

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. Click the pull down menu, lower left, "Opus Audition" under "Click below to find your Audition, Contest, Registration event." Click on the appropriate 2020 honor group that you are submitting student applications for. You must have an existing Opus Account or you will need to create a new account. See separate instructions, Accessing OpusEvent.com. **Alert!! Your Opus account must be linked to your NAFME membership.** You do that within your User Profile.

To Build Student Applications (all done on your HOME screen)

1. Upon logging in for the first time, you will be required to confirm/add your cell number. **ALERT!** The email address you have used as your User Name is where all email notifications will go. Edit that by clicking on "User Profile" at top of screen if you want future communications to go elsewhere.
2. In the Location box, click "Add Location." Select your school or schools from the menu. **ALERT!** After adding your school(s), click the edit "Pencil" to the left of school name to ensure mailing address is correct. This is where all music will be mailed and cannot be a PO Box. If changes are needed email studentevents@wmea.org. If your school does not appear in the pull down menu, contact studentevents@wmea.org ASAP.
3. In the Location box, click "New Application."
All fields are required. When clicking "Save" or "Save and Close," you will be shown a "Student Match" screen. If a student has multiple applications, it is VERY Important to check the boxes for the same student and click "Match Selected." This will assist us in avoiding placement of the same student in multiple groups. **After adding a new application, click "Save and Close"** to return to your home screen to add another application or to pay for one, some, or all your applications. Unless your school is an Associate Member, you must pay the audition fee(s) with credit card before being able to upload.
4. Before uploading an audition file or recording live, you must click the box to the left of the student or students you want to pay for. Then click "**Pay Selected**" or "**E-mail Paylink**." You have options:
 1. With credit card in hand, you can pay for one, some, or all of your students.
 2. Or, you can email a link to someone else to pay with credit card (bookkeeper, parent, etc.)
You may pay for all or some auditions with the same card, or a different card for individual students.

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 should see a balance of \$0.00 owed.

Submitting Your Auditions (Done on the student's application screen)

You have a choice of two ways to submit recorded auditions. One is to upload one of the supported audio file types you have recorded. (See list of all supported file types below.) The other is to record "live" directly into the computer using the built in microphone, or by attaching an external microphone.

NOTE New Feature: On your HOME screen, you now have the ability to test recording live, and for high school vocal, the part singing and sight singing **before** creating an application or having to pay.

What you will need to do:

1. Using **Chrome** as your browser is recommended. That is the browser used in extensive, successful testing. Live recording (including sight reading and part recording) requires a supported browser. Currently OpusEvent supports Chrome in Windows and Safari or Chrome in MacOS. Firefox, Edge and mobile devices are **not** supported.
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 please follow special instructions for tracks 5 and 6!!)

All files must have been saved in one of the supported file formats----see list below.

1. On your HOME screen, click on a student's name.
2. Click "Upload" to the right of the appropriate exercise/excerpt. (or for high school voice track 5 and 6, Part Sing or Sight Read.)

You have two ways to upload files you have recorded:

3. Click "Upload a file" and navigate to where you have the student's files saved. Select/open the appropriate file. The file will upload and you will be returned to the student's application/upload screen. You will now see a green check mark under "Status" for that track. Click the "play arrow" icon to ensure that you selected the appropriate recording. What you hear is what the screener hears.

Or

With a second window open where you have the files saved, simply drag/drop the appropriate file to where you see "Drop Files Here." The file will upload and you will be returned to the student's application/upload screen. You will now see a green check mark under "Status" for that track. Click the "play arrow" icon to ensure that you selected the appropriate recording. What you hear is what the screener hears.

Supported audio file types:

aac	Advanced Audio Coding	mp3	mp3 audio file
ac3	Audio Coding 3	oga	Ogg Vorbis Compressed Audio File
aif	Audio Interchange File Format	ogg	Ogg Vorbis Compressed Audio File
amr	Adaptive Multi-Rate Codec File	sf2	Soundfont
au	Audio File	sfark	sfArk Compressed SoundFont
caf	Core Audio Format	voc	Creative Labs Audio File
flac	Free Lossless Audio Codec	wav	Wave Audio File
m4a	MPEG-4 Audio Layer	weba	WebA Audio File
m4b	MPEG-4Audio Book	wma	Windows Media File

To Record "Live"

What you will need to do:

1. Use your computer's internal microphone, or attach an external one.
2. On your HOME screen, click the student's name.
3. Click "Upload" to the right of the appropriate exercise/excerpt.
4. Click "Record Live."

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 Exercise."
7. If prompted, click "Allow Adobe Flash Player Settings." Recording starts immediately.
8. When finished, click "Finished 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. If you want a "do over,"** simply delete the upload by clicking the trash can. You are limited to 99 attempts for each track.

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After you Upload files or Record “Live”

VERY IMPORTANT: When successful, the **Red X** next to each exercise will turn to a **Green** check mark” **Whether you upload recorded files or record “live,” please take a brief moment to listen to each exercise.** Click the “play arrow” icon to ensure that you selected the appropriate recording. What you hear is exactly what the screener hears. There is no “submit” button.

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

Important Last Step – Print Your Receipt

On your HOME screen inside the Location/Balance box, click Receipt. **It is very important you do this before your access to the audition site closes.**