



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: info@auditionware.com

Initial Requirements:

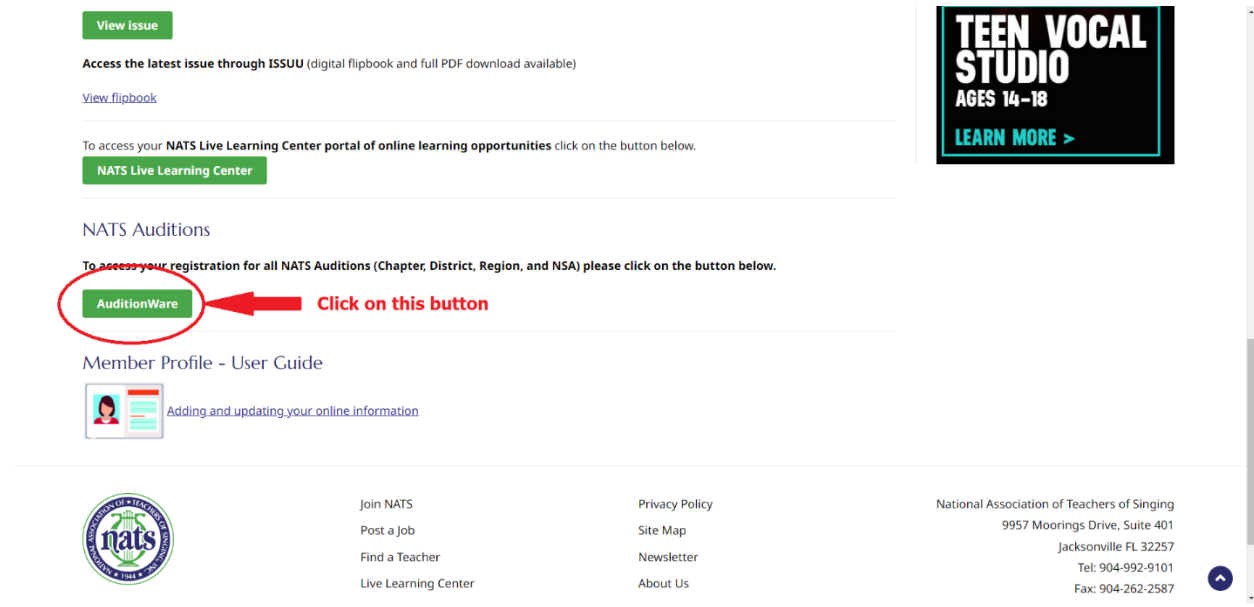
Users must be active members of NATS (National Association of Teachers of Singing) to access the audition registration system.

Section 1: The Registration Process

Website Access:

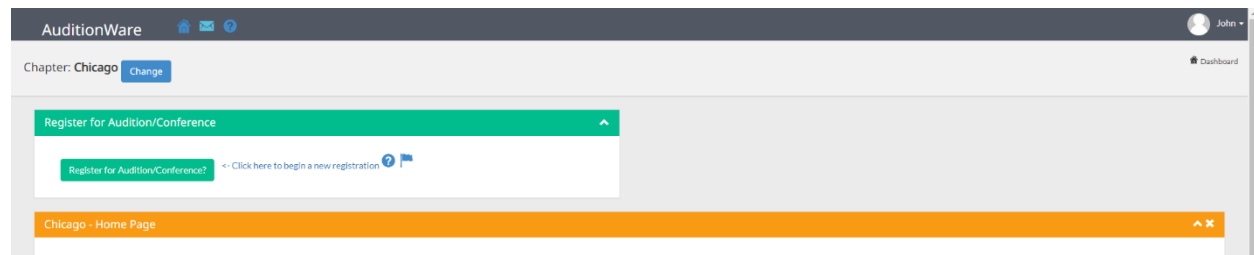
Login to <https://www.nats.org>

From your **Member Home** page, scroll to the bottom and click on the green button, **AuditionWare**.



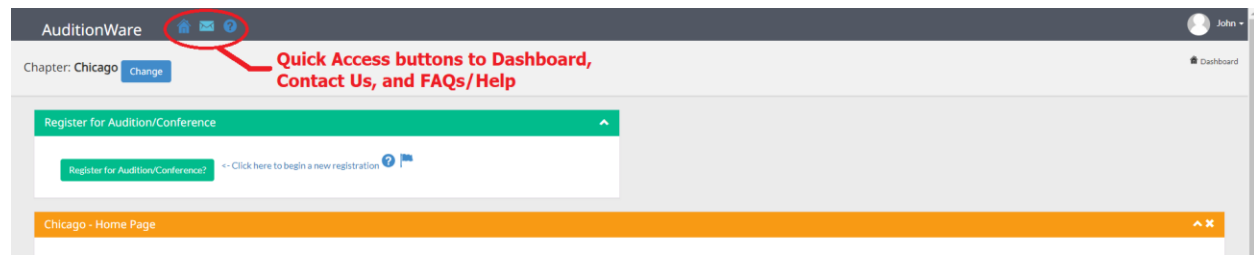
(NATS Member Home page - nats-home-auditionware-button.png)

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



(AuditionWare Dashboard - 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.



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

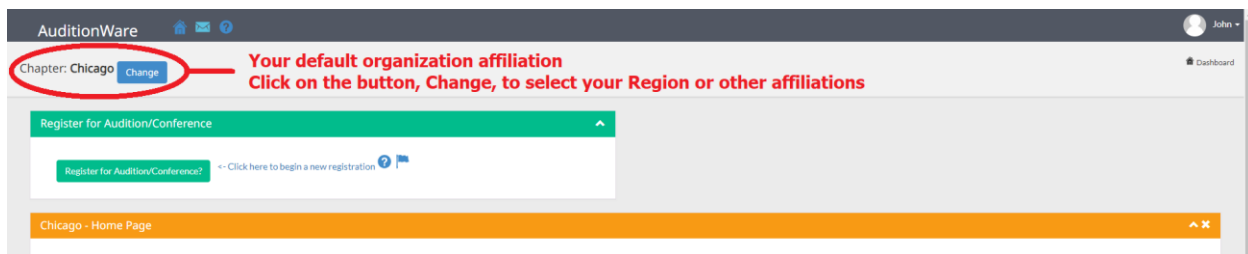
To contact your audition coordinator, you may use the email form on the Contact Us page. Access that page by clicking on the envelope icon in the top menu bar. Make sure to select the correct Chapter or Region affiliated with your competition so the email will be directed to the correct audition coordinator.

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.

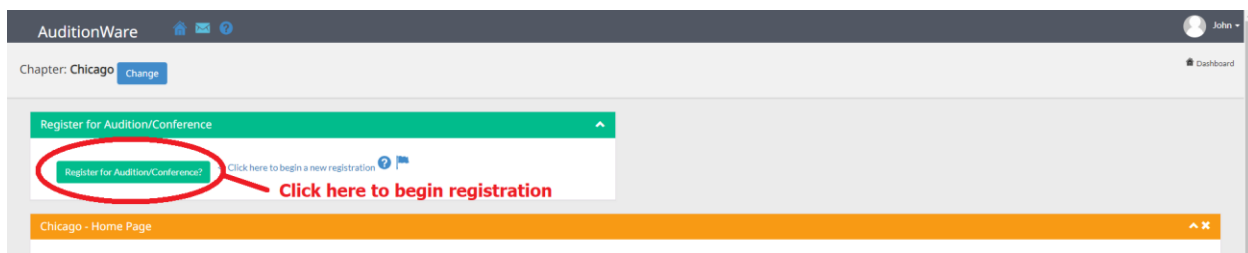


(AuditionWare Dashboard - auditionware-dashboard-organization-change-button.png)

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.

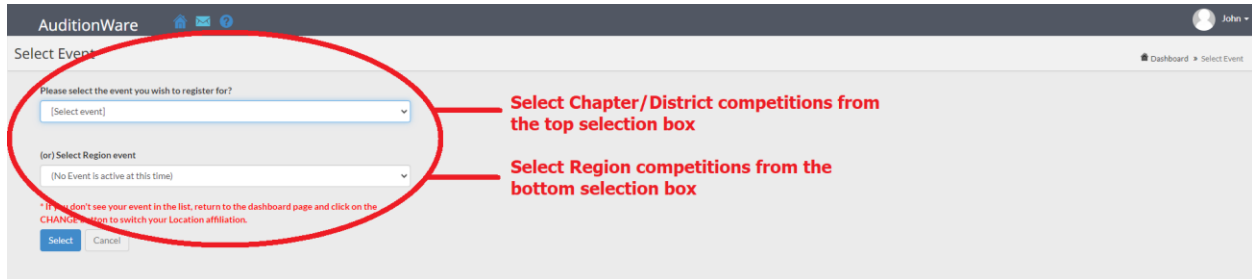
If the Chapter or Region you're searching for is not in the selection list, please contact your audition coordinator to assign you to it. You must be a member of that Chapter or Region to have access to it.

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.



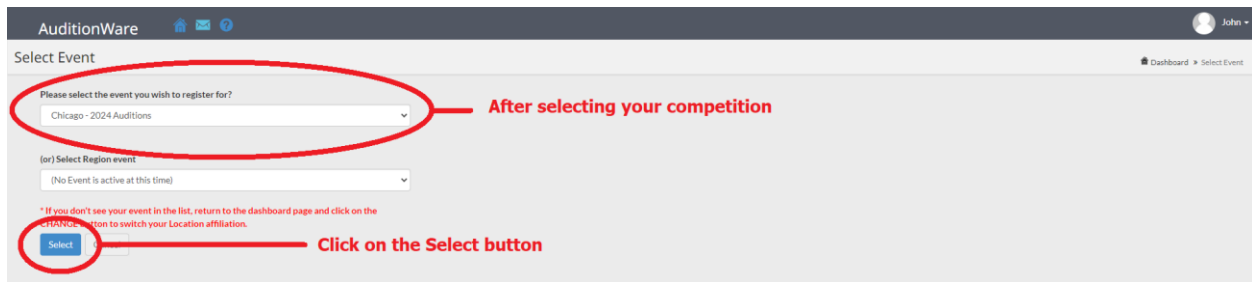
(AuditionWare Dashboard - auditionware-dashboard-begin-registration.png) auditionware-select-event-start

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 Select Event - auditionware-select-event-start.png)

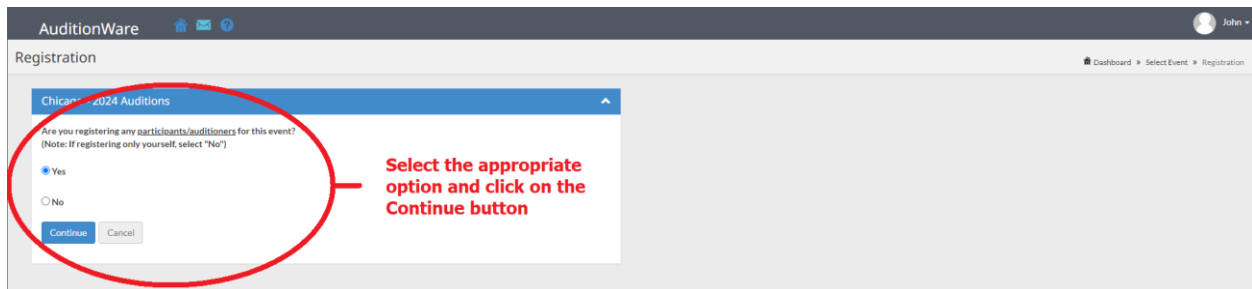
After selecting your competition from the list, click on the blue Select button.



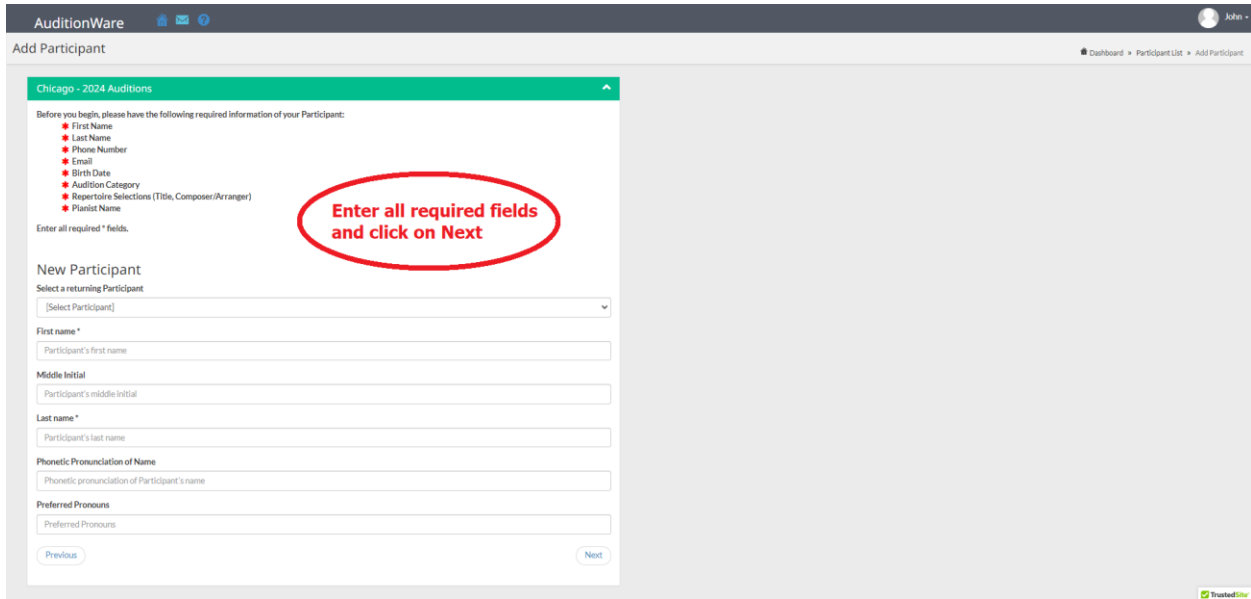
(AuditionWare Select Event - auditionware-select-event-end.png)

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.



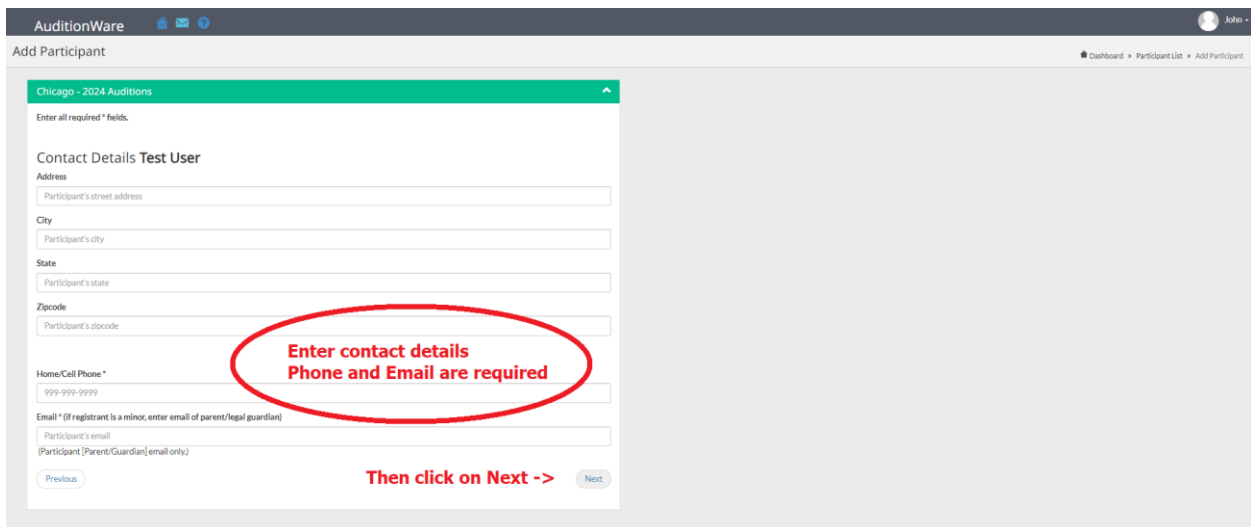
(AuditionWare Registration - auditionware-select-participant-attendee.png)



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

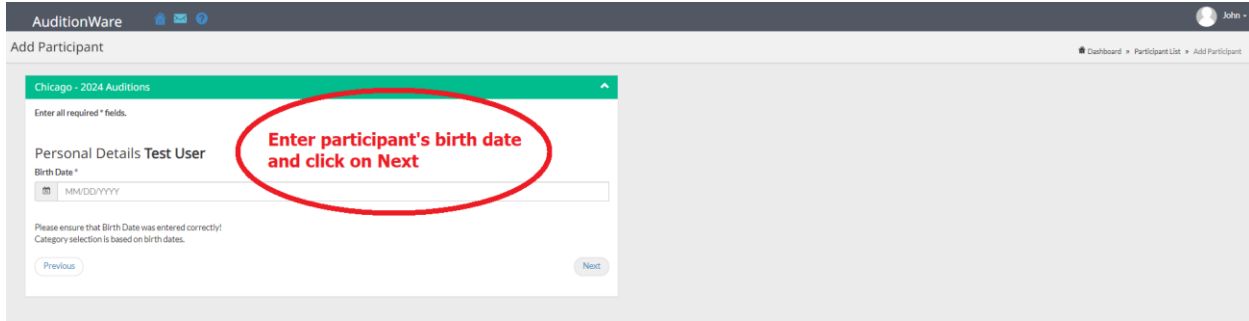
On the Add Participant page, you may select one of your participants who was registered for a previous competition from the selection box labeled, Select a returning participant, or enter the required information for your current participant in the fields provided. (Please update any contact info that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

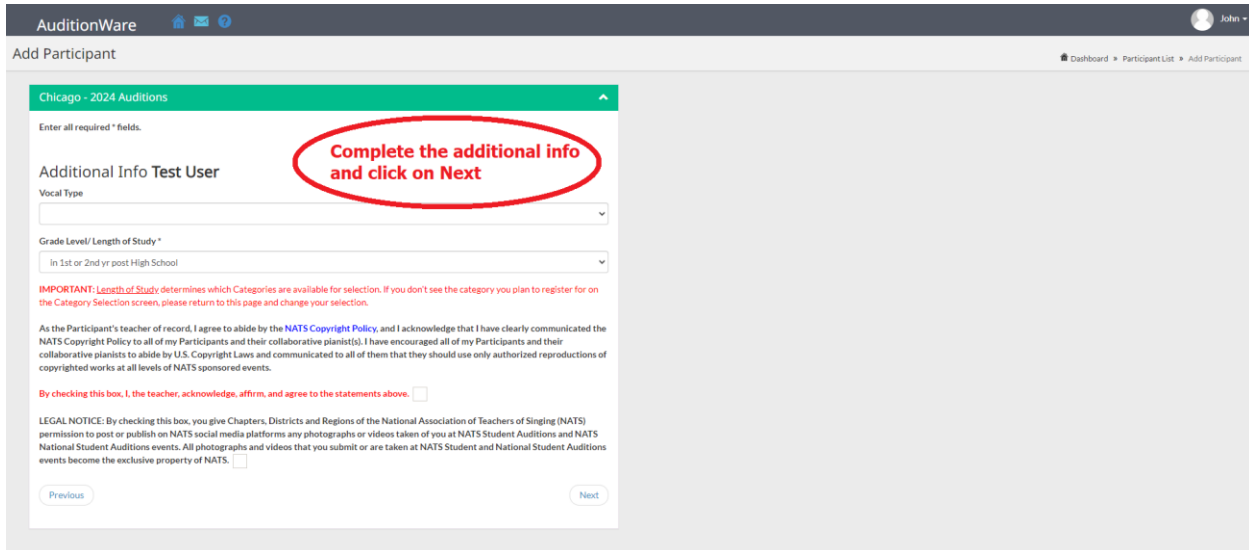
On the next page, enter the participant's birth date. (Dates must be entered in the format: mm/dd/yyyy)



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

CAUTION: *Be careful not to enter the current year 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.



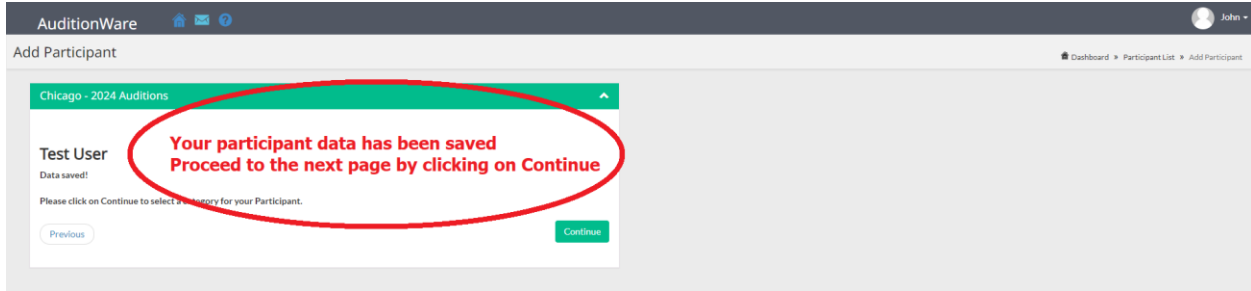
(AuditionWare Add Participant - auditionware-register-participant-additional-info.png)

On the Additional Info page, select the Vocal Type for your participant. Also, indicate the Grade Level/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.)

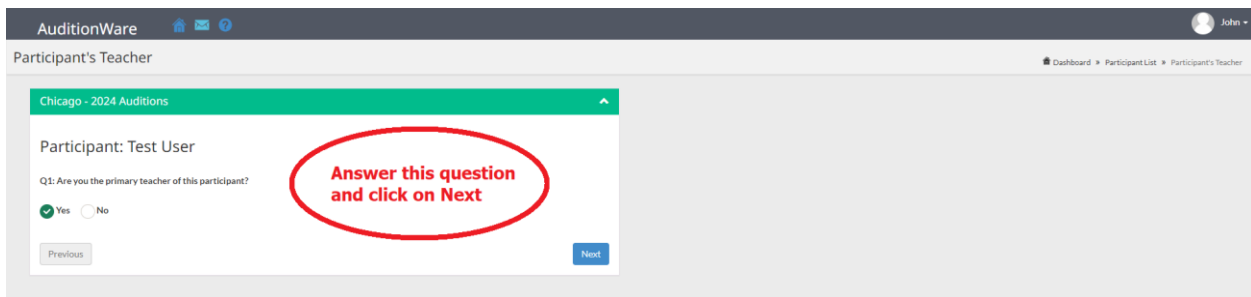
All teachers must abide by the NATS Copyright Policy and acknowledge acceptance in order to register participants.

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



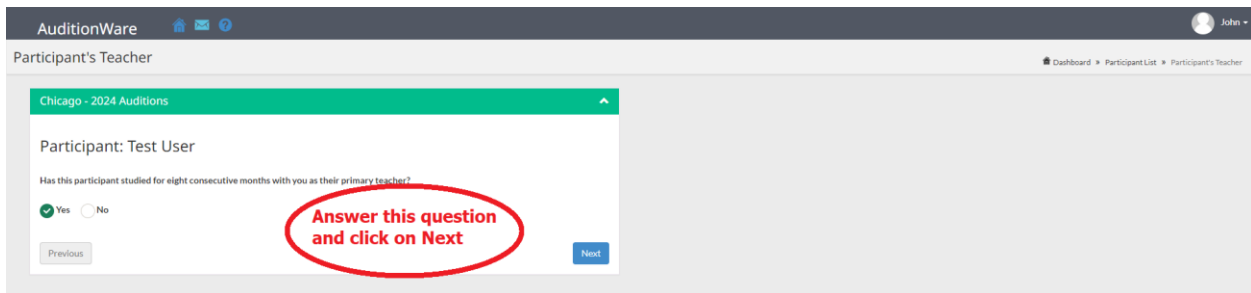
(AuditionWare Add Participant - auditionware-register-participant-data-saved.png)

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



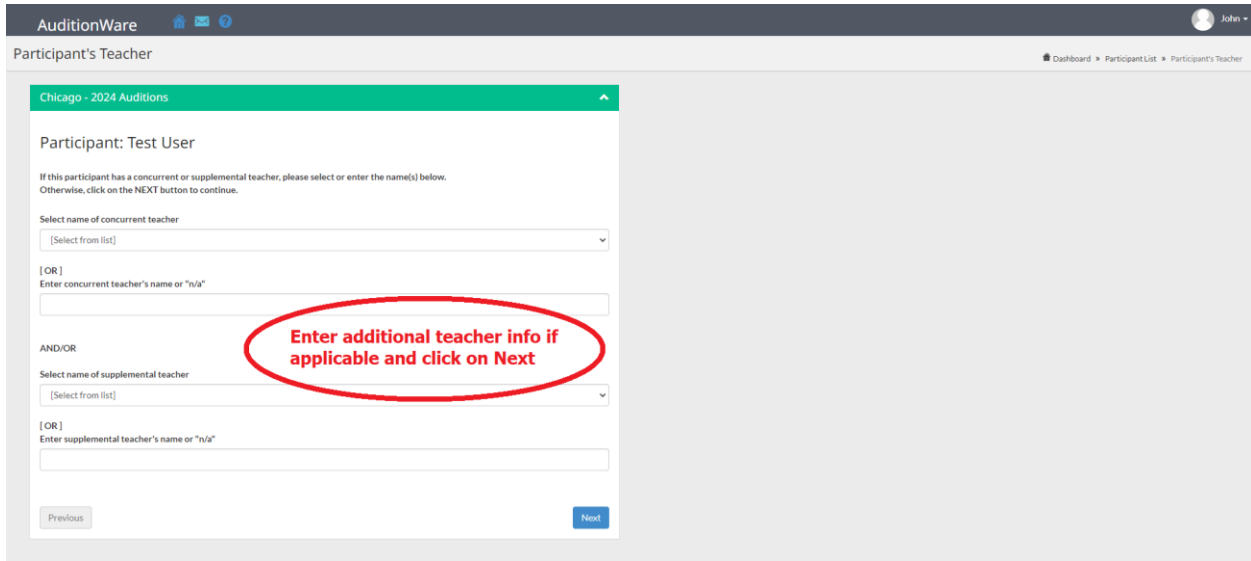
(AuditionWare Participant's Teacher - auditionware-register-participant-teacher-q1.png)

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

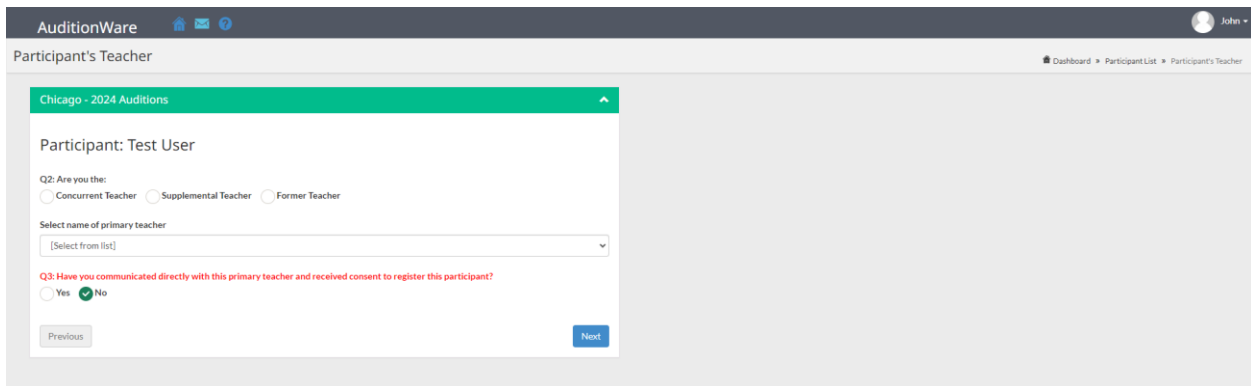
On this next page, answer if the participant has studied with you for at least 8 months or not. Then click on Next.



(AuditionWare 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.)

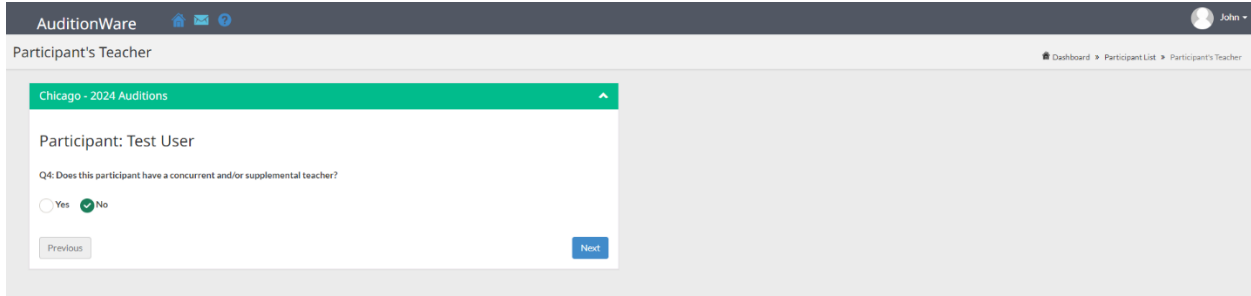


(AuditionWare Participant's Teacher - auditionware-register-participant-teacher-q4.png)

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.

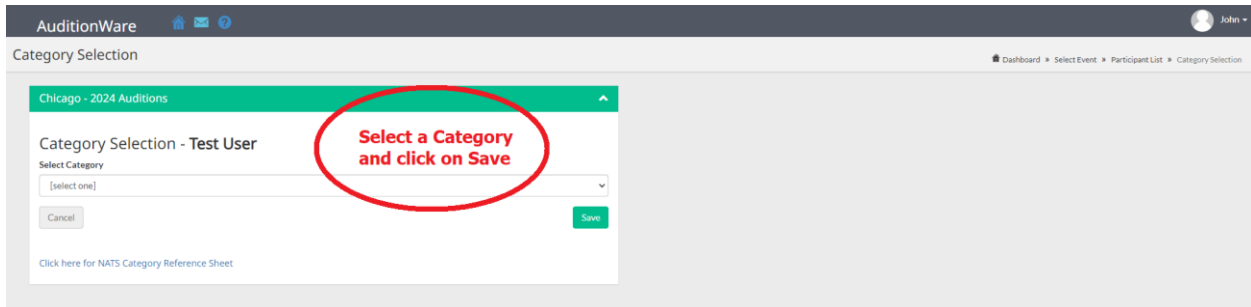
If you select "Yes," click on Next to continue.



(AuditionWare 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.)

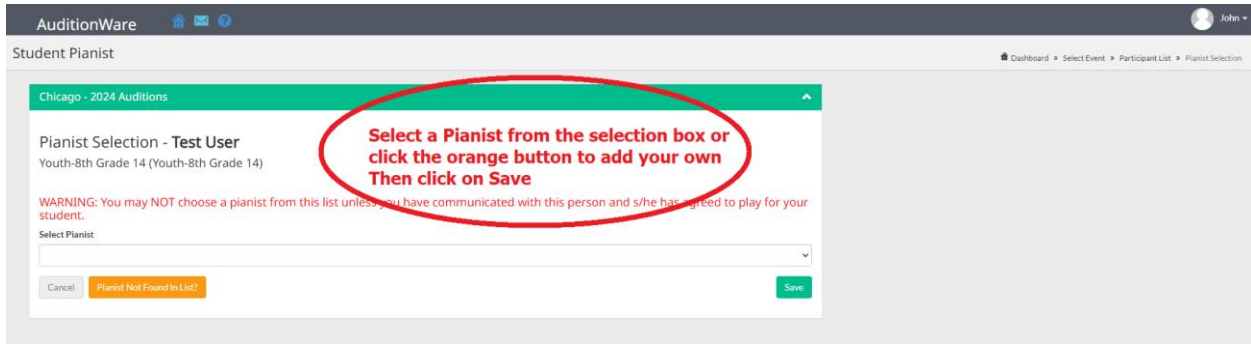


(AuditionWare Category Selection - auditionware-register-participant-category.png)

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.

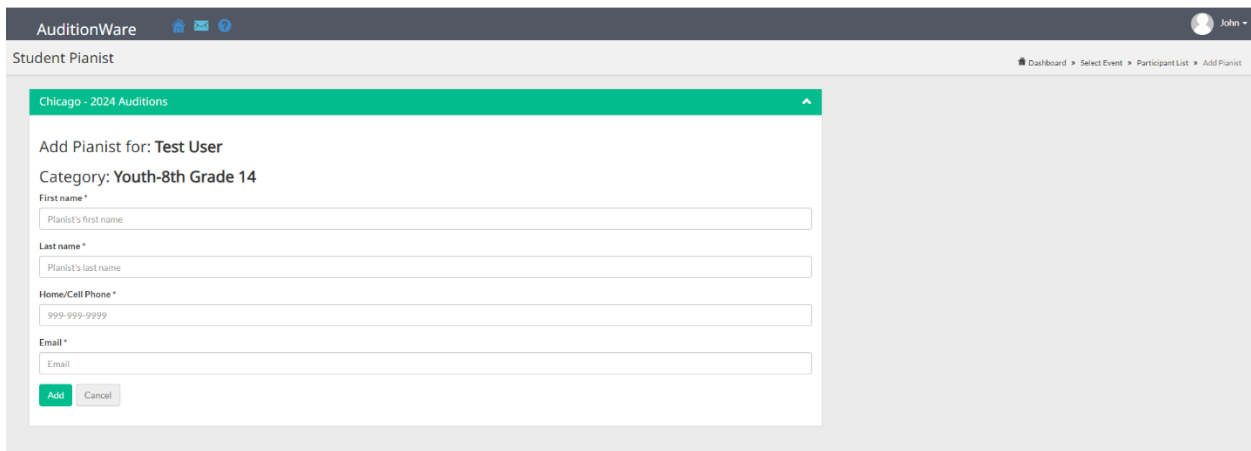
Once a category is selected, click on the Save button.



(AuditionWare 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 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 Student 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.

Participant Info

First name *
Text

Middle Initial
Student's middle initial

Last name *
User

Phonetic Pronunciation of Name
Phonetic pronunciation of student's name

Preferred Pronouns
Preferred Pronouns

Address
Student's street address

City
Student's city

State
Student's state

Zipcode
Student's zipcode

Home/Cell Phone *
999-999-9999

Email * (If registrant is a minor, enter email of parent/legal guardian)
test_user@notrealmail.edu
Participant (Parent/Guardian)(email only)

Birth Date *
01/01/2010

If Birthdate is NOT correct, please click [HERE!](#)

Vocal Type (if applicable)
Tenor

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, I agree to abide by the NATS Copyright Policy, and I acknowledge that I have clearly communicated the NATS Copyright Policy to my collaborative pianist(s). I have encouraged my collaborative pianist(s) to abide by U.S. Copyright Laws and communicated to all of them that they should use only authorized reproductions of copyrighted works at all levels of NATS sponsored 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 pianist from this list unless you have communicated with this person and s/he has agreed to play for your student.

Select Pianist *
Digital Accompaniment
If not in list, Click Here to Add New Pianist

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/arranger

Language *
Language

Selection Type
Selection Type

Enter info for your **SECOND** of 2 selections.

If no selection is required, please enter 'N/A' in required fields.

Search by Title

Complete Title of Selection *
Title of selection

Larger Work/Movement
Enter Larger Work

Composer/Author *
Enter composer/arranger

Language *
Language

Selection Type
Selection Type

All information above has been reviewed and is accurate *

Please click on Save if any changes were made.

Cancel Delete Save

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

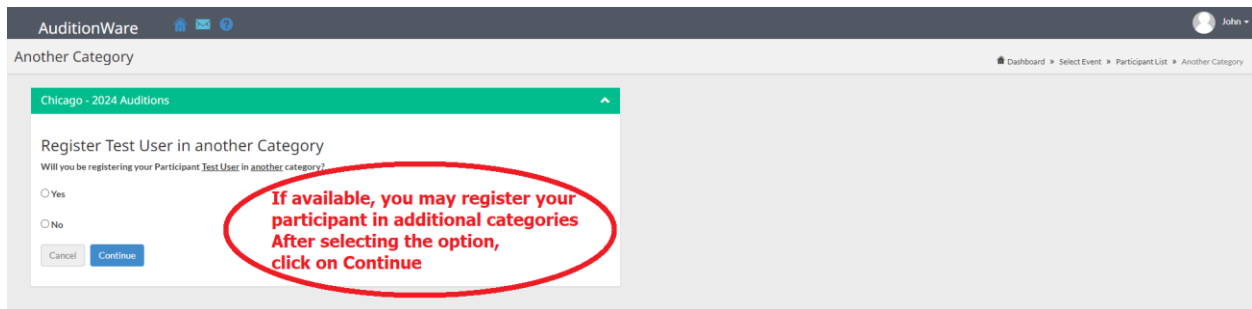
If repertoire is required to be entered, then please enter it at the bottom of the Participant Confirmation page. All information indicated by an asterisk is required.

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.

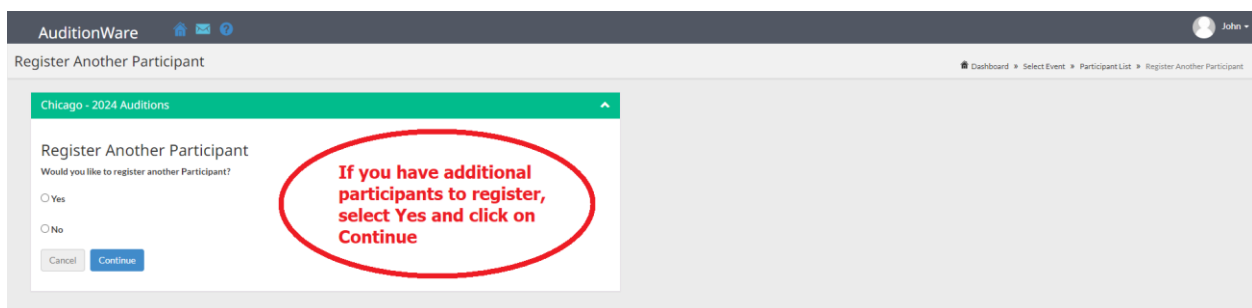
When satisfied that all of the information on the Participant Confirmation page is accurate, click on the checkbox that says, All information above has been reviewed and is accurate. Then click on the Save button. A message will pop up indicating the Data is saved. Click on the OK button to continue.



(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 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.

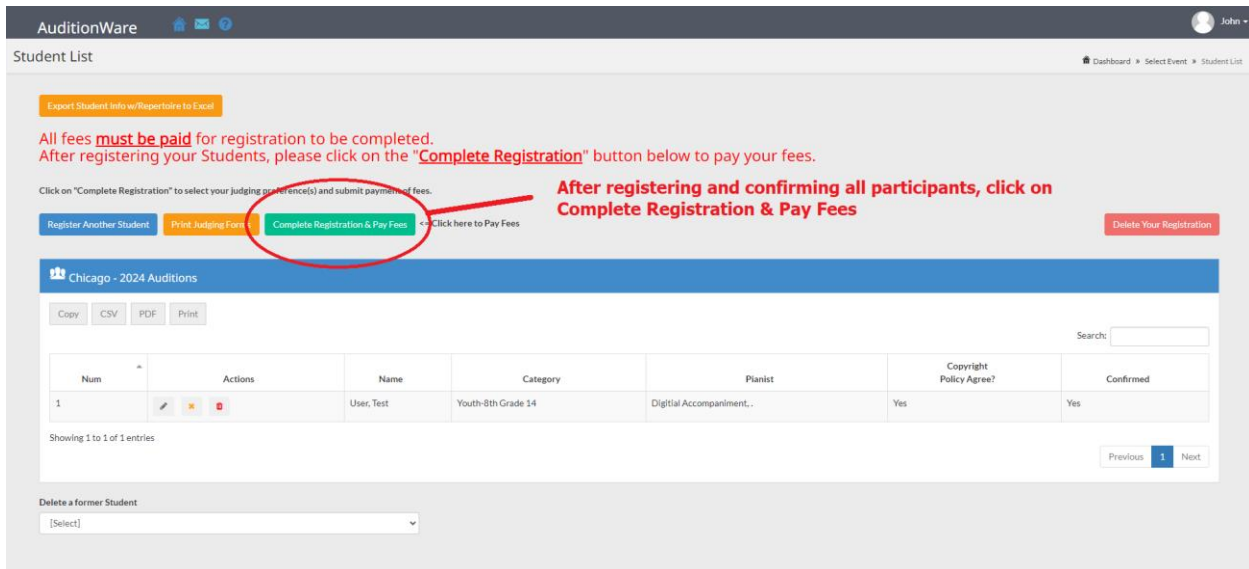
(AuditionWare Participant List - auditionware-participant-list.png)

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.

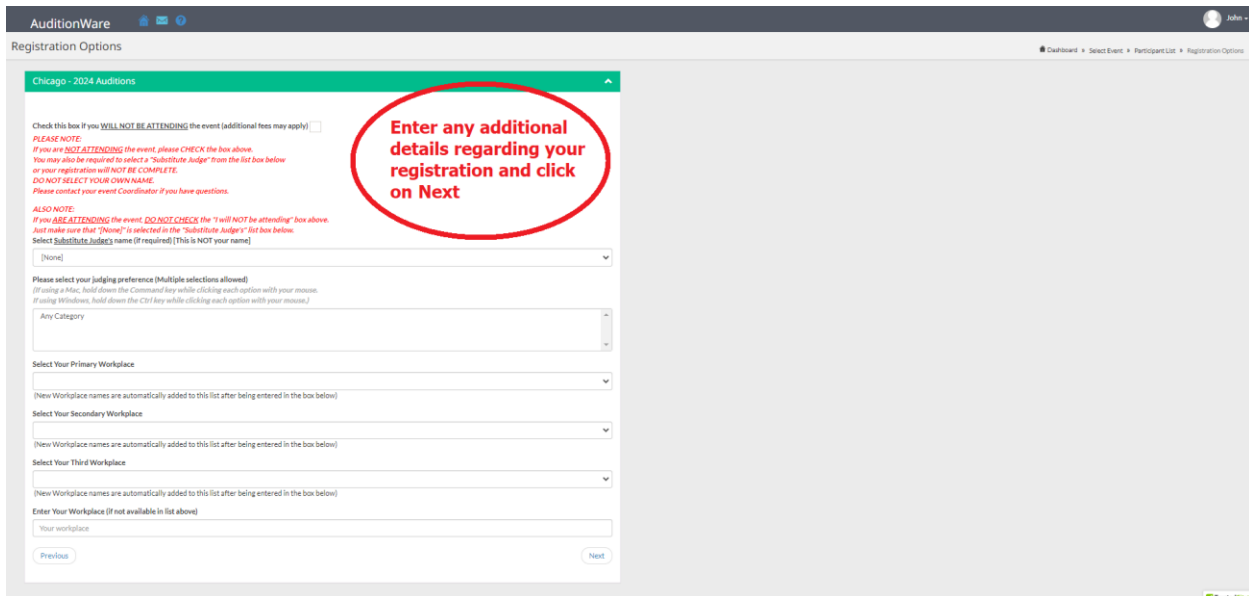
WARNING: If you click on the red button, Delete Registration, you will be asked to confirm that you wish to delete all of your participants' registrations. By clicking on the Yes button, all your current participants' registrations will be deleted from this competition and the data will be irretrievable. 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 Participant List - auditionware-participant-list-pay-fees.png)

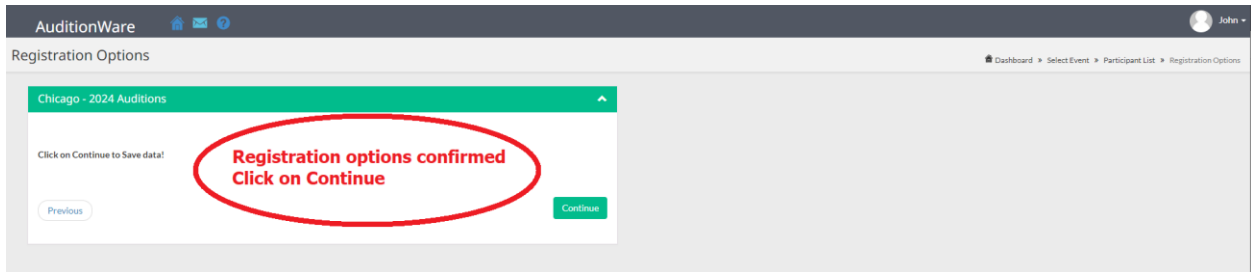
IMPORTANT: For your participants to be scheduled in the competition, you must pay all your fees. Additionally, you must confirm each participant’s registration, or they will not be scheduled. To do this, click on the green button, Complete Registration & Pay Fees, on the Participant List page. You will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



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

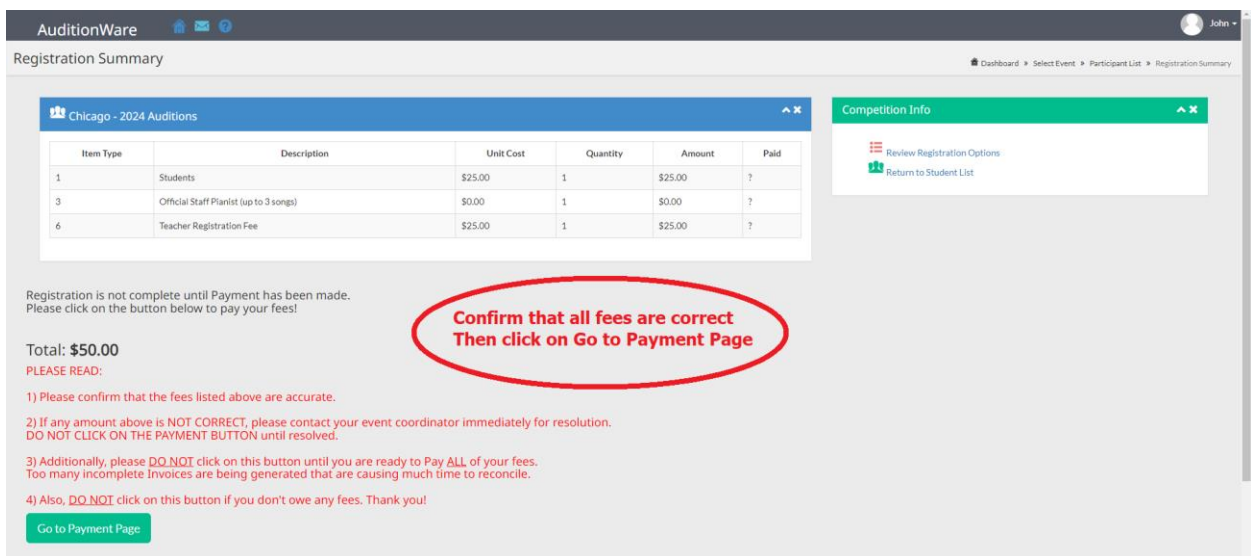
On the Registration Options page, you will enter your Judging preferences, Substitute judge selection, and your Workplace location(s) which should appear in the list boxes. (If you don’t see any options in the Workplace Location list box, contact your audition coordinator. Your coordinator may add any

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



(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.

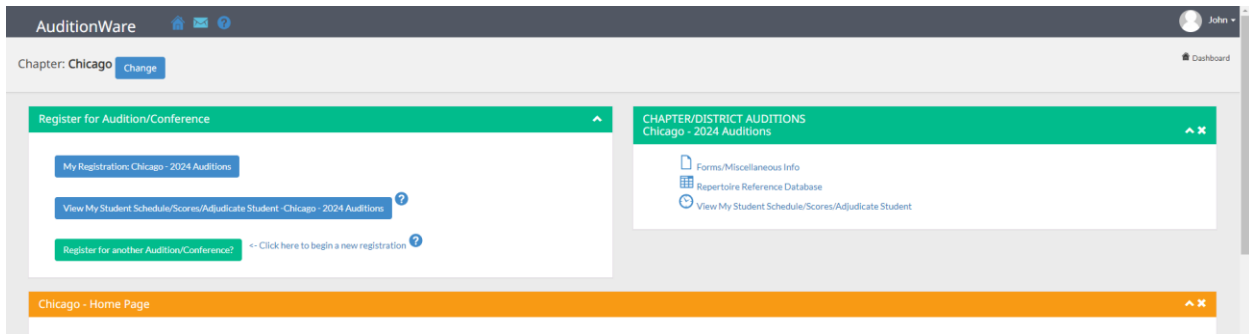


(AuditionWare Registration Summary - auditionware-registration-options-confirmed.png)

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.



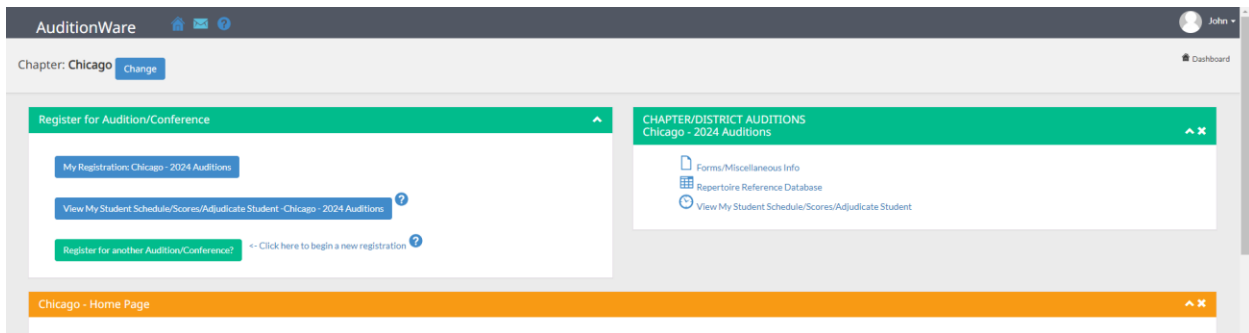
(AuditionWare Dashboard - auditionware-dashboard-active-registration.png)

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.

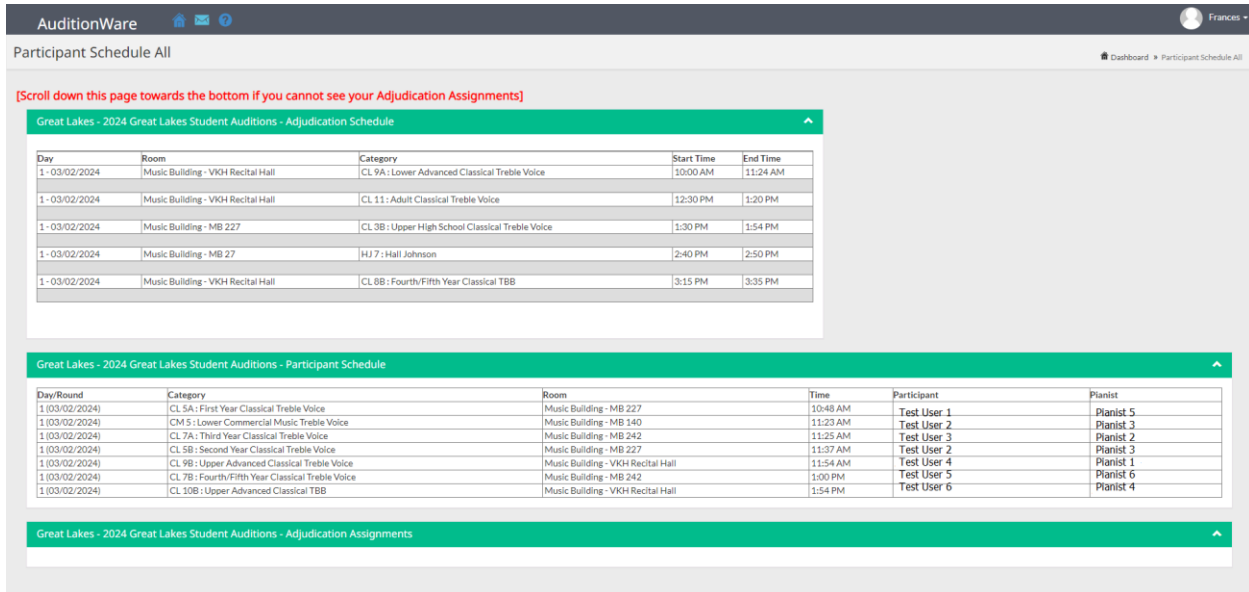
Section 2: The Competition Schedule

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.



(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.



(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