

# ▼ 1 Set up your AuditionAdmin Site

## ▼ 1.1 Update your own info

- 1.1.1 Go to the URL provided for your auditions
- 1.1.2 Login with the username “admin” and password “admin”
- 1.1.3 Go to the *My Registration* menu and choose *Change Password*. Pick a more secure password for yourself.
- 1.1.4 Go to the *My Registration* menu and choose *My Profile* and update your information.

## ▼ 1.2 Set up your own school

- 1.2.1 This step is only necessary if you are a director entering students as well as the administrator for the audition.
- 1.2.2 Go to the *Users and Schools* menu and choose *Manage Schools*
- 1.2.3 Click *Create New School*
- 1.2.4 Enter your school’s info, then click *Create School*
- 1.2.5 Go to the *Users and Schools* menu and choose *Manage Users*
- 1.2.6 Click on the admin user
- 1.2.7 Change the school to your school
- 1.2.8 Click *Modify User*

## ▼ 1.3 Set up your event

- 1.3.1 Provide the directors who will be entering your auditions with the URL for your registration site and the registration code you set in step 1 above. It is strongly advised that you NOT post the registration code online as this will allow anyone that finds it to create an account and add entries to your system. Go to the *Event Setup* menu and choose *Event Settings*. Change the settings to your liking. If you are unsure of the meaning of the settings, refer to the administrator’s guide at [www.auditionadmin.com](http://www.auditionadmin.com)
- 1.3.2 Go to the *Event Setup* menu and choose *Auditions*. In the AuditionAdmin system, auditions are groups of entries that will be compared against each other. Typically these are the instruments or voice parts for which students will be auditioning. If you are running auditions for a junior high and high school group, create separate groups for HS Trumpet and JH Trumpet.

- 1.3.3 Go to the *Event Setup* menu and choose *Ensembles*. Ensembles represent the groups into which students will be placed. For example, you might have a Wind Ensemble, a Symphonic Band, and a Concert band. You should also include an ensemble called "Alternates" if you wish to select these. Higher scores will be placed in the highest ranked ensembles first (1 is the highest ranked ensemble).
- 1.3.4 Go to the *Event Setup* menu and choose *Acceptance Limits*. For each audition, enter the number of students that should be placed in each ensemble.
- 1.3.5 Go to the *Event Setup* menu and choose *Rooms*. Create each room you will be holding auditions in and assign the auditions to the rooms. You may want to do this after entries are complete and you know how many entries there will be for each audition.

## ▼ 2 Provide Information to Directors

- ▼ 2.1 Provide the directors who will be entering your auditions with the URL for your registration site and the registration code you set in step 1 above.
  - 2.1.1 It is strongly advised that you NOT post the registration code online as this will allow anyone that finds it to create an account and add entries to your system.

## ▼ 3 Print paperwork for audition day

- 3.1 After your entry deadline passes, it's time to print off the material you will need on audition day.
- 3.2 Go to the *Admin Functions* menu and choose *Accept Non-Doublers*. This will make all students entered in only one audition accept any seat they may receive.
- 3.3 If you're going to let AuditionAdmin randomly assign your entries a performance order, go to the *Admin Functions* menu and choose *Run Draw*.
- 3.4 Go to the *Cards and Reports* menu and choose *Print Cards*. These will need to be cut prior to your audition. We recommend printing them on card stock.
- 3.5 Go to the *Cards and Reports* menu and choose *Print Sign-In Sheets*.

### ▼ 3.6 Prepare packets for monitors and judges.

- 3.6.1 Monitors get sign-in sheets, cards for auditions in their room, if desired copies of music to post.
- 3.6.2 Judges get copies of the audition music and score sheets. There are templates for judges score sheets at [AuditionAdmin.com](http://AuditionAdmin.com) or make our own. You may also want to make a tally sheet for judges to keep track of the scores they assign as a backup against cards being lost.

## ▼ 4 Meet with monitors and be sure they understand the procedure that should be followed in the room. Here is our suggested procedure.

- 4.1 30 minutes before auditions begin, cards should be handed out to students auditioning. Once auditions begin, a runner should collect any unclaimed cards and return them to the tab room. These cards must be entered into the AuditionAdmin system as no-shows.
- ▼ 4.2 When auditions begin, monitors should call for students in the order in which the randomly put them. The student should provide the monitor with their card and sign the sign-in sheet before entering the room.
  - 4.2.1 Be sure that monitors understand no student should be admitted to the room without a card. The monitor should also verify that the card is for the correct audition. For example, in case a student is doubling on on Alto and Tenor sax, be sure that the card they give the monitor is for the audition they are about to perform.
  - 4.2.2 Monitors should only have students sign-in when they are about to actually perform. If a student takes a card, then does not show up to audition, this list is your check to see if they actually performed and the card was lost (in which case it needs to be found) or if the student did not perform and can be entered in the system as a no-show.

- 4.3 Once the student enters the room, they should be announced by their number. Judges will listen to the audition, and complete their score sheets.
- ▼ 4.4 The monitor will collect the completed score sheets from the judges, verify the judges math, and record their scores on the students card. The score sheets should be stapled on top of the card.
  - 4.4.1 To keep things moving along, this may be completed by the monitor while the next student is performing.
  - 4.4.2 If a monitor finds a mathematical error, they should bring it to the judges attention for correction. This will avoid cards that make it to the tab room having to come back to the audition room.
  - 4.4.3 Monitors must take care that score sheets are attached to audition cards securely, and that the correct score sheets are attached to the correct cards.
- 4.5 Runners should periodically collect cards and score sheets from audition rooms and bring them to the tab room.
- ▼ 5 Enter scores in the AuditionAdmin system
  - 5.1 Once cards begin coming into the tab room, you and anyone you have helping you with score entry and tabulation can begin working on entering scores.
  - 5.2 Go to *Tabulation* and click on *Enter No-Shows*. Enter the ID from each of the no-show cards, clicking “Enter No-Show” each time.
  - ▼ 5.3 Enter scores from completed auditions.
    - 5.3.1 Go to the *Tabulation* menu and choose *Enter Scores*.
    - 5.3.2 Enter the audition id from the card. This is not the draw number, it is the audition id.
    - 5.3.3 Verify that the name, audition and school shown on the screen match the card you are entering.
    - 5.3.4 Enter each sub score for each judge from the judges score sheets. Verify that the total shown on your screen matches the total on the sheet. This is your double check to prevent a typo during school entry.

- 5.3.5 If there are more blanks on the screen than needed, just leave them blank.
- 5.3.6 NOTE: In the case of a tie in total points, the total of subscore 1 from all judges will be the tiebreaker, then subscore 2, etc.

## ▼ 6 Seat students and publish results

- ▼ 6.1 Go to the *Tabulation* menu and click *Tab Status*. You'll see a list off all of your auditions and their current status. This list is color coded to help you quickly find things that need attention.
  - 6.1.1 GREEN - Students are seated and results are published. You're all done with this audition.
  - 6.1.2 YELLOW - There are still entries whose scores have not been entered. If you click on the audition name you can see which entries do not have scores. All entries must be accounted for before moving forward. If you can't find the card, check the sign-in sheet to see if the student actually performed. If they did not and the room is otherwise complete, enter that audition id as a no-show. If not, you have a card to find or you can reference judges tally sheets if you used them.
  - 6.1.3 RED - Auditions are complete, but results are not published. These are auditions that need your attention.
- ▼ 6.2 Click on a completed (red) audition to seat students.
  - ▼ 6.2.1 Deal with any unresolved doublers. You will recognize them by the "Unresolved Doubler" form in the Double Result column.
    - 6.2.1.1 You will see a block for each of this students info. It will quickly show you the students current rank on each entry, and the acceptance limits for that audition. It will also show you if there are unsecured entries. You may want to wait until all of the auditions this student is entered in are complete to make a decision, unless the student is ranked so low they cannot possible qualify for an ensemble.
    - 6.2.1.2 For any one of the student's entries, click Accept or Deny to make a decision for that student. Accepting a seat will decline all others. If a student has only two undecided entries, declining one will accept the others.
  - ▼ 6.2.2 If all scores are entered and all doublers are resolved, there will be a form on the right side of the page to seat students.

- 6.2.2.1 If your acceptance limits allow for a range of numbers to be selected, you'll see a dropdown to choose how many to accept. After looking at your results and deciding how many to accept, click "Seat Students."
- 6.2.2.2 Look at the results show, if you're satisfied, click the link that says "Click Here to Publish." This will make the results available on your results site and send a notification to those who signed up for them.