

Washington Music Educators Association All-State Opus Event Step-By-Step Teacher Tutorial

We strongly encourage you to distribute/collect the Student Worksheet within the Application Packet to gather the student/parent information you will need. Begin building student applications **early**, even if you are not yet ready to upload their audition files. Bookmark www.opusevent.com, “Select A Product To Get Started: Opus Audition.” Under “Audition For A Honor Group,” choose from WMEA 2018 High School All-State, WMEA 2018 Junior All-State grades 7 and 8, WMEA 2018 Junior All-State Youth Choir. Log in using the email you have on file with NAFME in the top box and your nine digit NAFME membership number in the bottom.

To Build Student Applications

1. Click: “Teacher Overview”
Update Your Contact Information First:
Click the blue “Show/Hide” banner and then click “Change/Verify” to enter your cell phone and email address. Click “Save.”
The email address you enter here is where all future communications, including notification of accepted students will be sent. These are required fields.
2. Click: Add A School/Location Where You Teach
Start typing school name and select when it appears. If you teach at multiple schools, add those that you will have students applying from. If your school does not appear in the pull down menu, contact studentevents@wmea.org. If the school address is not correct, alert studentevents@wmea.org ASAP.
3. Click: Add A New Application (select school location)
If entering this student for the first time this year, click **New Student**. If you had already submitted an application for this student in a different category/instrument this year, (student has multiple applications), begin typing student name in the Existing Student Box, select appropriate name.
4. Complete all student/parent information on next screen, continue through steps 5-8 that follow by clicking “next.”
5. Select Category
6. Select Instrument
7. Read, then click “I acknowledge the Terms and Conditions” box.
8. Complete all missing information, gender, grade, etc. Click “Save Changes,” upper right corner of screen.
9. Before uploading an audition file, you must “**Pay Fee**.” You have two choices:
 1. Click “Pay Fee” at the top of the screen to pay for this student’s audition only.
 2. Or, go to your “Teacher Overview” to pay for multiple students in one transaction. At the bottom of the Teacher Overview screen, within the “Click to show/hide payments” tab, you’ll see all existing student applications.

ALERT: Schools that are **Associate Members** of the Washington Music Educators Association have audition fees waived for all applications at that school. You will be able to upload audition files without having to pay and “pay fee” will not appear.

To pay for one or multiple student applications, click the “Pay” box to the left of the student or students you want to pay for. Then click “Pay for Selected Applications.” All applications must be paid by credit card. You may pay for all or some auditions with the same card, or a different card for individual students.

Submitting Your Audition

You have a choice of two ways to submit recorded auditions. One is to upload **.mp3** files you have recorded. The other is to record “live” directly into the computer using the built in microphone, or by attaching an external microphone.

What you will need to do:

1. Using **Chrome** as your browser is recommended. That is the browser used in extensive, successful testing. Others that may also work are **Firefox**, **Mac-Safari** and the new **Edge** browser in Windows 10.
2. Have the speaker built into your computer, or external speakers turned on.
3. **VERY IMPORTANT:** In your browser security settings make sure that **Popups, Flash, and Microphone** are checked as “**Always Allow On This Site.**” Using Chrome, those are accessed by clicking “Secure” to the left of your internet address bar.

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To Upload Audition Files

(High School Voice Applicants may upload tracks 1-4, but 5 and 6 must be done “Live”)

All files must have been saved in **.mp3** format.

1. On your Teacher Overview, click “Edit” to the left of the appropriate student.
2. “Click [HERE to Upload/Record Audition](#)” to the right of the appropriate exercise/excerpt.
3. Click “Browse” or “Choose File” and navigate to where you have the student’s files saved. Select/open the appropriate .mp3 file.
4. Click “Upload Audition.”

To Record “Live”

(High School Voice Applicants See Separate Tutorials for Tracks 5 and 6)

What you will need to do:

1. Use your computer’s internal microphone, or attach an external one.
2. On your Teacher Overview, click “Edit” to the left of the appropriate student.
3. “Click [HERE to Upload/Record Audition](#)” to the right of the appropriate exercise/excerpt.
4. Click “Live Recording.”

You will see that you have an opportunity to “Test” the system. You are strongly encouraged to do this step.

5. Click “Test”.
6. Click “Start/Stop Recording”
7. If prompted, click “Allow Adobe Flash Player Settings.” Recording starts immediately.
8. When finished, click “Start/Stop Recording.”

Your “Test” will play back automatically and you will be returned to your application/audition upload screen. Adjust speaker volume and/or your proximity to computer or microphone appropriately. **When you are ready to record for real, follow the above steps choosing “Perform Exercise” at step 5.**

After you Upload .mp3 files or Record “Live”

VERY IMPORTANT: When successful, the **Red X** next to each exercise will turn to a **Green** check mark, and “click [HERE to Upload/Record Audition](#)” becomes “Click [HERE to Manage Audition](#).” **Whether you upload recorded mp3s or record “live,” please take a brief moment to “Listen”** (located at the end of each track text) **to each exercise.** What you hear when clicking “Listen” is what our screeners hear. After “Listening,” you will need to close that tab to return to your application/upload screen. If you wish to delete and replace with another try, just “Click [HERE to Manage Audition](#)” on your application page. You may delete and re-record or upload tracks as many times as you wish. **EXCEPTION: High School Voice** applicants have a maximum of two attempts on track five part singing and track six sight singing. (See separate tutorials.)

Once you see all **Green** check marks to the left of all required tracks, and the word “**Complete**” under Status on your teacher Overview, you have successfully completed your work!

Important Last Step – Print Your Receipt

On your Teacher Overview, near the bottom of the screen, “Click to show/hide payments” to display receipt options. “Print All Receipts” for receipts for each individual. OR, “Print Summary Receipt” for all submitted students in one receipt. You can also “view Pmts” or access a receipt to the right of each student name. **It is very important you do this before your access to the audition site closes.**

Alert!--If your school is an Associate Member of the Washington Music Educators Association, your audition fees are waived and you were able to upload files without paying the application fee. **You will not find a receipt.**