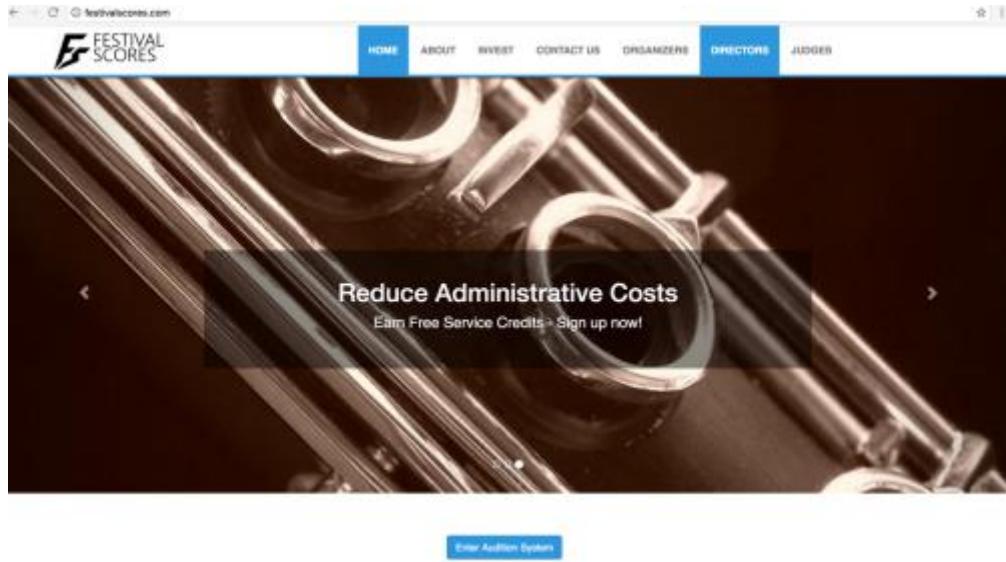
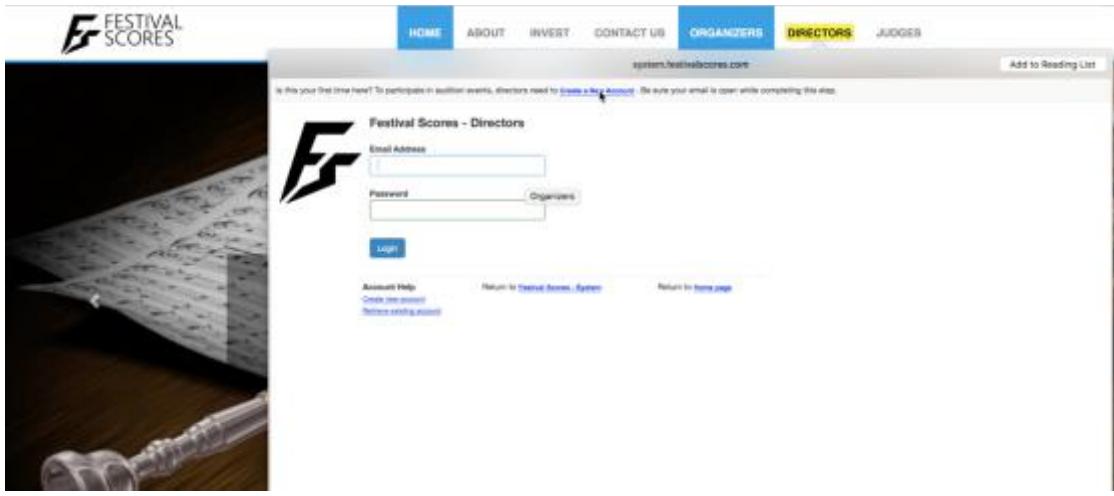


Step-by-Step Instructions on Digital Submissions for SCEHC 2018

1. Go to www.festivalscores.com



2. You must create a new account as a Director. You will be prompted to enter your email address, but make sure to click "Create a New Account" at the top of the screen. It may take more than one click. Choose an email address that you would like associated with this account.



3. Upon submitting your email address, you will receive a link from Festival Scores. Click the link in the email and then you will be able to log-in to Festival Scores after you enter your name and create a password.
4. Next, you will be taken back to the Directors page to log in.

5. Please update your Account Profile when you log in. You will be prompted to update the Account Profile at the top of the page.

The screenshot shows the Festival Scores website dashboard. At the top, there's a navigation bar with links for Directors, Home, Schools, Students, Audition Events, Entries, and Help. On the far right, there are Account and Logout buttons. Below the navigation is a welcome message: "Welcome to Festival Scores! Directors, please keep your Account Profile updated at all times." A blue "Update Profile" button is highlighted with a red box. The dashboard itself has four main sections: Schools (0), Students (0), Events (0), and Entries (0). Below these sections is a help section with a question mark icon. It contains instructions for participating in online auditions, mentioning schools, student profiles, events, and audit files. It also notes that deadlines are based on USA Central Time Zone.

6. As part of your Account Profile, please provide your: name, address, and at least one phone number, preferably the number where it is easiest to contact you. You may enter your NAfME ID, but please know that you will still be required to send a copy with your student Nomination Forms and Audition Fees.
7. Next, please click on Audition Events, then click on Activate New Event. You will be prompted to enter an Event Tag. The Event Tag for the 2018 SCEHC is:

G-7-P-F-V-9-9

The screenshot shows the "Activate New Event" page. At the top, there's a navigation bar with links for DIR, Home, Schools, Students, Audition Events (which is highlighted in a dark blue bar), Entries, and Help. Below the navigation is a heading "Activate New Event". A text instruction says: "To activate an audition event in your account, select an **Event Tag** using the selectors below and then click on the 'Verify Tag' button. The Event Tag is available from the event organizer. Check the organization's website first to see if the Tag has been published." Below this is a note: "Input one character per pulldown menu. This method will help ensure that the proper code is entered." At the bottom, there are seven dropdown menus containing the letters G, 7, P, F, V, 9, and 9 respectively, followed by a green "Verify Tag" button.

- Click Verify Tag and make sure that you have entered the correct tag. Once you see the correct information about SCEHC 2017, click Activate Event

The screenshot shows a navigation bar with links for DIR, Home, Schools, Students, Audition Events (which is highlighted in dark blue), Entries, and Help. Below the navigation is a section titled "Activate New Event". Under this, it says "Audition Event" and provides details: "Audition Event - 2018 South Carolina Elementary Honor Choir", "Ensemble - South Carolina Elementary Honor Choir", and "Organizer - South Carolina Music Educators Association". It also shows upload dates: "Uploading begins - Sep. 11, 2017" and "Uploading ends - Oct. 7, 2017". A note below says "To confirm and activate this event in your account, click on the **Activate** button below." A green "Activate Event" button is visible.

- After the event is activated, you have access to information regarding the SCEHC. The Nomination Form and Audition Procedures can be found under the event.

Audition Events

Event						Info	Chairperson	Timeline	Access	Invoices
Event Tag: G7PFV99	South Carolina Elementary Honor Choir 2018 South Carolina Elementary Honor Choir	Ensemble Description - Audition Event Description - NAfME membership required.	Mary Anne Tillman maryanne.tillman@richlandone.org 803-343-2910 x3001	Uploads begin: Sep. 11, 2017 Uploads end: Oct. 7, 2017 Judging ends: Oct. 23, 2017 Upload deadline 42 days 04h:02m:09s	Rubric	Auditon Fees				
					Roster	Participation Fees				

Resource files from the chair:
[Nomination_Form2018.pdf](#)

10. Next, you will need to add your school to your account. Click on Schools at the top of the page and click on Add School. Please enter in the information and click Save. If you are assigned to more than one school, you may add additional schools.

The screenshot shows a web-based application for managing school profiles. At the top, there's a navigation bar with links for 'Home', 'Schools', 'Students', 'Audition Events', 'Entries', 'Help', 'Account', and 'Logos'. Below the navigation, the title 'Add School' is displayed. A sub-instruction 'To add a building, complete a new profile in the form below.' is followed by a note: 'You may edit each building later, if necessary.' The form itself consists of several input fields: 'School Name' (with placeholder text 'I'), 'Street Address' (red border), 'City' (red border), 'State' (dropdown menu with a red border), and 'Zip' (red border). A green 'Save' button is located at the bottom left of the form area.

11. Next, you will add your students. Click on Students at the top of the page, and then click on Add Students.

Add Student

To add a student, complete a new profile in the form below.

You may edit each student profile later, if necessary.

This screenshot shows the 'Add Student' form. It includes fields for 'First Name' (blue border), 'Last Name' (red border), 'Graduation Year (Grade Level)' (dropdown menu), 'Gender' (dropdown menu), 'Height' (dropdown menu), 'Shirt Size' (dropdown menu), and a 'Student Music Bio' text area with placeholder text about honor groups and solo performances. Below these are fields for 'Student Email' (green border), 'Student Phone' (green border) containing the number '999-999-9999', 'Parent Name' (green border), and 'Parent Phone' (green border) with a placeholder for entering a phone number.

Please make sure to include the following information for each student: First Name, Last Name, Graduation Year, Shirt Size (please note: we do not offer Youth X-Small or Youth X-Large), Parent Name, Parent Phone, and Parent Email. Once all information has been added, please click SAVE. Please note: this information does not take the place of the student Nomination Form.

12. Now you are ready to upload audition entries. Click on Entries at the top of the page. Then click Manage Entries for the SCEHC Event. Click on Assign Student and add each of your students to the SCEHC Event. Make sure to select Soprano under Audition Category. It will be the only option because we are a treble choir. You will be given the option to Select Student and Select School for each student. Then hit Next.

Manage Entries - 7Z8N3CD

South Carolina Elementary Honor Choir
South Carolina Music Educators Association

South Carolina Elementary Honor Choir 2017
Entry timeline - Sep. 9, 2016 thru Oct. 1, 2016

Assign Student

▲ = indicates incomplete entry - will not be scored

Student	School	Click on the Upload mp3 files button at right to upload audition recordings for each student. Hovering your mouse over the blue row on this screen will display the name of each required file.		
Soprano		1	2	3
Jane Singer	Any School SC	▲	▲	▲ Upload mp3 files
Suzy Singer	SC Elementary	▲	▲	▲ Upload mp3 files

13. Files should be MP3 files to be uploaded. Digital entries may use three files for auditions: one file for harmony exercise, one file for echo patterns, and one file for "America." Click on Upload mp3 files beside each student.

Update Audition

South Carolina Elementary Honor Choir
South Carolina Music Educators Association

South Carolina Elementary Honor Choir 2017
Entry timeline - Sep. 9, 2016 thru Oct. 1, 2016

Manage entries

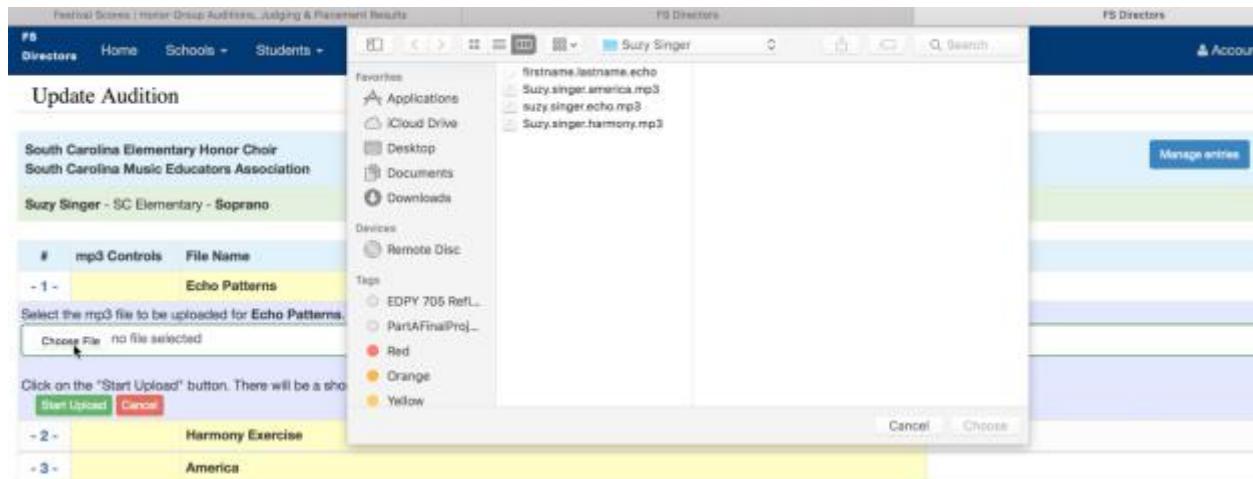
Suzy Singer - SC Elementary - Soprano

#	mp3 Controls	File Name	mp3 Playback
- 1 -	New	Echo Patterns	
- 2 -	New	Harmony Exercise	
- 3 -	New	America	

14. All files should be saved as:

FirstName.LastName.echo
FirstName.LastName.harmony
FirstName.LastName.America

Click on New, choose file, and upload files from your computer. Then Click on the green Start Upload. Repeat for all three files.



15. Please preview all files to make sure you have uploaded the correct files.



16. Please make sure all three files have uploaded. Students will incomplete auditions will not be adjudicated.

Update Audition

South Carolina Elementary Honor Choir
South Carolina Music Educators Association

South Carolina Elementary Honor Choir 2017
Entry timeline - Sep. 9, 2016 thru Oct. 1, 2016

Manage entries

Suzy Singer - SC Elementary - Soprano

#	mp3 Controls	File Name	mp3 Playback
- 1 -	New Delete	Echo Patterns	suzy.singer.echo.mp3 00:00 - 00:26
- 2 -	New Delete	Harmony Exercise	suzy.singer.harmony.mp3 00:00 - 00:36
- 3 -	New Delete	America	suzy.singer.america.mp3 00:00 - 00:29

17. The following screen shot shows one student (Jane) with missing files, and another student (Suzy) with a complete audition.

Manage Entries - 7Z8N3CD

South Carolina Elementary Honor Choir
South Carolina Music Educators Association

South Carolina Elementary Honor Choir 2017
Entry timeline - Sep. 9, 2016 thru Oct. 1, 2016

Assign Student

⚠ = indicates incomplete entry - will not be scored

Student	School	Click on the Upload mp3 files button at right to upload audition recordings for each student. Hovering your mouse over the blue row on this screen will display the name of each required file.
Soprano		
Jane Singer	Any School SC	1 2 3 Upload mp3 files
Suzy Singer	SC Elementary	1 2 3 Upload mp3 files

Helpful Hints:

For digital files, please do not say student names during the recordings.

Please make sure that you save the files correctly, as notated in the above directions.

Please watch the tutorial videos for assistance.

Deadline for submission is midnight on October 7.

Questions?

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Meredith Trobaugh – meredith.trobaugh@richlandone.org