

## 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](http://www.opusevent.com). Click the pull down menu “Opus Audition” under “Click below to find your Audition, Contest, Registration event.” Click on the appropriate 2019 honor group that you are submitting student applications for. Log in using the email you have on file with NAFME in the top box and your nine digit NAFME membership number in the bottom. If your NAFME number is less than nine digits add zeros to the front.

### To Build Student Applications

1. Click: “Teacher Overview”  
Update Your Contact Information First:  
Click the blue “Show/Hide” banner and then click “Change/Verify” to enter your cell phone and email address. Click “Save.”  
**The email address you enter here is where all future communications, including notification of accepted students will be sent. These are required fields.**
2. Click: Add A School/Location Where You Teach  
Start typing school name and select when it appears. If you teach at multiple schools, add those that you will have students applying from. If your school does not appear in the pull down menu, contact [studentevents@wmea.org](mailto:studentevents@wmea.org). If the school address is not correct, alert [studentevents@wmea.org](mailto:studentevents@wmea.org) ASAP.
3. Click: Add A New Application (select school location)  
If entering this student for the first time this year, click **New Student**. If you had already submitted an application for this student in a different category/instrument this year, (student has multiple applications), begin typing student name in the Existing Student Box, select appropriate name.
4. Complete all student/parent information on next screen, continue through steps 5-8 that follow by clicking “next.”
5. Select Category
6. Select Instrument
7. Read, then click “I acknowledge the Terms and Conditions” box.
8. Complete all missing information, gender, grade, etc. Click “Save Changes,” upper right corner of screen.
9. Before uploading an audition file, you must “**Pay Fee**.” You have two choices:
  1. Click “Pay Fee” at the top of the screen to pay for this student’s audition only.
  2. Or, go to your “Teacher Overview” to pay for multiple students in one transaction. At the bottom of the Teacher Overview screen, within the “Click to show/hide payments” tab, you’ll see all existing student applications.

**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 “pay fee” will not appear.

To pay for one or multiple student applications, click the “Pay” box to the left of the student or students you want to pay for. Then click “Pay for Selected Applications.” All applications must be paid by credit card. You may pay for all or some auditions with the same card, or a different card for individual students.

### Submitting Your Audition

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.

### What you will need to do:

1. Using **Chrome** as your browser is recommended. That is the browser used in extensive, successful testing. Others that may also work are **Firefox**, **Mac-Safari** and the new **Edge** browser in Windows 10.
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 track 5!!)**

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

1. On your Teacher Overview, click “Edit” to the left of the appropriate student.
2. “Click [HERE to Upload/Record Audition](#)” to the right of the appropriate exercise/excerpt.

### **You have two ways to upload files you have recorded:**

3. Click “Upload the audition 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 next to the uploaded track. Click “Listen” to ensure that you selected the appropriate recording. What you hear is what the screener hears.

### **Or**

4. 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 next to the uploaded track. Click “Listen” to ensure that you selected the appropriate recording. What you hear is what the screener hears.

### **Supported audio file types:**

<b>aac</b>	Advanced Audio Coding	<b>mp3</b>	mp3 audio file
<b>ac3</b>	Audio Coding 3	<b>oga</b>	Ogg Vorbis Compressed Audio File
<b>aif</b>	Audio Interchange File Format	<b>ogg</b>	Ogg Vorbis Compressed Audio File
<b>amr</b>	Adaptive Multi-Rate Codec File	<b>sf2</b>	Soundfont
<b>au</b>	Audio File	<b>sfark</b>	sfArk Compressed SoundFont
<b>caf</b>	Core Audio Format	<b>voc</b>	Creative Labs Audio File
<b>flac</b>	Free Lossless Audio Codec	<b>wav</b>	Wave Audio File
<b>m4a</b>	MPEG-4 Audio Layer	<b>weba</b>	WebA Audio File
<b>m4b</b>	MPEG-4Audio Book	<b>wma</b>	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 Teacher Overview, click “Edit” to the left of the appropriate student.
3. “Click [HERE to Upload/Record Audition](#)” to the right of the appropriate exercise/excerpt.
4. Click “Live Recording.”

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/Stop Recording”
7. If prompted, click “Allow Adobe Flash Player Settings.” Recording starts immediately.
8. When finished, click “Start/Stop 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 “Click [HERE to Manage Audition.](#)” 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, and “click HERE to Upload/Record Audition” becomes “Click HERE to Manage Audition.” **Whether you upload recorded files or record “live,” please take a brief moment to “Listen”** (located at the end of each track text) **to each exercise.** What you hear when clicking “Listen” is what our screeners hear. After “Listening,” you will need to close that tab to return to your application/upload screen. If you wish to delete and replace with another try, just “Click HERE to Manage Audition” on your application page. You may delete and re-record or upload tracks as many times as you wish.

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

### **Important Last Step – Print Your Receipt**

On your Teacher Overview, near the bottom of the screen, “Click to show/hide payments” to display receipt options. “Print All Receipts” for receipts for each individual. OR, “Print Summary Receipt” for all submitted students in one receipt. You can also “view Pmts” or access a receipt to the right of each student name. **It is very important you do this before your access to the audition site closes.**

Alert!--If your school is an Associate Member of the Washington Music Educators Association, your audition fees are waived and you were able to upload files without paying the application fee. **You will not find a receipt.**