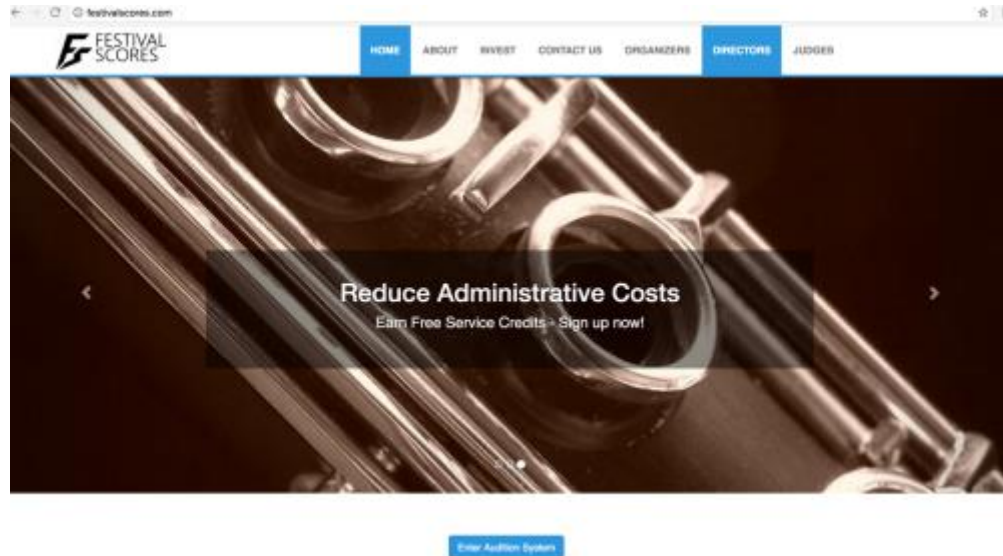
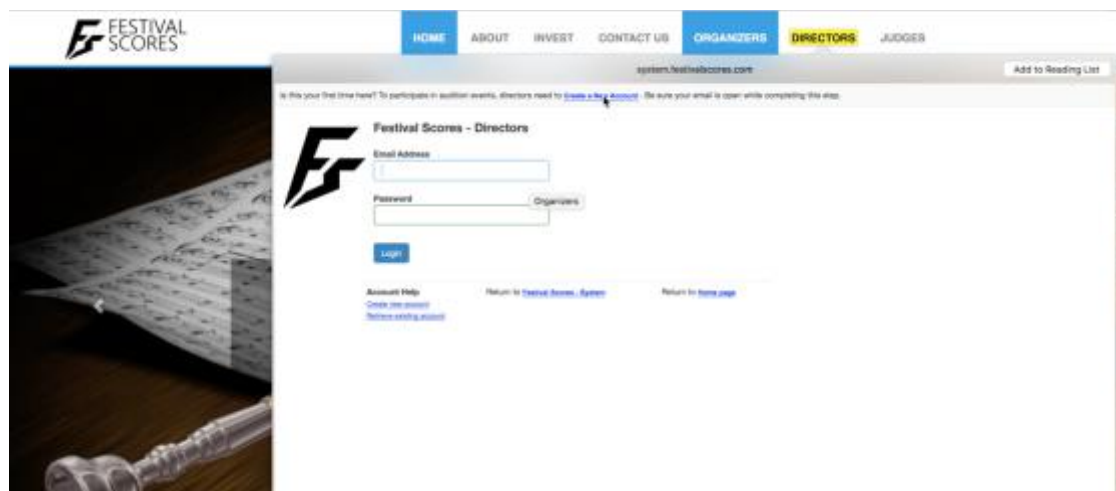


Step-by-Step Instructions on Digital Submissions for SCEHC 2018

1. Go to www.festivalscores.com

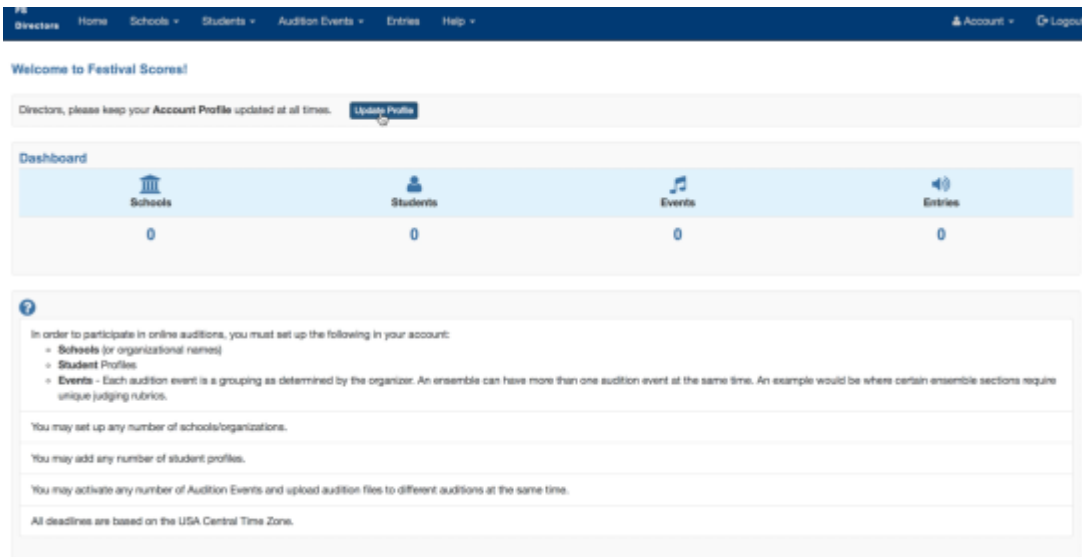


2. You must create a new account as a Director. You will be prompted to enter your email address, but make sure to click "Create a New Account" at the top of the screen. It may take more than one click. Choose an email address that you would like associated with this account.



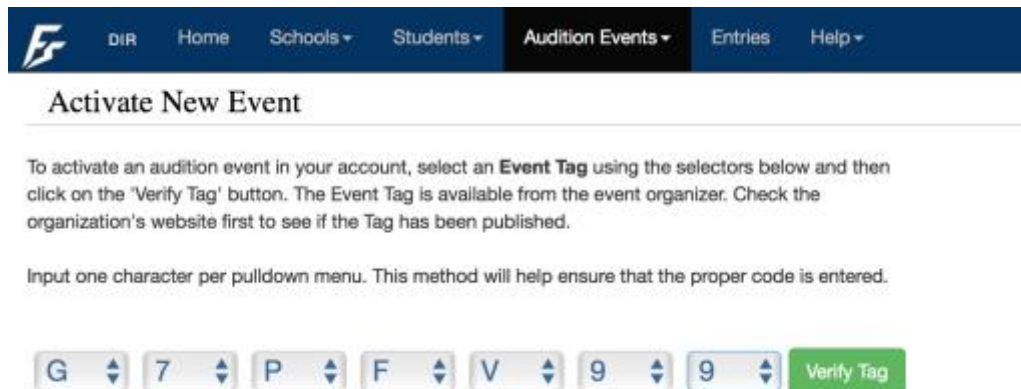
3. Upon submitting your email address, you will receive a link from Festival Scores. Click the link in the email and then you will be able to log-in to Festival Scores after you enter your name and create a password.
4. Next, you will be taken back to the Directors page to log in.

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



- 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.
- 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



- 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

F DIR Home Schools ▾ Students ▾ **Audition Events ▾** Entries Help ▾

Activate New Event

Audition Event

Audition Event - **2018 South Carolina Elementary Honor Choir**
 Ensemble - **South Carolina Elementary Honor Choir**
 Organizer - **South Carolina Music Educators Association**

Uploading begins - **Sep. 11, 2017**

Uploading ends - **Oct. 7, 2017**

To confirm and activate this event in your account, click on the **Activate** button below.

[Activate Event](#)

- 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

[Activate New Event](#)

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 - NAIME membership required. Update Profile	South Carolina Music Educators Association 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:06s	Rubric Roster	Audition Fees Participation Fees
Resource files from the chair: Nomination_Form2018.pdf					

- 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 the 'Add School' form. At the top, there is a navigation bar with 'FS Directors', 'Home', 'Schools', 'Students', 'Audition Events', 'Entries', and 'Help'. On the right, there are links for 'Account' and 'Logout'. Below the navigation bar, the page title is 'Add School'. A blue instruction text says 'To add a building, complete a new profile in the form below.' followed by a smaller note: 'You may edit each building later, if necessary.' The form fields are: 'School Name' (text input), 'Street Address' (text input), 'City' (text input), 'State' (dropdown menu), and 'Zip' (text input). A green 'Save' button is located at the bottom left of the form.

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

The screenshot shows the 'Add Student' form. At the top, there is a navigation bar with 'FS Directors', 'Home', 'Schools', 'Students', 'Audition Events', 'Entries', and 'Help'. On the right, there are links for 'Account' and 'Logout'. Below the navigation bar, the page title is 'Add Student'. A blue instruction text says 'To add a student, complete a new profile in the form below.' followed by a smaller note: 'You may edit each student profile later, if necessary.' The form fields are: 'First Name' (text input), 'Last Name' (text input), 'Graduation Year (Grade Level)' (dropdown menu), 'Gender' (dropdown menu), 'Height' (text input), 'Shirt Size' (text input), 'Student Music Bio' (text area with placeholder text: 'Honor groups participation, solo ratings, etc.'), 'Student Email' (text input), 'Student Phone' (text input with placeholder '000-000-0000'), 'Parent Name' (text input), and 'Parent Phone' (text input with placeholder '000-000-0000').

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.

- 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				
Jane Singer	Any School SC	▲	▲	▲
Suzy Singer	SC Elementary	▲	▲	▲

- 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

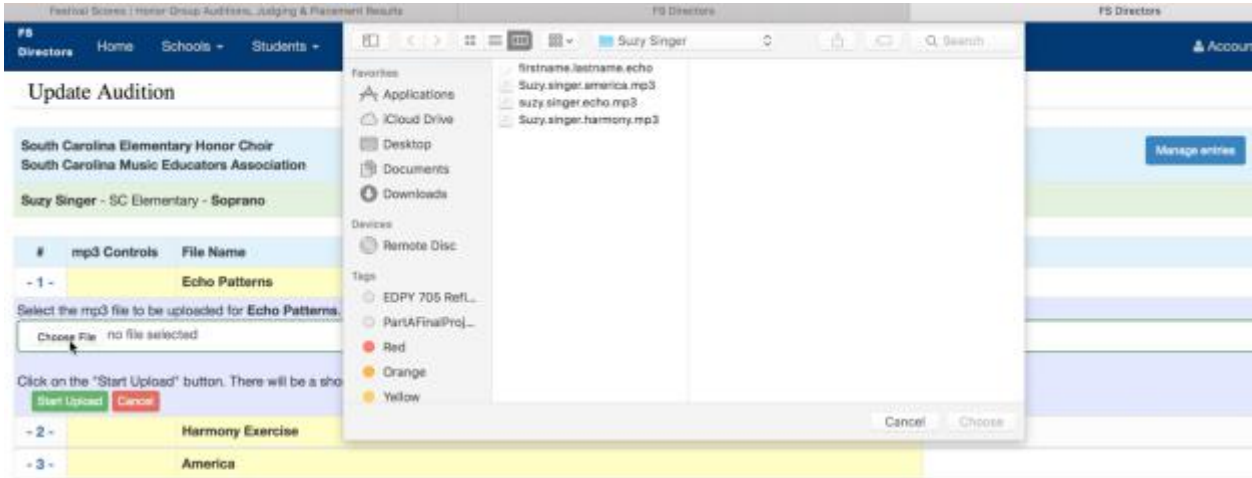
Manage entries

Suzy Singer - SC Elementary - Soprano

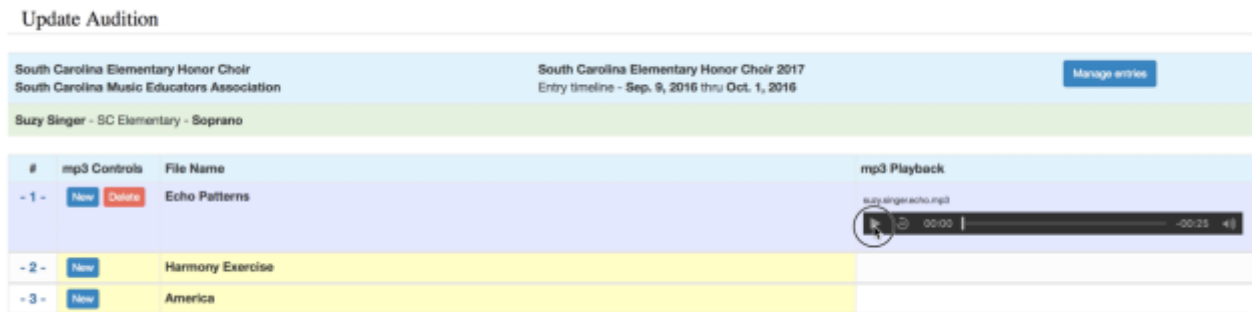
#	mp3 Controls	File Name	mp3 Playback
- 1 -	New	Echo Patterns	
- 2 -	New	Harmony Exercise	
- 3 -	New	America	

- 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.



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



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

Update Audition

#	mp3 Controls	File Name	mp3 Playback
- 1 -	New Delete	Echo Patterns	suzy.singer.echo.mp3 00:00 00:25
- 2 -	New Delete	Harmony Exercise	Suzy.singer.harmony.mp3 00:00 00:36
- 3 -	New Delete	America	Suzy.singer.america.mp3 00:00 00:28

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

Manage Entries - 7Z8N3CD

Student	School	File Upload Status	Action
Jane Singer	Any School SC	⚠️ ⚠️ ⚠️	Upload mp3 files
Suzy Singer	SC Elementary	✅✅✅	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?

Mary Anne Tillman – maryanne.tillman@richlandone.org

Meredith Trobaugh – meredith.trobaugh@richlandone.org