

TCDA ELEM HONOR CHOIR AUDITION PROCEDURES

For Teachers entering auditions into Opus Event for TCDA Choirs

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 \$20 audition fee by the deadline (December 1, 2022).

TCDA ELEM HONOR CHOIR AUDITION SUBMISSION: DOS AND DON'TS

DO	DON'T
<ol style="list-style-type: none">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.6. There will be 3 uploads for each audition; the song, an ascending scale and a descending scale	<ol style="list-style-type: none">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. <p>NOTE: Failure to comply with any of the above may result in your students' audition files being disqualified.</p>

"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/elem-honor-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 <https://audition.opusevent.com/Default.aspx?n=2938>. At this point you will either "Sign In" if you have already established an account with Opus OR you will need to "Create an Account". If you've used Opus for TPSMEA or ACDA honor choirs, then you already have an account established. **ONLY TCDA MEMBERS CAN LOG INTO THIS WEBSITE.**
4. Once you've created an account (if this is new within Opus), the system will send a PIN to your email address. When you receive it, continue in Opus by entering this PIN. You will be required to enter your address and phone number. **On this screen, you will need to link your membership to TCDA in order to see the appropriate choirs that are open for auditions. When you've completed this, click on "home" on the top of the screen. You should see a list of Events. Click on the TCDA choir for which you wish to submit auditions.**
 - a. On the Event Home screen, click on "New Application". Check that the Category is listing the correct choir. Select the voice for the audition you are preparing to upload, then complete the application.

- i. You can enter the student's information and save it without the audition files. Once you have the audition files ready for upload, those can be easily added. 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 and complete the process any time before the deadline.
 - ii. You will upload the file in a manner similar to attaching a document to an email. A window will appear asking you to upload a file or to drop a file into the box. Save and close the audition.
- 5. 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 **by January 8, 2023**. **Any unpaid auditions will NOT be forwarded to the judges.**
- 6. When you are ready to make payments for the auditions, there are a couple of ways to manage this, depending on how payment will be made.
 - a. 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. In fact, if your school or booster club is going to pay for your students' auditions, payment can be made for several at one time or a link can be sent to a person for payment.
 - b. When you are ready to pay for auditions, go to the home page, select the event and you'll see a list of the auditions you've entered. Click on the check box to the left of the audition or auditions for which you wish to pay. At the top of the list there are two options for payment. You can email a paylink to someone that will pay for this audition(s) or you can "pay selected" to enter the credit card payment directly. **If a check 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 and be sure the check is in the mail early enough to be received by January 8, 2023.**

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?**
Confirmation emails are sent to the person that made the payment (assuming we have their email on file).
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/elem-honor-choir> and send it home to the parent or guardian for completion and signature.