



2025 NAFME All-Northwest and WMEA All-State



Teacher Acceptance Instructions

Teachers: These are the same as on the Opus Event homepage.

Notifications were sent to teachers via the Opus notification system on Wednesday, November 13. Please check your Opus homepage to review which students were accepted. Congratulations to those students and their teachers who were accepted. Thank you for the tremendous hard work exhibited by all who applied, whether selected to perform or not.

Acceptance of invitation, registration, and payment process:

Please follow the instructions below to complete registration and payment, after which the music will be mailed. **The registration deadline is Friday, December 6, 2025.** Music will be mailed after 1/6/25.

The recommended browser (as used in all testing) is CHROME. Also, please disable all Pop-Up Blockers.

Further tutorials are available on the [WMEA website](#).

For technical assistance, please email studentevents@wmea.org. Please include your cell number in your email.

Step 1: Information Packet and Financial Processing Packet

- **Download** the all-important Information Packet, click here: [All-State INFO](#) [All-NW INFO](#)
- **Download** the equally all-important Financial Processing Packet, click here: [FINANCIAL PROCESSING PACKET](#)

Step 2A: All-NW Only – Fee Revision

- Go to <https://audition.opusevent.com/> and log in.
- Find your event (either **WMEA 2025 Washington High School All-State**, or **2025 NAFME All-Northwest Honor Groups**.) Clicking “select” next to the event will take you to the event homepage.
- **For all All-NW students, please do the following:**
 1. **Scroll to the bottom of your 2025 NAFME All-Northwest Honor Groups Opus Event homepage and find your applications list.**
 2. **Click on the name of a student who has been accepted.** This will open their application, which you completed during auditions.
 3. You do not need to enter any new data. **Scroll to the bottom of the application and click “Save and Close.”**
 4. You will be returned to your event home page. When you go to your application list, you will see next to that student that the fee has been revised to the correct fee of \$340.
 5. Continue steps 2 & 3 above for all accepted students.
- This process of re-saving the application is required for ALL All-Northwest students in order for the fee correction to be applied.
- Washington Students who received YME scholarship funding have already been revised; you do not need to do this for any of those students (you should already see the lower revised fee owed and balance due in your Application List.)

Step 2: Payment Summary

- Go to <https://audition.opusevent.com/> and log in.
- Find your event (either **WMEA 2025 Washington High School All-State**, or **2025 NAfME All-Northwest Honor Groups**.) Clicking "select" next to the event will take you to the event homepage.
- Within the Location box (bottom left), to the right of your school's name, you should see the blue hyperlinked phrase "**Payment Summary**."
 - Click that link to view all your accepted students and total registration fees.
 - **Download or print the resulting document.** You will deliver it to your bookkeeper along with the Financial Processing Packet.
- **If you have accepted students from multiple schools, you must print *each school's* Payment Summary.** If a student requested YME assistance, the amount due reflects the balance after WMEA has applied the grant.

Step 3: Student Registration Form

- Within your list of student applications (bottom center), to the far right of each accepted student, you will see the blue hyperlinked phrase "**Registration Form**." Click that link next to each student to produce the personalized Registration Form for each accepted student.
- Send the **Registration Form** home with your accepted students, ***along with the Information Packet***.
- Ask students to return the registration form after their parents/guardians have:
 - Reviewed all of the Step 1 information (which was submitted at the time of application);
 - Reviewed and added to the Step 2 information (emergency contacts, NEW additional health insurance information added); and,
 - Signed in both Step 2 and Step 3.
- You must also then sign in step 3, as well as your school principal.
- Any corrections to previously submitted information can be made directly on the form.

Step 4: Payment

After completing the above, you should have:

- ✓ The Information Packet
- ✓ The Financial Processing Packet
- ✓ Your Payment Summary
- ✓ A personalized Registration Form for each accepted student

You have several options for payment:

1. Credit Card

- You may pay online with a school or district credit card by clicking "Pay Selected..." after checking the box to the left of one or more students to "select" them.
- You can send a Paylink directly to your bookkeeper to have them pay online with a credit card. Select students, then click "E-mail CC Paylink to Selected." **Note:** You can group payments together when you send a PayLink by selecting multiple students using the checkboxes to the left of their names. Adding multiple payments to the transaction helps prevent issues with credit card processors flagging repeat payments.
- If you pass the **entire** participation fee onto your students/families, you may send the Paylink to a parent to pay. **However, we cannot accept partial payments, so if the school is paying part of the fee, your school or district needs to collect the parent/guardian portion and then pay the whole fee.**
- If you pay online with a credit card, **print your receipts once finished.**

2. Check

- **No checks or payments other than online credit card payments will be accepted from parents/guardians. If families pay a portion of the fees, they must submit that payment to the school while the school pays the entire amount.**
- Checks from the school or district should be mailed **with all other paperwork** as outlined in Step 5.

3. Purchase Order

- Purchase orders should be mailed with all other paperwork as outlined in Step 5.

As laid out in the Financial Processing Packet, **all checks and PO payments must be drawn on school or district funds.** We cannot accept personal checks from any other source (students, families, teachers, boosters, etc.) and they will be returned.

Credit card payments can be accepted from any source and should be submitted on Opus either directly by you with a school purchase card or by sending the PayLink to your bookkeeper or parents/guardians.

Step 5: Mail Paperwork by December 6, 2024!

Mail your:

- ✓ Payment Summary
- ✓ All signed Student Registration forms (there are four signatures on each form!)
- ✓ Any PO/check payments

To:

WMEA c/o: Student Events

435 Main Avenue South

Renton, WA 98057

Registrations must be postmarked by December 6, 2024. Any late registrations will be assessed an additional \$20/student late fee.

Any questions or challenges, or need a friend? Email Anita at studentevents@wmea.org.