

ALERT: All auditions submitted this year must be video recorded live, direct to Opus using a laptop or desktop. Supported browsers: Android, Mac-Chrome, Windows-Chrome, Windows-Firefox.

We will not accept audio submissions. Also, due to remote learning requirements some areas are experiencing, you have the ability to “E-mail Audition Link” to your students. They will then see their application page and be able to record video themselves. (For this year only, we are waiving the requirement that the teacher must be present at the time recordings are made.)

In submitting an application for honor group consideration, you attest that: 1. your student applicants meet all eligibility requirements (<https://wmea.org/Content/C208/All-NorthwestPolicy.pdf>); 2. recordings were not electronically or otherwise enhanced beyond the actual recording session. 3. You have reviewed all video submissions to ensure correct exercises were recorded and to their appropriate track.

There are two screens you will be using to submit auditions. One is your HOME screen, the other is a student’s application screen. HOME is where you perform much of steps 1-5 below. After adding a student application, clicking on a student’s name takes you to their application page where you enter their personal information and where video tracks are recorded. Clicking “Save and Close” takes you back to your HOME screen. The following steps will lead you to success!

Step 1: ALERT! The email address you have used as your Opus User Name is where all email notifications will go. Edit that by clicking on "User Profile" at top of screen if you want future communications to go elsewhere.

Step 2. "Add A Location." Select your school or schools from the menu. **ALERT! Click the edit "Pencil" to the left of school name to ensure mailing address is correct. This is where anything we might need to mail you, such as a certificate of recognition for selected students, would be sent. If changes are needed, email studentevents@wmea.org with required edits.**

Step 3. Click “New Application.” All fields are required. After adding a new application, click "Save and Close" to return to your home screen to add another application, and/or pay.

Step 4. Pay for one, some or all your applications. Click the box to the left of one, some or all your applicants. Either click "Pay Selected," which will take you to the credit card payment screen, or click "E-mail Paylink" which will allow you to email the credit card payment opportunity to someone else, perhaps bookkeeper or parent. **Print receipts!!** Alert!! If your school is currently a “WMEA Partner Member” school (formerly known as Associate Member,) your audition fees are waived and you can submit audition videos at no charge. (You will not see a receipt.) Your WMEA Partner Membership must be paid and current before you start building applications.

Step 5. Once paid, you have two choices for submitting video audition exercises. Click on student name and with student at your side, record each video direct to your laptop or desktop

using the computer's camera and microphone. Or, 2. On your Event Home screen, check the box to the left of a student's name to Email the audition link to your student. They then can see their application page and have the same capability to record directly to laptop or desktop computer. Note that you may "Test Live" recording before adding an application or payment on the Home screen. You may run these tests as many times as you wish. After payment, there are also unlimited tests available on a student's application page.

Applicants have unlimited attempts with all regular exercises simply by deleting a recorded video track and starting over. HOWEVER, high school **voice sight singing and part singing are two tries only**. If you choose to record a second time the first attempt is gone.

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