. 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.
  - Enter your credit card information as prompted.
  - There is a new feature on Opus “Email Pay link to selected”. You can select all auditions - click on the Email pay link - choose “Other” for address - enter the email address of your administrator or district assistant who is responsible for paying online - subject could say “please pay for these auditions” - the content of the email could provide more details as needed by your district.
8. Click on the Blue Home button to return to your list of students/auditions. From this screen you can click on individual students to upload recordings or on multiple students to create a receipt of payment.

- You are now ready to upload each student's audition recordings. Remember to use a separate recording for each scale and song.
  - 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.
9. 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](mailto:execassist@acda-mn.org).