

2018 NMEA ONLINE ALL-STATE AUDITION GUIDE

Follow this guide to complete the online registration and audition process for the 2018 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 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 NAFME account information; the email address associated with your NAFME account will be used as your Login ID on OpusEvent, and your 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. Please be aware of window closing times and dates.

August 20 - September 10: All-State registration for students open (\$20 application fee)
September 11 - September 17: Late registration for All-State available (\$40 application fee)
September 17: REGISTRATION CLOSES (11:59 pm CST) - Applications no longer accepted
September 19: Website portal opens (8:00 am CST) for instrumental audition uploads
September 29: Website portal closes (11:59 pm CST) for instrumental audition uploads
October 5: Website portal opens (8:00 am CST) for choral audition uploads
October 6: Website portal closes (11:59 pm CST) for choral audition uploads
October 17: All-State selections announced (8:00 am CST)

5. You, the director, will be required to enter information about each student in the system.
6. You will be recording directly into the Opus Events site by using the internal microphone in your computer or by connecting 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://www.opusevent.com/?domain=nemea>, find the 2018 NMEA All-State event, and click on "Select Event".
2. Log in to the system. Your Login ID is the email address connected to your NAFME account, and your password is your NAFME member number.
3. Click on the link that says "Teacher Overview".
4. On this screen you should see a general overview of all your information on the site. By clicking on the blue bar with the arrow that says "Teacher" you will see that all of your information has been preloaded into the system from the NAFME system.
5. Underneath the blue "Schools/Locations" bar you should see a link that says "Add a school/location where you teach". Click on this link.

Schools/Locations You teach at 1 locations Click to show/hide schools/Locations

[Add a school/location where you teach](#) 

ID	School/Location	City	
185747	Luverne High School	Luverne	Delete

Applications 4 Applications Click to show/hide student applications

6. Type the name of your school, and several options should appear. 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.

New School/Location

What School/Location would you like to add?

School/Location Name:

City/St/Zip: NE

7. If your school does not appear in the list, you should be able to add your school if not found. Follow the instruction boxes. If you still encounter problems send an email to sdugdale@paplv.org as soon as possible so that this can be solved.

8. To add a student application, click on "Add a New Application" underneath the blue bar labeled "Applications". An Application Setup Wizard will appear. Select the school this student attends and click "Next". Click on "New Student".

Application Setup Wizard

Select Student -

- Use the Existing Student search box if the Student already has an existing application to this event.
- Click on the New Student icon if this is the Student's first application to this event.

Existing Student: 

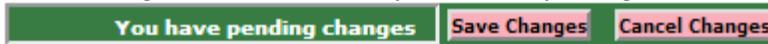
no results to display

Step 2 of 5

If a student is completing multiple auditions, you can use the "Existing Student:" search to select that student for their second or third audition. You will be asked for the priority for each ensemble on each application. Finally, click "Next".

9. Fill out the student's information, including their first and last name and their mailing address. Then click "Next".
10. Select whether the audition is a Band, Chorus, Jazz Band or Orchestra audition, then click "Next". Students who are auditioning for one ensemble as well as multiple ensembles will need to select the ensemble priority.
11. Select the instrument or voice part then click "Next".
12. Look over the information presented on the right side of the window and make sure it is correct. If any of it is wrong, press "Previous" to correct it. If it is correct, press "Next".

13. **Important:** Find the green bar on the right side of the screen that says “You have pending changes” and click on “Save Changes”. Do this **before** you make any changes!



14. Any time you make changes this bar will appear, allowing you to save your changes. **Make sure to save your changes every time before you leave this screen so that you don't lose the information.** If you save your changes, you will be able to leave this screen (and even log out!) and return later and the information will still be there.
15. Find the blue bar labeled “Additional Information” and click on it to expand it.
16. Fill out the rest of the information on this page. All required information will be in a red box until you've answered it.

17. Finally, remember to **save your changes**, or they will be lost!
18. If you click on a green box to upload a recording it will prompt you to pay for the audition. Please **do not** pay for an audition until you have entered **all** of your students' information and applications into the system. Instead, click on “Back to Teacher Overview” in the top-right corner of the screen and then add all other applications to the system.
19. When **all** applications have been entered into the system, return to the **Teacher Overview**. At the bottom of the page you will find an area labeled “Payments”. Click on the checkbox for all of the auditions, then click on “Pay for the Selected Applications”.

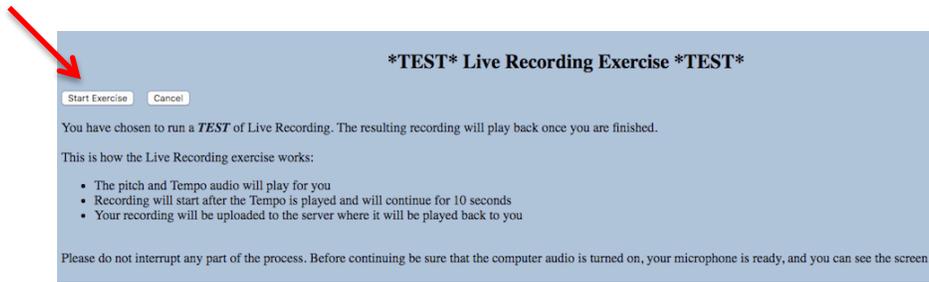
Pay ID	Student	Location	Category	Instrument	Fees	Payments	Balance
<input type="checkbox"/> 71190	Kade Dugdale	Papillion LaVista South High School	Chorus	Tenor I	1.00	0.00	1.00 View Pmts Receipt
<input type="checkbox"/> 71192	Kade Dugdale	Papillion LaVista South High School	Orchestra	Cello	1.00	0.00	1.00 View Pmts Receipt
<input type="checkbox"/> 71191	Tyson Johnson	Papillion LaVista South High School	Band	Alto Saxophone	1.00	0.00	1.00 View Pmts Receipt

20. When you have paid for all of your auditions, you can return to the Teacher Overview and print receipts for the payment.
21. Now that you have paid for all of the auditions, and your recording window has opened you will be able to record the audition. Go to each student's application and click “Edit”. At the bottom of the page you will find the actual audition portion of the application.



Please record your scales and excerpts here. Please Note: This is recorded directly into OPUS and you will not be able to submit any other recording. Good Luck! **Audio** [Click HERE to perform attempt #1: Live Recording Audition](#)

You are recording LIVE only one attempt is allowed!
 Live recording will be available starting Sept. 21st - Oct. 1st for **Instrumental** Audition Uploads.
 Live recording will be available starting October 7th - 8th for **Choral** Audition Uploads.
 8:00 AM - 11:59 PM CST



25. Once you have recorded check for the green check mark at the bottom of the application page in the "Audition" tab. You can listen to the recording by clicking on "Listen" in the audition tab. Once recorded it will be saved to the OPUS Events website for adjudication.



26. Return to the Teacher Overview page. A green complete sign indicates that a student's audition application has been uploaded correctly. Once all applications show this, you've successfully completed the online audition process!

Applications 4 Applications Click to show/hide student applications

[Add a new Application](#)

ID	Student	Location	Category	Instrument	Status	
Edit 71190	Kade Dugdale	Papillion LaVista South High School	Chorus	Tenor I	Complete	Delete Move
Edit 71192	Kade Dugdale	Papillion LaVista South High School	Orchestra	Cello	Missing Data	Delete Move
Edit 71191	Tyson Johnson	Papillion LaVista South High School	Band	Alto Saxophone	Missing Uploads	Delete Move
Edit 71196	Debbie Martinez	Papillion LaVista South High School	Orchestra	Viola	Complete	Delete Move

You can see above what applications are "Complete", what applications are "Missing Data", or "Missing Uploads".

27. To log out of the system, click on "Home" at the top of the screen, or return to the Teacher Overview and then click on "Back to Events Menu", then click on "Logout".

If you need help with the online audition process, please contact me by phone at **1-712-249-3992** or by email at **sdugdale@paplv.org**.