



Auditions Manual 2019

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General Information

The mission of NMEA is to foster life-long learning and active music-making by all Nebraskans.

STRATEGIC GOAL: Provide opportunities for Nebraska learners.

One of the Nebraska Music Education Association's (NMEA) goals is to enhance student learning experiences by providing at least five All-State Clinics annually – Band, Jazz Band, Chorus, Orchestra and Elementary or Middle Level. This manual covers the first four ensemble types: Band, Jazz Band, Chorus, and Orchestra. NMEA's 2019 All-State Clinics will be held at the University of Nebraska-Lincoln and Lied Center for Performing Arts in Lincoln, Nebraska on November 21-23, 2019. NMEA has arranged for nationally acclaimed clinicians, composers and music authorities to be on hand at this time. Through established policies, materials and appropriate literature, this year's clinics will be educational and experiential for the age of the students involved.

IMPORTANT INFORMATION - PLEASE READ!

All instrumental directors have from September 18th at 8:00 AM CST until 11:59 PM CST on September 28th and all vocal directors will have from October 4th at 8:00 AM CST until 11:59 PM CST on October 5th to make sure your students' auditions have been submitted correctly. Please make sure you follow all of the guidelines in this manual to help you and your students be successful.

All audition applications will be paid through the website. All entries will be paid with a credit card to complete the application. No purchase orders will be accepted. Please talk with your business office at your school to determine how payment will be made with your students' applications.

Fees for applications are \$20.00 each (\$40.00 for applications made during the late registration period). The application process requires the use of a credit card and will not be complete or submitted until payment is made in full. NMEA regrets that refunds cannot be made for canceled auditions.

Format for LIVE one shot audio recordings:

The OpusEvent.com website accepts LIVE audio recordings. We do make the following recommendations for your student's audition:

- Although you may use the internal microphone for recording we recommend using the highest quality setting your equipment has available for audio. This may be the use of an external microphone plugged into your computer.
- Specifics on auditions for each category will be discussed in the respective sections of this manual. However, you will want to make sure that each of your auditions follows the format listed.
- **NEW THIS YEAR!** Each audition SECTION, regardless of format, will need to be taken in one shot. No pauses in the LIVE recording will be allowed. If, while you record the live audition, an error occurs in the performance, you will need to continue with the rest of the material as you are recording LIVE into OpusEvent.com. Once a section is completed (i.e. the scale etude) you will progress to the next section (i.e. Lyrical Etude) and follow the process above.
- Audition should be no longer than 11:45 minutes. Please have all materials needed for the audition set up and ready to go. Vocal auditions will need to have another device ready to play the scales and arpeggios as well as the accompaniment for the excerpts as with the live audition. Jazz auditions will need another device ready to play the backing track. Instrumentalists will need to have everything needed as far as equipment and music ready.
- Once the LIVE one-shot recording for each section has begun you cannot stop and start again. Please make sure that you are in a quiet area with NO distractions.

Questions?

Your answer may be here...

Question	Here's who to contact
Membership	Membership Director – Stacie Blackmore
Audition process	Auditions Director – Rick Mitchell
Financial matters	Executive Director – Annette Peters
Deadlines	Auditions or President – Jeff Mount
Content of Auditions	Directors of Individual Ensemble – Band, Matt Rom; Chorus – Chris Storm; Orchestra – Aviva Segall; Jazz – Pete Madsen
Regions for choir selection	Auditions Director – Rick Mitchell
Web portal help	Auditions Director or OPUS customer service – Rick Mitchell

IMPORTANT DATES:

August 19-September 9	All-State registration for students open (\$20 application fee)	
September 10-September 16	Late registration for All-State available (\$40 application fee)	
September 16 @ 11:59 PM CST	Registration closed, no more applications accepted	
September 18 – September 28 @ 11:59 PM CST	Website portal opens and closes for instrumental audition uploads	
October 4 – October 5 @ 11:59 PM CST	Website portal opens and closes for choral audition uploads	
	Both portals will close at 11:59 PM Central Standard Time	
October 16 @ 8:00 AM	All-State Selections announced	

NMEA Board Contact Information

Jeff Mount – President
jeff.mount@blairschools.org

Rick Mitchell – Auditions Director
ricmitchell@kearneycats.com

Matt Rom – Band Affairs Director
mrom@epsne.org

Chris Storm – Choral Affairs Director
chris.j.storm@gmail.com

Aviva Segall – Orchestra Affairs Director
aviva.segall@oayo.org

Annette Peters – Executive Director
Executive@NMEANebraska.org

2019 Jazz Band Coordinator is Pete Madsen - petermadsen@unomaha.edu.

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Creating an Auditions Application

“Words make you think. Music makes you feel. A song makes you feel a thought.”
— Yip Harburg

In this section you will find step by step instructions to create a profile for the auditions application. Creating a profile for your student is a simple but necessary process to get the auditions application started. You or your student will need a credit card to complete this profile.

To create the profile, you will need:

- a credit card
- director’s name, NMEA/NAfME membership number, and primary email address
- school address
- student address
- a computer with **Chrome (highly preferred)**, Firefox, or Safari (Apple) installed. **Please note: this website needs access to your computer’s internal microphone. You may need to go into your settings to allow the website to access the microphone.**

Creating a student application:

The DIRECTOR will be responsible for setting up each student application. **Do not pay for each audition individually.** Enter all applications into the system and then pay for all applications in one single payment. Please note that payment must be received before the audition recordings may be recorded. Here are the steps to create your student’s profile:

STEP BY STEP GUIDE TO STARTING AN APPLICATION

NMEA ONLINE ALL-STATE AUDITION GUIDE

Follow this guide to complete the online registration and audition process for the 2019 NMEA All-State season.

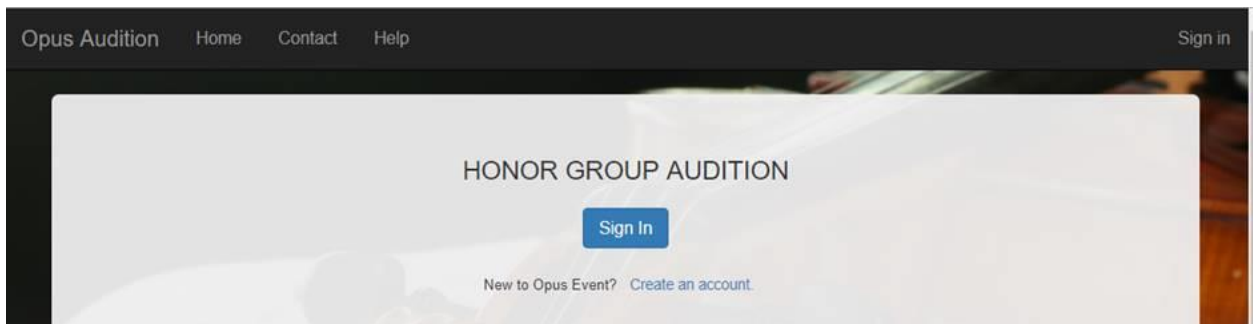
GETTING READY

1. Information about auditions and the full audition packet at <http://nmeanebraska.org> .
2. You, the sponsoring teacher, must have a current, active NMEA/NAfME membership. If you are not a member, or your membership has expired, please go to <http://nafme.org> to join or renew your membership.
3. Check your NMEA account information at www.nmeanebraska.org; you must be a current member and your email address must be correct. The primary email address associated with your NMEA account will be used as your Login ID on OpusEvent, and your NMEA/NAfME member number will be used as your Password on OpusEvent.
4. Audition submission will require a **credit card** payment by you, the sponsoring teacher/school. Each audition will cost \$20 (late registration is \$40 each). All auditions need to be paid by credit card at one time (not individual payments by students). Please be aware of window closing times and dates.
 - August 19 - September 9: All-State registration for students open (\$20 application fee)
 - September 10 - September 16: Late registration for All-State available (\$40 application fee)
 - September 16: REGISTRATION CLOSES (11:59 pm CST) - Applications no longer accepted
 - September 18: Website portal opens (8:00 am CST) for instrumental audition uploads
 - September 28: Website portal closes (11:59 pm CST) for instrumental audition uploads
 - October 4: Website portal opens (8:00 am CST) for choral audition uploads
 - October 5: Website portal closes (11:59 pm CST) for choral audition uploads
 - October 16: All-State selections announced (8:00 am CST)
5. You, the director, will be required to enter information about each student in the system. Please **do not allow your students access** to the Opus Event registration page; to do so would be giving them director privileges and access to other students' personal information.
6. You will be recording directly into the Opus Events site by using the internal microphone in your computer or by connecting to an external microphone. You will only have ONE opportunity to record your students LIVE. Please have everything prepared beforehand

(ie. speakers for playing the choral scales, arpeggios and excerpts, drum kits, and music).

YOU ARE NOW READY TO ACCESS OPUSEVENT

1. Go to <https://audition.opusevent.com> and choose to Create a new Account. On the **Sign In** screen, click on the **Create an account** link



Tell us who you are

A screenshot of the 'New User Account' registration form. The form is titled 'New User Account' and has three steps: 'Step 1: New User Account', 'Step 2: Account Verification', and 'Step 3: User Information'. The current step is 'Step 1: Create a new User account'. The form contains five input fields: 'First Name', 'Last Name', 'Email', 'Password', and 'Confirm password'. A blue 'Next' button is located at the bottom left of the form.

- All fields are required
- Passwords must have a minimum of:
 - o 6 characters
 - o One number
 - o One lower case letter
 - o One upper case letter
- If the email address you enter already exists in OpusEvent you will be directed to **Log in** instead. Each email address can have only one OpusEvent account.

- Be assured that OpusEvent does not and will never use your email for sales/marketing, nor will we ever sell or give your email away to a third party. It is used solely for the purposes of communications by the Event Managers to you.
- When done entering your information click on **Next**

Verify your Email Account

You will be sent an email that contains a 6 digit PIN to confirm that you have control of the email account. Enter that PIN on the screen.

- Optionally, you can resend the PIN if needed
- Be sure to check your Inbox, Clutter folder, and Spam folder for an email from noreply@opusevent.com
- If you need to change to a different email click on the **Back** button

Enter your Contact Information

- Enter your basic contact information
- All fields are required except for **Address2** and **Secondary Phone**
- Link to your NMEA membership; select it from the drop down box

- Click on **Create User** to finalize the set up process
- Once the account is created you will be directed to select an event based on your linked membership.
Select 2019 Nebraska All-State.

Linking new Memberships

If you are not seeing the event you want you may be missing a membership link. You can always add a new link using the **User Profile** menu option. For example:

- Go to your **User Profile** from the menu

User Profile

User Information [\[Edit\]](#)

<p>User Name: test123@opusevent.com [Change User Name] [Change Password]</p> <p>Name: Rick Lysen</p> <p>Address: 3705 E Smith Rd, BELLINGHAM, WA 98226</p> <p>Primary Phone: 360-739-1040</p> <p>Secondary Phone:</p> <p>Cell Phone:</p>	<p>Date Created: 8/19/2019 4:16:28 PM</p> <p><input checked="" type="checkbox"/> Active</p> <p><input checked="" type="checkbox"/> Verified</p> <p>Do you have multiple OpusEvent accounts? You can Merge them together.</p>
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Membership Information [\[Link a New Membership\]](#)

Add memberships to gain access to members-only events as well as member pricing where applicable. You can add multiple memberships such as NAME and ACDA. Click on the icon below to edit an existing membership

Add memberships to gain access to members-only events as well as member pricing where applicable

You haven't added any Membership yet. Click [New Membership](#) to create a new Membership.

- Click on [Link a New Membership](#)

New Affiliate Membership

<p>Membership Type*</p> <p>NMEA</p> <p>NMEA Email*</p> <p>myNMEAaddress@myemail.com</p> <p>NAME ID*</p> <p>123456</p>	<p style="text-align: center;">Affiliate Information</p> <p>Affiliations:</p> <p>Membership Type:</p> <p>Expiration Date:</p>
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Cancel
Save

- o Fill out your Membership information (differs with each membership) and then click **Save**
- o If your membership information is valid, the new link will be saved in the OpusEvent database. If it is invalid or expired, you will see the appropriate message and be asked to re-enter valid information.

An OpusEvent user can have membership links to multiple organizations. Each link will give you access to additional events in our system. If you are not seeing an event you desire, please contact the event organization to find out what specific membership link is required.

To go back to your Home Page, click the **Home** icon at the upper left of your menu bar. This will always take you back to your OpusEvent Home Page.

2. Click on the link that says “START HERE: Add a location where you work”.

You’ll see a drop down box that shows all the schools in Nebraska. Please do not create a new location without looking through the entire listing; your school may be shown differently. Click on the name of your school to add it. This can be done multiple times if you work at more than one school. If you are a private teacher, use “Private Studio” as your school/location.

3.To add a student application, click on “New Application” and then select the Category for the new application from the drop down box. Once you select the category then select either the Voice part or the Instrument. Then complete the boxes for the student’s name and information.

If a student is completing multiple auditions, you can use the “Existing Student:” search to select that student for their second or third audition.

5. Fill in the “Additional Information”. All information is required to submit an application.

6. Click “Save and Close” and you should be taken back to the Event Home page and you are ready to enter another new application. On subsequent applications, you will be prompted to indicate if that student is a match with another entry you have made. Check the appropriate student only if your student is submitting an audition for more than one ensemble (i.e. Band and Choir).

7. Once you have entered all of the students that will be auditioning you will be at the Event Home page. Above the student names click on “Select All” and then “Pay Selected”. You will then need to input your credit card information to pay for your students. **You will need to pay for all students at the SAME TIME.** If payments are not submitted by the application deadline your student will not be able to audition.

8. Once the audition window opens you will return to the Event Home page and click on the student’s name to record their audition. Specific information on how to do this will be found in the individual ensemble manuals. These will be found on the NMEA website.

If you still need help with the online application process, please contact me by phone at **308-293-1718** or by email at **ricmitchell@kearneycats.com**.