

# The Audition Scheduler User Manual

#### Purpose:

The purpose of this manual is to help you navigate the website, register your participants, view your schedules, and download your completed adjudication forms. We will guide you through each step of the process. For ease of use, this manual is divided into the following sections:

Section 1: The Registration Process - we'll show you how to register your participants.

**Section 2: The Competition Schedule -** we'll show you how to access your participant and adjudication schedules.

Section 3: The Adjudication Forms - we'll show you how to access your participants' adjudication forms.

As you review this manual, if you need further clarification, please email your competition coordinator. As you use the website, if you discover errors in the code, please copy the error message and send it to Brad Mills at: <u>info@auditionware.com</u>

#### **Initial Requirements:**

Users must be active members of NATS (National Association of Teachers of Singing) to access the audition registration system.

## **Section 1: The Registration Process**

Website Access: Login to <u>https://www.nats.org</u> From your Member Home page, scroll to the bottom and click on the green button, AuditionWare.

View flipbook	Access the latest issue through ISSUU (digital flipbook and full PDF download available) View flipbook To access your NATS Live Learning Center portal of online learning opportunities click on the button below. NATS Live Learning Center					
AuditionWare Member Profile - User (	NATS Auditions (Chapter, District, Region, and I Click on this button Guide g your online information	NSA) please click on the button below.				
(NATS Member Home page - n	Join NATS Post a Job Find a Teacher Live Learning Center ats-home-auditionware-button.	Privacy Policy Site Map Newsletter About Us Dng)	National Association of Teachers of Singing 9957 Moorings Drive, Suite 401 Jacksonville FL 32257 Tel: 904-992-9101 Fax: 904-262-2587			

You will automatically be logged into AuditionWare and routed to the main Dashboard page for your Chapter or Region.

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Chapter: Chicago Change	Durboard
Register for Audition/Conference	
Register for Audition/Conference? <- Click here to begin a new registration 2	
Chicago - Home Page	**

(AuditionWare Dashboad - auditionware-dashboard.png)

On the AuditionWare website's Dashboard page, you'll see a top navigation bar with 3 symbols in the upper-left side that link you to various pages: the Dashboard page, the Contact Us page, and the FAQs/Help page.

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Chapter: Chicago Change Quick Access buttons to Dashboard, Contact Us, and FAQs/Help	Cushbard
Register for Audition/Conference	
Register for Audition-Conterence?	
Chicago - Home Page	**

(AuditionWare Dashboad - auditionware-dashboard-quick-access-buttons.png)

To contact your audition coordinator, you may use the email form on the Contact Us page. Access that page by clicking on the envelope icon in the top menu bar. Make sure to select the correct Chapter or Region affiliated with your competition so the email will be directed to the correct audition coordinator.

You may also find additional help by clicking on the question mark icon in the top menu bar. Just click on the question on the Frequently Asked Questions page to expand the panel and view the answer.

You can also view your Profile page by clicking on your name in the upper-right corner of the top menu bar and then click on, My Profile.

Directly below the top navigation bar is the Page Header. In the upper left is the webpage's title or, in the case of the Dashboard page, it's the Organization affiliation.

In the upper right is the breadcrumb navigation links. By clicking on a breadcrumb link, you'll be routed to the web page that corresponds with it.

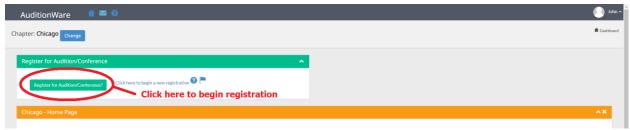
AuditionWare 🏾 🏦 📨 📀	- ndol 🕗
Chapter: Chicago Change Chicago	🛱 Dashboard
Register for Audition/Conference	
Register for Audition/Conference? <- Click here to begin a new registration 🧭 🏴	
Chicago - Home Page	^ X

(AuditionWare Dashboad - auditionware-dashboard-organization-change-button.png)

On the Dashboard page, confirm that your Chapter or Region displays correctly for the competition you wish to register for. If not, click on the blue Change button and select the correct Chapter or Region.

If the Chapter or Region you're searching for is not in the selection list, please contact your audition coordinator to assign you to it. You must be a member of that Chapter or Region to have access to it.

Once your Chapter/Region is correctly selected on your dashboard page, you may begin registration. In the green panel box that says, Register for Audition/Conference?, click on the green button. All teachers who are planning to attend the competition themselves and/or register participants must click on this button to register.



(AuditionWare Dashboad - auditionware-dashboard-begin-registration.png) auditionware-select-event-start

On the Select Audition page, select your competition from the choices in the list. If your competition is not listed, either you are not in the correct Chapter or Region or your competition has not yet been set up by your audition coordinator. Please contact your audition coordinator for help.

AuditionWare 🍵 🔤 📀	🢽 John +
€ Deept	shboard > Select Event
Please select the event you wish to register for?         [Select Region event         (w) Select Region event         (No Event is active at this time)         • Product see your see	
AuditionWare Select Event - auditionware-select-event-start.png)	

After selecting your competition from the list, click on the blue Select button.

AuditionWare 🏾 🏦 🛛 🖓		💽 John -
Select Event		Dashboard > Select Event
Please select the event you wish to register for? Chicago - 2024 Auditions	After selecting your con	npetition
(or) Select Region event (No Event is active at this time)	v	
* If you don't see your event in the list, return to the dashb TRANCE. It on to switch your Location affiliation.	ard page and click on the Click on the Select button	

(AuditionWare Select Event - auditionware-select-event-end.png)

On the Registration page, indicate whether you are registering any participants for this competition by selecting "Yes" or "No" and clicking on the Continue button. If you are only registering yourself to attend the competition without participants, then indicate No. If you indicate No, you will then be directed to the Registration Options page. (See that page referenced later.)

For this tutorial, indicate you're registering participants by selecting Yes and click on Continue.

AuditionWare 🏾 🍵 🖾 😡		- niol []
Registration		Dashboard      Select Event      Registration
Chicase 2024 Auditions Are your registering any <u>participants/auditioners</u> for this event? Diver: If registering only yourself, select "No"] © Yes O No Continue Cance	Select the appropriate option and click on the Continue button	

(AuditionWare Registration - auditionware-select-participant-attendee.png)

AuditionWare 🍵 🖾 🤨	
d Participant	
Chicago - 2024 Auditions	^
Before you bigin please have the following required information of your Participant: First Name Last Name Phone Number Phone Number Phone Number Phone Selections (Title, Composer/Arranger) Planks Name Enter all required fields and click on Next	
New Participant	
Select a returning Participant	
[Select Participant]	~
First name*	
Participant's first name	
Middle Initial	
Participant's middle initial	
Last name*	
Participant's last name	
Phonetic Pronunciation of Name	
Phonetic pronunciation of Participant's name	
Preferred Pronouns	
Preferred Pronouns	
Previous	Next
	THEAT

(AuditionWare Add Participant - auditionware-register-participant-name.png)

On the Add Participant page, you may select one of your participants who was registered for a previous competition from the selection box labeled, Select a returning participant, or enter the required information for your current participant in the fields provided. (Please update any contact info that has changed if you select a returning participant.)

All field labels that display an asterisk are required fields. Click on the Next button to proceed to the next page.

AuditionWare 🛛 🕋 🧐		
Participant		🛍 Deshboa
Chicago - 2024 Auditions	A	
Enter all required * fields.		
Contact Details <b>Test User</b>		
Address		
Participant's street address		
Tity		
Participant's city		
State		
Participant's state		
Zipcode		
Participant's zipcode		
	ter contact details one and Email are required	
999-999-9999		
Email * (if registrant is a minor, enter email of parent/legal guardian)		
Participant's email		
(Participant [Parent/Guardian] email only.)		
Previous	Then click on Next -> Next	

(AuditionWare Add Participant - auditionware-register-participant-contact-info.png)

On the next page, enter the participant's birth date. (Dates must be entered in the format: mm/dd/yyyy)

AuditionWare 🏾 🏫 🔤 🕜		- ntol 😔
dd Participant		Dashboard » Participant List » Add Participant
Chicago - 2024 Auditions	^	
Enter all required * fields.		
Personal Details <b>Test User</b> <sup>Birth Date</sup>	Enter participant's birth date and click on Next	
MM/DD/YYYY		
Please ensure that Birth Date was entered correctly! Category selection is based on birth dates.		
Previous	Next	

(AuditionWare Add Participant - auditionware-register-participant-birthdate.png)

CAUTION: Be careful not to enter the <u>current year</u> in the Birth Date field. The participant will not qualify to register for any categories with an Age of zero.

After entering the participant's Birth Date, click on Next.

AuditionWare 🏾 🏦 🖾 📀	
Participant	🏟 Dashboard » Participant List » /
Chicago - 2024 Auditions	
Enter all required* fields. Additional Info Test User Vecal Type	
Grade Level/Length of Study*	
In stor 2nd vr post Hijn Stodol V IMPORTANT: <u>Lensth of Study</u> determines which Categories are available for selection. If you don't see the category you plan to register for on the Category Selection screen, please return to this page and change your selection. If you don't see the category you plan to register for on the Category Selection screen, please return to this page and change your selection. If you don't see the category you plan to register for on the Category Selection screen, please return to this page and change your selection. If you don't see the category you plan to register for an Athe Participant's teacher of record. If agree to abide by the NATS Copyright Paley, and Lacknowledge that I have clearly communicated the NATS Copyright Paley to all of my Participants and their collaborative planist(s). I have encouraged all of my Participants and their collaborative planits to abide by U.S. Copyright Laws and communicated to all of them that they should use only authorized reproductions of copyrighted works a lalveet of NATS paronered event.	
By checking this box, I, the teacher, acknowledge, affirm, and agree to the statements above.  LEGAL NOTICE: By checking this box, you give Chapters, Districts and Regions of the National Association of Teachers of Singing (NATS) permission to post or publish on NATS social media platforms any photographs or videos taken of you at NATS Student Auditions and NATS National Student Auditions events. All photographs and videos that you submit or are taken at NATS Student and National Student Auditions events become the exclusive property of NATS.	
Prevlous	

(AuditionWare Add Participant - auditionware-register-participant-additional-info.png)

On the Additional Info page, select the Vocal Type for your participant. Also, indicate the Grade Leve/Length of Study that pertains to your participant.

(IMPORTANT: The **Length of Study** and **Birth Date** are used to determine which categories the participant qualifies to register for. Please consult the "NATS Category Reference Sheet" for the list of categories associated with each Length of Study.)

All teachers must abide by the NATS Copyright Policy and acknowledge acceptance in order to register participants.

Once you complete the information on this page, click on Next.

AuditionWare	â 🖾 Q	- ndot 🕒
Add Participant		Cashboard > Participant List > Add Participant
	Your participant data has been saved Proceed to the next page by clicking on Continue	

(AuditionWare Add Participant - auditionware-register-participant-data-saved.png)

Your participant's data is now saved! Click on Continue to proceed with the registration process.

AuditionWare 🏾 🍵 🧧	- nhol 😣
Participant's Teacher	Dashboard > ParticipantList > Participants Teacher
Chicago - 2024 Auditions	
Participant: Test User Q1: Are you the primary teacher of this participant? ♥ Yes No Previous Vote Primary teacher of this participant?	

(AuditionWare Participant's Teacher - auditionware-register-participant-teacher-q1.png)

On the Participant's Teacher page, select the appropriate answer to the question if you are the participant's primary teacher or not. Then click on Next.

AuditionWare 🏾 🏦 🤨	- nhol 🥑
Participant's Teacher	Cashboard > Participant List > Participants Teacher
Chicago - 2024 Auditions	
Participant: Test User	
Has this participant studied for eight consecutive months with you as their primary teacher?	
Previous and click on Next	

(AuditionWare Participant's Teacher - auditionware-register-participant-teacher-q2.png)

On this next page, answer if the participant has studied with you for at least 8 months or not. Then click on Next.

AuditionWare 🍵 🔤 🥝	🕗 John <del>-</del>
Participant's Teacher	Dashboard > ParticipantList > Participant's Teacher
Chicago - 2024 Auditions	
Participant: Test User	
If this participant has a concurrent or supplemental teacher, please select or enter the name(s) below. Otherwise, click on the NEXT button to continue.	
Select name of concurrent teacher	
[Select from list]	
[OR] Enter concurrent teacher's name or "n/a"	
AND/OR Select name of supplemental teacher Select name of supplemental teacher	
[Select from list]	
[OR] Enter supplemental teacher's name or "n/a"	
Previous	

(AuditionWare Participant's Teacher - auditionware-register-participant-teacher-q2a.png)

Select or enter the participant's concurrent or supplemental teachers' name(s), if applicable. Then click on Next.

(NOTE: If you answered "No" to the above questions relative to Instructors, be aware that the workflow changes. See below for those screenshots.)

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🗋 Dashboard > Participant List > Participants Tea	Participant's Teacher
A	Chicago - 2024 Auditions
	Participant: Test User
	Q2: Are you the: Concurrent Teacher Supplemental Teacher
	Select name of primary teacher
•	[Select from list]
jpant?	Q3: Have you communicated directly with this primary teacher and received consent to register this participant? Ves 🖉 No
Next	Previous
	F 199000

(AuditionWare Participant's Teacher - auditionware-register-participant-teacher-q4.png)

You must select whether you are the Concurrent, Supplemental, or Former Teacher. Then select the name of the participant's Primary Teacher from the list box and indicate whether you have approval to register this participant on behalf of that instructor.

If you select "No," you will not be allowed to register the participant and the workflow exits.

If you select "Yes," click on Next to continue.

AuditionWare 🏾 🏦 🧐	nhol 🖂
Participant's Teacher	Dashboard > ParticipantUist > Participant's Teacher
Chicago - 2024 Auditions	<u>^</u>
Participant: Test User	
Q4: Does this participant have a concurrent and/or supplemental teacher?	
Ves 🕑 No	
Previous	Net

(AuditionWare Participant's Teacher - auditionware-register-participant-teacher-q5.png)

Select "Yes" if the participant has a Concurrent or Supplemental Teacher. Otherwise, select "No" and then click on Next.

(NOTE: If you selected "Yes," you will be routed to the page shown earlier regarding the entry of Concurrent and Supplemental teachers.)

AuditionWare 🛛 🏦 🖾 📀		+ nhot 🍋
Category Selection		Dashboard * SelectEvent * ParticipantList * CategorySelection
Chicago - 2024 Auditions	^	
Category Selection - <b>Test User</b>	Select a Category and click on Save	
[select one]	~	
Cancel	Save	
Click here for NATS Category Reference Sheet		

(AuditionWare Category Selection - auditionware-register-participant-category.png)

On the Category Selection page, select a category your participant wishes to audition in. If no categories are displayed in the list or if the category you expect to select is not listed, please contact your audition coordinator.

There are 2 pieces of data that determine whether a participant qualifies to register in a category: **Birth Date/Age** and **Length of Study**. If the participant's age and length of study do not match the required criteria for any category, then no categories will display in the selection list box.

Once a category is selected, click on the Save button.

AuditionWare 👘 🖾 📀	ondo 😔
Student Pianist	d Dashboard > Select Event > Participant List > Planist Selection
Chicago - 2024 Auditions	
Pianist Selection - <b>Test User</b> Youth-8th Grade 14 (Youth-8th Grade 14)	Select a Pianist from the selection box or click the orange button to add your own Then click on Save
student. Select Pianist	a se nore communicated men una person una antennesigneto to program
	v
Cancel Planist Not Found In List?	Sive

(AuditionWare Pianist Selection - auditionware-register-participant-pianist.png)

On the Pianist Selection page, you may select a previously entered pianist from the list and click on the Save button or enter a new pianist not found in the list by clicking on the button, Pianist Not Found in List?

If you clicked on the Pianist Not Found in List button, you'll be routed to the Participant Pianist page.

AuditionWare 🏾 🏦 🚳	John +
Student Pianist	Dashboard > Select Event > Participant List > Add Pianist
Chicago - 2024 Auditions	
Add Pianist for: Test User	
Category: Youth-8th Grade 14	
Planist's first name	
Last name "	
Planist's last name	
Home/Cell Phone*	
999-9999	
Email*	
Email	
Add Cancel	

(AuditionWare Add Pianist - auditionware-register-participant-pianist-add.png)

Enter the contact info for your participant's pianist. All information is required. Then, click on the Add button. The newly added pianist will now show up in the available pianists list box for future selection.

After selecting or adding your participant's pianist, you will be directed to the Participant Confirmation page. Please review all the information carefully.

AuditionWare 🍈 🔤 🕜
Ident Confirmation
Chicago - 2024 Auditions Please confirm that all data is accurate. If any changes are necessary, update this form and click on Save at the bottom.
Prese commi una ancian a accurate, in any changes are necessary, opoare con torm and cock on save at the bottom. Participant Info
First name *
Test
Middle Initial Student's middle Initial
Last name*
User
Phonetic Pronunciation of Name
Phonetic pronunciation of student's name
Preferred Pronouns Preferred Pronouns
Adress Review all data
Student's street address Enter required repertoire info
City Then click on Save
Sauderics any State
Student's state
Zipcode
Student's alpcode
Home/Call Phone * 999-999-9999
Email * (if registrant is a minor, enter email of parent/legal guardian)
test_user@notrealemail.edu
(Participant (Parent/Guardian) email only)
Birth Date*
If Birthdate is <u>NOT</u> correct, please click. HERE! Vocal Type (if applicable)
Tenor V
Grade Level/Length of Study *
In 1st or 2nd yr post High School 🗸
Name of Studio or Institution
(if your institution's name does not appear in the list above, please send an email from the "Contact Us" tool in the top menu bar to ask for the new name to be added)
Singing for COMMENTS only?
As the participant of record, Is are to able by the NATS Copyright Palicy, and I advowledge that have clearly communicated the NATS Copyright Palicy Is my caliborative pilositis). How encouraged my caliborative pilositis to able by U.S. Copyright Laws and communicated to all of them that they should use only suthorized reproductions of copyrighted words at the levis of NATS possing of events.
By checking this box, i, the participant, acknowledge, affirm, and agree to the statements above.
LEGAL NOTICE: By checking this box, you give Chapters. Districts and Regions of the National Association of Teachers of Singing (NATS) permission to post or publish on NATS
social media platforms any photographs or videos taken of you at NATS Student Auditions and NATS National Student Auditions events. All photographs and videos that you submit or are taken at NATS Student and National Student Auditions events become the exclusive property of NATS.
Category/Pianist Section Select Category *
Youth-8th Grade 14 (Youth-8th Grade 14)
WARNING: You may NOT choose a planist from this list unless you have communicated with this person and s/he has agreed to
play for your student. Select Planist*
Digital Accompaniment, .
If not in list, Click Here to Add New Planist
Repertoire Section
Enter Info for your FIRST of 2 selections.
Search by Title
Complete Title of Selection * Title of selection
Larger Work/Movement
Enter Larger Work
Composer/Author*
Enter composer/urranger
Language*
Logise"
Language*
Language* Selection Type
Lengage*  Section Type  Current Control of C
Language*  Selection Type  Edite Industry your 3CC2000 of 3 animetions.
Language*  Selection Type  Ceter Joint for your SICCEDS of 2 selections  If no selection is required, please enter *N/A' in required fields.  Search by Tite
Language*  Selection Type  Enter Info Anyou SECORD of 2 selections  If no selection is required, please enter "N/A" in required fields.
Language*  Selection Type  Ceter into tar your SCOND of 2 selections  If no selection is required, please enter NVA in required fields.  Search by Title  Complete Title of Selections*  Title of Selection  Title of Selection
Language*  Selection Type  Selection Type  Teter into inv your ICOSHD of 3 selections  If no selection is required, please enter TV/A' in required fields.  Search by Title  Complete Title of Selection *
Language*  Selection Type  Selection Type  The required, please enter 'N/A' in required fields.  Search by Title  Complete Title of Selection  Complete Title of
Language*
Leggage*  Selection Type  Selection  Select
Leggger*  Leggger* Le
Lengage*  Setection hype  Setection is required, please enter YV/A' in required fields.  Setection is required, please enter YV/A' in required fields.  Setection type  Complete Tille of selection*  Complete Tille of selection*  Enter subject Tille  Complete Tille of selection*  Enter subject Tille  Complete Tille  Co
Legage*  Legage* Legag
Lengage*  Setection hype  Setection is required, please enter YV/A in required fields.  Setection is required, please enter YV/A in required fields.  Setection is setection is  Complete Tiller setection  Comple
Language*  Salaction Type  Constraints for your SECOND of Salections  Constraints of Salections  Constraints of Salections  Constraints of Salection  Constraints  Constraints

(AuditionWare Participant Confirmation - auditionware-register-participant-confirmation.png)

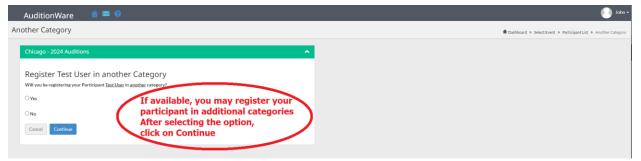
If repertoire is required to be entered, then please enter it at the bottom of the Participant Confirmation page. All information indicated by an asterisk is required.

If your organization requires the upload of sheet music or other documentation, a section at the very bottom of this page will display that. Additionally, if you're hosting a Virtual or Online competition, a field for entering the URL link to the Youtube video will also display at the bottom.

If you don't have your participant's repertoire information available, just enter any text in the required fields so you can complete the registration process. You'll be able to return to this page later to update the repertoire.

You may also exit this confirmation page by clicking on the breadcrumb link in the upper-right corner of the page that says, Participant List. That will take you to your Participant List page.

When satisfied that all of the information on the Participant Confirmation page is accurate, click on the checkbox that says, All information above has been reviewed and is accurate. Then click on the Save button. A message will pop up indicating the Data is saved. Click on the OK button to continue.



(AuditionWare Another Category - auditionware-register-participant-next-category.png)

On the page, Another Category, you are asked if your participant will be registering in another category, (if your competition allows for multiple category registrations). Select Yes or No and then click on the Continue button.

If you select Yes, then proceed as before to select a category and pianist and confirm the registration. If you select No, then you'll be prompted to Add Another Participant.

AuditionWare 🏾 🍵 🖾 🕜		- nhol 🕒
Register Another Participant		Dashboard      Select Event      Participant List      Register Another Participant
Chicago - 2024 Auditions Register Another Participant Would you like to register another Participant? O Yes No Cancel Condinate	If you have additional participants to register, select Yes and click on Continue	

(AuditionWare Register Another Participant - auditionware-register-participant-next-participant.png)

On the page, Register Another Participant, answer Yes or No. If you answer Yes and click on Continue, you will be routed to the first Participant Registration page shown above. If you answer No, you will be routed to your Participant List page.

At any time during the participant registration process, if you need to exit a page, just click on the Dashboard link or Participant List link in the upper-right corner of the page.

AuditionWa	are 🏦 🔤 🔞					- nhol 🕓
tudent List						Dashboard > Select Event > Student List
Export Student Info w/Repertaine to Exact Click on "Complete Registration" to select your Judging preference(s) and submit payment of fees. Registre Another Student Print Judging Form Complete Registration & Pay Fees <- Click here to Pay Fees				Delete your entire registration, including all registered participants		Delete Your Registration
🕮 Chicago -	2024 Auditions					
Copy CSV	PDF Print					Search:
Num	Actions	Name	Category	Pianist	Copyright Policy Agree?	Confirmed
1		User, Test	Youth-8th Grade 14	Digitial Accompaniment, .	Yes	Yes
Showing 1 to 1 of	1 entries	<ul> <li>Edit, Cancel, e</li> </ul>	or Delete a participant	's registration		Previous 1 Next
Delete a former Stu [Select]	dent	~				

(AuditionWare Participant List - auditionware-participant-list.png)

On the Participant List page, you may update your participant's information by clicking on the Edit (pencil) button next to their name or the Delete (trash can) button to remove their registration. The Cancel (x) button cancels the registration but leaves the data intact in case you wish to un-cancel it.

You may also click on the other buttons available. The blue button at the top allows you to Register Another Participant. The orange button at the top allows you to export all of your participants' data to Excel. The other orange button allows you to Print Judging Forms for each of your participants. The green button allows you to Complete Registration & Pay Fees. And finally, the red button allows you to Delete Your Registration for this competition.

WARNING: If you click on the red button, Delete Registration, you will be asked to confirm that you wish to delete all of your participants' registrations. By clicking on the Yes button, all your current participants' registrations will be deleted from this competition and the data will be irretrievable. If you need to start fresh all over again, you may use this option.

\*If you have any previously registered participants that are no longer studying with you, just click on their name in the selection box labeled, Delete a former participant, and they will be removed from the website. This data will be irretrievable.

AuditionWare	e 👘 🖾 😡					John <del>-</del>
udent List						Dashboard * SelectEvent * StudentList
Export Student Infow All fees <u>must</u> After register	be paid for registration	to be completed. se click on the " <u>Co</u>	mplete Registration" butto	on below to pay your fees.		
Click on "Complete Reg Register Another Stu	istration" to select your judging protectioned			gistering and confirming te Registration & Pay Fe		ON Delete Your Registration
thicago - 20	24 Auditions					i.
Copy CSV	PDF Print					Search
Num	* Actions	Name	Category	Pianist	Copyright Policy Agree?	Confirmed
31	/ * *	User, Test	Youth-8th Grade 14	Digitial Accompaniment, .	Yes	Yes
Showing 1 to 1 of 1 e						Previous 1 Next
[Select]		~				

(AuditionWare Participant List - auditionware-participant-list-pay-fees.png)

IMPORTANT: For your participants to be scheduled in the competition, you must pay all your fees. Additionally, you must confirm each participant's registration, or they <u>will not</u> be scheduled. To do this, click on the green button, Complete Registration & Pay Fees, on the Participant List page. You will be directed to the Registration Options page.

AuditionWare 🍵 🔤 9	
Registration Options	
Chicago - 2024 Auditions	· ·
Check this has if you WiLL NOT BE ATTINOING the event judditional hes may apply] PLASE NOTE If you are <u>NOT ATTINOING</u> the sent, placed CMCK the bas above. The place that you will NOT BE CONTENT to the place that you will NOT BE CONTENT to the place that you will NOT BE CONTENT. DO NOT SELECT YOUR OWN MAKE. Place constity you event Confliction if you have questions. ALSONOT: If you ABE ATTINOING the event, DATACE CREECE the "Yell NOT Be attending" to a show.	Enter any additional details regarding your registration and click on Next
Just make sure that "[None]" is selected in the "Substitute Judge's" list box below. Select <u>Substitute Judge's</u> name (if required) [This is NOT your name]	
[None]	٠
Please select your judging preference (Multiple selections allowed) (If using a Mac, hold down the Command key while clicking each option with your mouse. If using Wholews, hold down the Cirl Ney while Clicking each option with your mouse.)	
Any Category	- 
Select Your Primary Workplace	
	~
(New Workplace names are automatically added to this list after being entered in the box below) Select Your Secondary Workplace	
Select Your Secondary Workplace	*
(New Workplace names are automatically added to this list after being entered in the box below)	
Select Your Third Workplace	
	•
(New Workplace names are automatically added to this list after being entered in the box below)	
Enter Your Workplace (if not available in list above)	
Your workplace	
Previous	Next

(AuditionWare Registration Options - auditionware-registration-options.png)

On the Registration Options page, you will enter your Judging preferences, Substitute judge selection, and your Workplace location(s) which should appear in the list boxes. (If you don't see any options in the Workplace Location list box, contact your audition coordinator. Your coordinator may add any

missing locations.) If your workplace is not listed in either of the 2 Workplace lists, you may enter it in the 3<sup>rd</sup> box provided. When finished, click on Next.

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Registration Options		Dashboard > Select Event > Participant List > Registration Options
Chicago - 2024 Auditions Click on Continue to Save data! Presious	Registration options confirmed Click on Continue	Continue

(AuditionWare Registration Options - auditionware-registration-options-confirmed.png)

If there are any additional details your coordinator is requesting information about, you may enter them on the second page of the Registration Options workflow. Otherwise, click on Continue.

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ration Summ	ary					Dashboard > Select Event > Partic	cipant List > Registration
Chicago - 202	4 Auditions				**	Competition Info	^ X
Item Type	Description	Unit Cost	Quantity	Amount	Paid	Review Registration Options	
1	Students	\$25.00	1	\$25.00	?	Return to Student List	
3	Official Staff Pianist (up to 3 songs)	\$0.00	1	\$0.00	?		
6	Teacher Registration Fee	\$25.00	1	\$25.00	?		
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(AuditionWare Registration Summary - auditionware-registration-options-confirmed.png)

On the Registration Summary page, the fees you are required to pay will show up in the table at the top. If the total amount owed is greater than zero, you will need to click on the green button, Go To Payment Page, to pay your fees. Otherwise, your registration will not be complete. If you have no fees to pay, your registration will automatically show as completed and you will not need to click on the Go To Payment Page button.

To return to your Registration Options page, click on the link in the right-side panel, Review Registration Options.

To return to the Dashboard page, click on the link in the page heading breadcrumb link that says, Dashboard.

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Chapter: Chicago Change		Dashboard
Register for Audition/Conference	CHAPTER/DISTRICT AUDITIONS Chicago - 2024 Auditions	^X
My Registration: Chicago-2024 Austitions View My Student Schedule/Scores/Adjudicate Student-Chicago-2024 Austitions	Formu-Miscellaneous Info     Formu-Miscellaneous Info     Formu-Miscellaneous Info     View My Student Schedule/Scores/Adjudicate Student	
Register for another Audition/Conference?  <- Click here to begin a new registration		
Chicago - Home Page		<b>^</b> X

(AuditionWare Dashboard - auditionware-dashboard-active-registration.png)

To go through the registration process again or to edit any of your current participant registrations, locate the green panel box on your Dashboard page that says, Register for Audition/Conference, and click on the blue button that says, My Registration: {your current competition's name}.

If your audition coordinator has any forms and miscellaneous info to provide to you, those files may be found either in the large orange Home Page panel at the bottom of your dashboard page or on the Forms/Miscellaneous Info page. Just click on the link, View Forms/Miscellaneous Info, to access those files or contact your audition coordinator to locate them elsewhere.

## **Section 2: The Competition Schedule**

After the registration deadline passes and the schedule is run, you may access your judging assignments, participants' schedules, and pianists' schedules by clicking on the link in your Auditions panel box that says, View My Participant Schedule/Scores/Adjudicate Participant, from the Dashboard page.

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Chapter: Chicago Change		着 Dashboard
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Register for Audition/Conference	CHAPTER/DISTRICT AUDITIONS Chicago - 2024 Auditions	~*
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Register for another Audition/Conference?		
Chicago - Home Page		~ X _

(AuditionWare Dashboard - auditionware-dashboard-active-registration.png)

On the Participant Schedule All page, you may view your Adjudication Schedule and your Participant/Pianist Schedule. You may also request that your coordinator email these schedules to you, your participants, and pianists, using the email template forms provided to them.

2/2024     Music Building - VKH Recital Hall     CL 11: Aduit Classical Treble Voice     12:30 PM     1:20 PM       2/2024     Music Building - MB 227     CL 38: Upper High School Classical Treble Voice     1:30 PM     1:54 PM       2/2024     Music Building - MB 27     HJ 7: Hall Johnson     2:40 PM     2:50 PM       2/2024     Music Building - VKH Recital Hall     CL 88: Fourthy Fifth Year Classical TBB     3:15 PM     3:35 PM	Great Lakes - 202					_		
Room     Category     Start Time     End Time       2/2024     Music Building - VKH Racital Hall     CL 9A: Lower Advanced Classical Treble Voice     1000 AM     1124 AM       2/2024     Music Building - VKH Racital Hall     CL 11: Adduit Classical Treble Voice     12:0 PM     12:0 PM       2/2024     Music Building - VKH Racital Hall     CL 13: Adduit Classical Treble Voice     1:30 PM     1:54 PM       2/2024     Music Building - MB 227     CL 38: Upper High School Classical Treble Voice     1:30 PM     1:54 PM       2/2024     Music Building - WGH Racital Hall     CL 88: Fourthy Fifth Year Classical TBB     3:15 PM     3:35 PM		4 Great Lakes Student Auditions - Adjudi	cation Schedule			_		
2/2024     Music Building - VKH Rachtal Hall     CL 9A.: Lower Advanced Classical Treble Voice     10:00 AM     11:24 AM       2/2024     Music Building - VKH Rachtal Hall     CL 13: Adulti Classical Treble Voice     12:30 PM     12:00 PM       2/2024     Music Building - MB 227     CL 38: Upper High School Classical Treble Voice     10:00 AM     15:4 PM       2/2024     Music Building - MB 227     L 38: Upper High School Classical Treble Voice     10:00 PM     1:54 PM       2/2024     Music Building - MB 27     H 7: Hall Johnson     2:40 PM     2:50 PM       2/2024     Music Building - VKH Rachtal Hall     CL 88: FourthyFifth Year Classical TBB     3:15 PM     3:35 PM					^	• •		
2/2024     Music Building - VKH Recital Hall     CL 11: Adult Classical Treble Voice     12:30 PM     12:00 PM       2/2024     Music Building - MB 227     CL 38: Upper High School Classical Treble Voice     1:30 PM     1:54 PM       2/2024     Music Building - MB 27     HJ 7: Hall Johnson     2:40 PM     2:50 PM       2/2024     Music Building - WGH Recital Hall     CL 68: Fourth Fifth Year Classical TBB     3:15 PM     3:35 PM	Dav	Room	Category	Start Time	End Time	1		
2/2024     Music Building - MB 227     CL 38: Upper High School Classical Treble Voice     1:30 PM     1:54 PM       2/2024     Music Building - MB 27     HJ 7: Hall Johnson     2:40 PM     2:50 PM       2/2024     Music Building - WKH Recital Hall     CL 88: Fourth / Fifth Year Classical TBB     3:15 PM     3:35 PM	1 - 03/02/2024							
2/2024     Music Building - MB 27     HJ 7 : Hall Johnson     2:40 PM     2:50 PM       2/2024     Music Building - WG Recital Hall     CL 88 : Fourth /Fifth Year Classical TBB     3:15 PM     3:35 PM	- 03/02/2024	Music Building - VKH Recital Hall	CL 11: Adult Classical Treble Voice	12:30 PM	1:20 PM			
2/2024 Music Building - VKH Recital Hall CL. 89 : Fourth Fifth Year Classical TBB 3:15 PM 3:35 PM	- 03/02/2024	Music Building - MB 227	CL 3B : Upper High School Classical Treble Voice	1:30 PM	1:54 PM			
	1-03/02/2024	Music Building - MB 27	HJ 7 : Hall Johnson	2:40 PM	2:50 PM			
	1-03/02/2024	Music Building - VKH Recital Hall	CL 8B : Fourth/Fifth Year Classical TBB	3:15 PM	3:35 PM			
ind Category Room Time Participant Pianist								
	ay/Round	Category	Roon	2-346 AID 227			Participant	Pianist
2/2024) CL 5A: First Year Classical Treble Voice Music Building -MB 227 10:48 AM Test User 1 Planist 5	ay/Round	Category CL 5A : First Year Classical Treble Voi	Roon ce Musi			10:48 AM	Test User 1	Pianist Pianist 5
V2024         CL SA: First Year Classical Treble Voice         Music Building - MB 227         10x48 AM         Test User 1         Planist 5           V2024         CM 5: Lower Commercial Music Treble Voice         Music Building - MB 140         11:23 AM         Test User 2         Planist 3	Pay/Round 1 (03/02/2024) 1 (03/02/2024)	Category CL 5A : First Year Classical Treble Voi CM 5 : Lower Commercial Music Treb	Roon se Musi le Voice Musi	Building - MB 140		10:48 AM 11:23 AM	Test User 1 Test User 2	Pianist Pianist 5 Pianist 3
V2/2029         CL 5A: First Year Classical Treble Voice         Munic Building-MB 227         10:40 AM         Test User 1         Planist 5           V2/2024         CM 5: Lower Commercial Treble Voice         Munic Building-MB 240         11:23 AM         Test User 2         Planist 3           V2/2024         CL 7A: Trint Year Classical Treble Voice         Munic Building-MB 242         11:25 AM         Test User 3         Planist 3           V2/2024         CL 7A: Trint Year Classical Treble Voice         Munic Building-MB 242         11:25 AM         Test User 3         Planist 2	ay/Round (03/02/2024) (03/02/2024) (03/02/2024)	Category CL 5A: First Year Classical Treble Voi CM 5: Lower Commercial Music Treb CL 7A: Third Year Classical Treble Vo	Room Musi le Voice Musi ice Musi	Building - MB 140 Building - MB 242		10:48 AM 11:23 AM 11:25 AM	Test User 1 Test User 2 Test User 3	Pianist Pianist 5 Pianist 3 Pianist 2
V2024)         CL SA: First Year Classical Treble Voice         Music Building-MB 227         10:48 AM         Test User 1         Planist 5           V2024)         CM 5: Lower Commercial Music Treble Voice         Music Building-MB 240         11:23 AM         Test User 2         Planist 3           V2024)         CL 7A: Third Year Classical Treble Voice         Music Building-MB 242         11:25 AM         Test User 3         Planist 2           V2024)         CL 58: Second Year Classical Treble Voice         Music Building-MB 242         11:25 AM         Test User 3         Planist 2           V2024)         CL 58: Second Year Classical Treble Voice         Music Building-MB 227         11:37 AM         Test User 2         Planist 3	ay/Round (03/02/2024) (03/02/2024) (03/02/2024) (03/02/2024)	Category CL SA : First Year Classical Treble Vol CM 5 : Lower Commercial Music Treb CL 7A : Third Year Classical Treble V CL SB : Second Year Classical Treble V	Roon ce Musi le Voice Musi Ce Musi Gice Musi	Building - MB 140 Building - MB 242 Building - MB 227		10:48 AM 11:23 AM 11:25 AM 11:37 AM	Test User 1 Test User 2 Test User 3 Test User 2	Pianist Pianist 5 Pianist 3 Pianist 2 Pianist 3
V2024)         CL_SA: First Year Classical Treble Volce         Music Building-VMB 227         Dot48 AM         Test User 1         Planist 5           V2024)         CM 51: Lower Commercial Music Treble Volce         Music Building-VMB 242         1123 AM         Test User 2         Planist 3           V2024)         CL 7A: Timit Year Classical Treble Volce         Music Building-VMB 242         1125 AM         Test User 3         Planist 2           V2024)         CL 7A: Timit Year Classical Treble Volce         Music Building-VMB 227         1137 AM         Test User 3         Planist 2           V2024)         CL 98: Uger Advanced Classical Treble Volce         Music Building-VMB 227         1137 AM         Test User 3         Planist 3           V2024)         CL 98: Uger Advanced Classical Treble Volce         Music Building-VMB 227         1137 AM         Test User 4         Planist 1	Aay/Round 1.(03/02/2024) 1.(03/02/2024) 1.(03/02/2024) 1.(03/02/2024)	Category CL 5A: First Year Classical Treble Voi CM 5: Lower Commercial Music Treb CL 7A: Third Year Classical Treble Vo CL 58: Second Year Classical Treble V CL 98: Upper Advanced Classical Treble	Room ce Muri Ne Voice Muri Ce Muri Sce Muri Be Voice Muri	Building - MB 140 Building - MB 242 Building - MB 227 Building - VKH Recital Hall		10:48 AM 11:23 AM 11:25 AM 11:37 AM 11:54 AM	Test User 1 Test User 2 Test User 3 Test User 2 Test User 4	Pianist Pianist 5 Pianist 3 Pianist 2 Pianist 3 Pianist 1
nd Category Room Time Particloant Plantst								
2/2024) CL 5A: First Year Classical Treble Voice Music Building - MB 227 10-48 AM Test User 1 Planist 5	Day/Round 1 (03/02/2024)	Category CL 5A : First Year Classical Treble Voi	Roon ce Musi			10:48 AM	Test User 1	Pianist Pianist 5
V2024         CL SA: First Year Classical Treble Voice         Music Building - MB 227         10:48 AM         Test User 1         Planist 5           V2024         CM 5: Lower Commercial Music Treble Voice         Music Building - MB 140         11:23 AM         Test User 2         Planist 3	Pay/Round 1 (03/02/2024) 1 (03/02/2024)	Category CL 5A : First Year Classical Treble Voi CM 5 : Lower Commercial Music Treb	Roon se Musi le Voice Musi	Building - MB 140		10:48 AM 11:23 AM	Test User 1 Test User 2	Pianist Pianist 5 Pianist 3
Z/2029         CL 5A: First Year Classical Treble Voice         Maric Building - MB 227         10.48 AM         Test User 1         Planist 5           Z/2024         CM 5: Lower Commercial Music Treble Voice         Music Building - MB 140         11:23 AM         Test User 2         Planist 3           Z/2024         CL 7A: Trint' Year Classical Treble Voice         Music Building - MB 242         11:25 AM         Test User 3         Planist 3	ay/Round (03/02/2024) (03/02/2024) (03/02/2024)	Category CL 5A: First Year Classical Treble Voi CM 5: Lower Commercial Music Treb CL 7A: Third Year Classical Treble Vo	Room Musi le Voice Musi ice Musi	Building - MB 140 Building - MB 242		10:48 AM 11:23 AM 11:25 AM	Test User 1 Test User 2 Test User 3	Pianist Pianist 5 Pianist 3 Pianist 2
ZIZ2024)         CL_SA-First Year Classical Treble Voice         Maric Building - MB.227         10.48 AM         Test User 1         Planist 5           Z/2024)         CM 5: Lower Commercial Music Treble Voice         Music Building - MB.240         11:23 AM         Test User 2         Planist 3           Z/2024)         CL 7A: Trivit Year Classical Treble Voice         Music Building - MB.242         11:25 AM         Test User 3         Planist 2	ay/Round (03/02/2024) (03/02/2024) (03/02/2024)	Category CL 5A: First Year Classical Treble Voi CM 5: Lower Commercial Music Treb CL 7A: Third Year Classical Treble Vo	Room Musi le Voice Musi ice Musi	Building - MB 140 Building - MB 242		10:48 AM 11:23 AM 11:25 AM	Test User 1 Test User 2 Test User 3	Pianist Pianist 5 Pianist 3 Pianist 2
V2024)         CL 5A: First Year Classical Treble Voice         Music Building - MB 227         10.48 AM         Test User 1         Planist 5           V2024)         CM 51: Nover Commercial Music Treble Voice         Music Building - MB 340         11:23 AM         Test User 2         Planist 3           V2024)         CL 7A: Third Year Classical Treble Voice         Music Building - MB 242         11:25 AM         Test User 3         Planist 2           V2024)         CL 58: Second Vera Classical Treble Voice         Music Building - MB 227         11:37 AM         Test User 2         Planist 3	ay/Round (03/02/2024) (03/02/2024) (03/02/2024) (03/02/2024)	Category CL SA : First Year Classical Treble Vol CM 5 : Lower Commercial Music Treb CL 7A : Third Year Classical Treble V CL SB : Second Year Classical Treble V	Roon ce Musi le Voice Musi Ce Musi Gice Musi	Building - MB 140 Building - MB 242 Building - MB 227		10:48 AM 11:23 AM 11:25 AM 11:37 AM	Test User 1 Test User 2 Test User 3 Test User 2	Pianist Pianist 5 Pianist 3 Pianist 2 Pianist 3
V2024)         CL_SA: First Year Classical Trebie Voice         Music Building-MB 227         1048 AM         Test User 1         Planist 5           V2024)         CM 51: Lower Commercial Music Trebie Voice         Music Building-MB 247         1123 AM         Test User 2         Planist 3           V2024)         CL 7A: Timit Year Classical Trebie Voice         Music Building-MB 242         1125 AM         Test User 3         Planist 2           V2024)         CL 7A: Timit Year Classical Trebie Voice         Music Building-MB 242         1125 AM         Test User 3         Planist 2           V2024)         CL 98: User Advanced Classical Trebie Voice         Music Building-VM8 227         1137 AM         Test User 2         Planist 3           V2024)         CL 98: User Advanced Classical Trebie Voice         Music Building-VM8 Rotz Hall         1154 AM         Test User 4         Planist 1	ay/Round (03/02/2024) (03/02/2024) (03/02/2024) (03/02/2024) (03/02/2024)	Category CL 5A: First Year Classical Treble Voi CM 5: Lower Commercial Music Treb CL 7A: Third Year Classical Treble Vo CL 58: Second Year Classical Treble V CL 98: Upper Advanced Classical Treble	Room ce Muri Navione Muri Ce Muri Cice Muri Di Vulce Muri	Building - MB 140 Building - MB 242 Building - MB 227 Building - VKH Recital Hall		10:48 AM 11:23 AM 11:25 AM 11:37 AM 11:54 AM	Test User 1 Test User 2 Test User 3 Test User 2 Test User 4	Pianist Pianist 5 Pianist 3 Pianist 2 Pianist 3 Pianist 1
V2024)         CL SA: First Yave Classical Treble Volce         Marice Building-WB 227         10-46 AM         Test User 1         Planist 5           V2024)         CM 51: Lower Commercial Music Treble Volce         Music Building-MB 140         11:23 AM         Test User 2         Planist 3           V2024)         CL 7A: Trind Yaver Classical Treble Volce         Music Building-MB 242         11:23 AM         Test User 3         Planist 2           V2024)         CL 95: User Advanced Classical Treble Volce         Music Building-MB 277         11:37 AM         Test User 2         Planist 3           V2024)         CL 95: User Advanced Classical Treble Volce         Music Building-VKH Rectal Hall         Test User 3         Planist 3           V2024)         CL 95: User Advanced Classical Treble Volce         Music Building-VKH Rectal Hall         Test User 4         Planist 3	Day/Round 1 (03/02/2024) 1 (03/02/2024) 1 (03/02/2024) 1 (03/02/2024) 1 (03/02/2024)	Category CL 5A: First Year Classical Treble Voi CM 5: Lower Commercial Music Treb CL 7A: Third Year Classical Treble Vo CL 58: Second Year Classical Treble V CL 98: Upper Advanced Classical Treble	Room ce Muri Navione Muri Ce Muri Cice Muri Di Vulce Muri	Building - MB 140 Building - MB 242 Building - MB 227 Building - VKH Recital Hall		10:48 AM 11:23 AM 11:25 AM 11:37 AM 11:54 AM	Test User 1 Test User 2 Test User 3 Test User 2 Test User 4	Pianist 5 Pianist 3 Pianist 2 Pianist 3 Pianist 1

(AuditionWare Participant Schedule All - auditionware-participant-adjudication-schedule.png)

## **Section 3: The Adjudication Forms**

The completed and scored adjudication forms for "in-person" competitions will be distributed by audition coordinators after the competition has concluded.

The completed and scored adjudication form for "online/virtual" competitions will be available to teachers after the Competition End Date has passed. Teachers can access those forms by going to the Dashboard page and clicking on the link, View My Participant Schedule/Scores/Adjudicate Participant. They may also print the forms from the Participant List page by clicking on the orange button, Print Judging Forms.

## **Final Remarks**

If you have any feedback or recommendations to improve this user manual, please email Brad Mills: info@auditionware.com

@end