TCDA ALL-STATE MS/JH CHOIR AUDITION PROCEDURES

1. The student will sing their voice part unaccompanied.
2. Teacher should only play the starting pitch.
3. Observe tempo as indicated.
4. Submit the audition online through the OPUS website with the $15 audition fee by the deadline (March 23, 2019).

TCDA ALL-STATE CHOIR AUDITION SUBMISSION: DOS AND DON'TS

DO	DON'T
1. Read all audition material/information thoroughly & prepare to submit early! 2. Print out a hard copy of the audition material/application and send it home with your students. 3. Stay true to the given tempo. 4. Prepare your students for their audition! Focus on great vowels, phrasing, word stress, etc. 5. Listen to the recordings before you submit and convert the files to .mp3 format.	1. Announce the student's name or school (or any other personal identifying information) on the recording track. Once uploaded to the website, the program will assign each file/singer an anonymous number. 2. Sing along with your students as they sing. 3. Count the student in on a pitch. 4. Have an audible metronome going in the background as they sing. 5. Add any audio enhancements or effects (reverb/vibrato/echo/etc) to the recording after your student sings. **NOTE: Failure to comply with any of the above may result in your students' audition files being disqualified.**

"HOW TO" DIRECTIONS FOR OPUS SOFTWARE

1. We strongly recommend you download a hardcopy of the TCDA All-State choir application from our website, (https://www.tcda.net/2019tcda-all-state-ms-jh-choir) and send it home to the parent or guardian for completion and signature. This will make it much easier for you to complete the online information and you will also have a signature from the parent.
2. Record each of your students using whatever system you have available (Garageband, Audacity, Zoom, etc). Convert the recordings to .mp3 format BEFORE submitting online.
3. Go to http://tcda.opusevent.com/ and click on "select event" button beside the TCDA logo. ONLY TEACHERS CAN LOG INTO THIS WEBSITE.
4. Your username and password will be the same as you use for the TCDA member website. If you have forgotten, please call us at 512-474-2801 or use the website to reset your password.
5. There are three sections and each "open up" to reveal more information when you click on the dark blue arrow.
   a. The first section will be the teacher's name, email and phone number. Check to be sure the information is correct.
   b. The second section is where you will enter the audition information for each student.
      i. Click on "Add a new Application".
      ii. Enter the student's name and click on "new".
      iii. Complete the fields as they pop up on the screen.
   c. A screen will eventually appear with several blue strips. Each of these are sections.
      i. Go to the "Sponsoring Organization & Singer" section and click on the blue arrow.
      ii. Complete the fields for this child's application.

        iii. Be sure to click the pink "Save Changes" button on the upper right hand corner of the screen.

    d. For each section of the application – a rose colored box will indicate that section of the application is incomplete.

    e. Audition section – click on the green box when you are ready to upload that child's recording.

        i. You will upload the file in a manner similar to attaching a document to an email. A window will appear asking you to attach a file.

        ii. Click on "Choose file to upload" and select the correct file from your computer and click "ok".

6. You can enter all the audition information and upload the music files without payment. However, payment for each audition must be received in the TCDA office or **postmarked by March 23.** Payment can be made through the audition system using a credit card, or a check or money order can be sent to the TCDA office. <mark>If payment is sent to the TCDA office, please be sure the student or students' names are listed on the check or included with the payment to ensure they receive credit for their audition payment.</mark>

7. You do not have to complete everything at once or even a single audition in a single sitting. Save your work and log out. You can return to the site to complete the information on any of your students at any time.

OPUS SOFTWARE: Frequently Asked Questions

1. **It is taking FOREVER to upload the audio files; why?**
   It is because you are trying to upload files that are not in an .mp3 format. The system only accepts .mp3 files. Please use iTunes to convert other audio files to an .mp3 format. Please visit http://support.apple.com/kb/ht1550 *to find out how to convert audio files.*

2. **How do I know if my application is complete? Do I receive a confirmation email?**
   MAYBE. Confirmation emails are sent to the DIRECTOR only (assuming we have their email on file). For each section of the application - look for a rose colored box to indicate that a section of the application is incomplete. For the audio files - you will notice either a red "X" or a green check to indicate a successful uploading.

3. **I can't find any information on how we are supposed to label the mp3's of each student we submit for.**
   You can label the MP3 files with any name you choose. Once you upload the file to the submission website it is assigned a number that corresponds with the singer. This is to ensure anonymity from the screeners.

4. **Can I create a demo student to try out the application process?**
   YES. You can create as many demo students as you like. The applications are not complete until you submit the audio files and payment is made.

5. **I am unclear as to how the digital signatures work for the application. Can students and parents view the application at home, or do they have to come to my office in order to complete the form (this would be very inconvenient for many parents and for me)?**
   It is our recommendation that you download a hardcopy of the application from our website, (https://www.tcda.net/2019tcda-all-state-ms-jh-choir) and send it home to the parent or guardian for completion and signature.