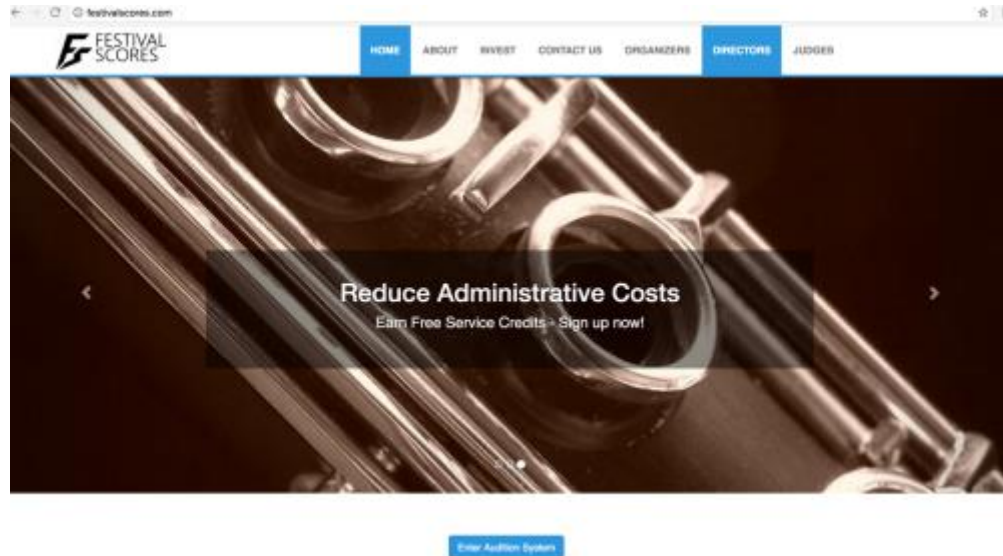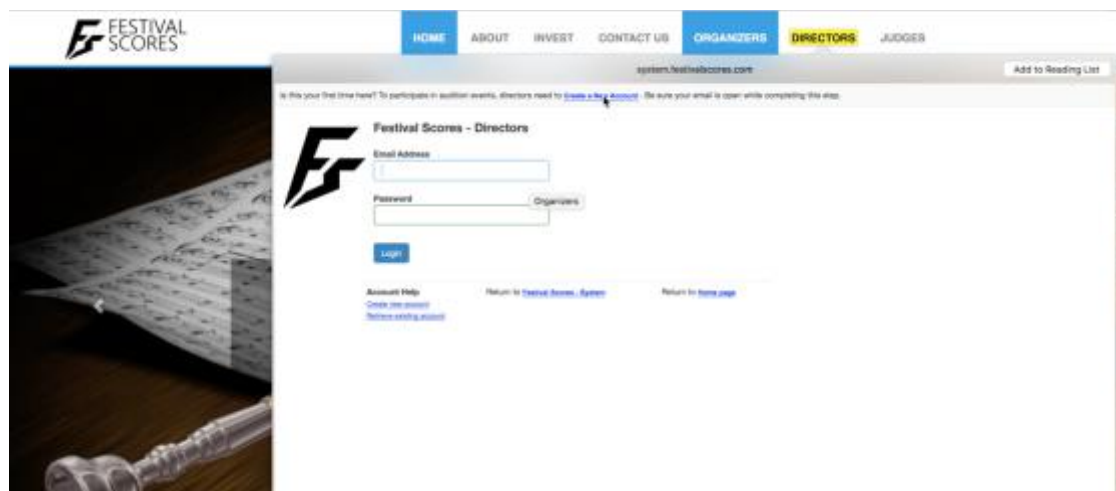Step-by-Step Instructions on Digital Submissions for SCEHC 2018

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 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.
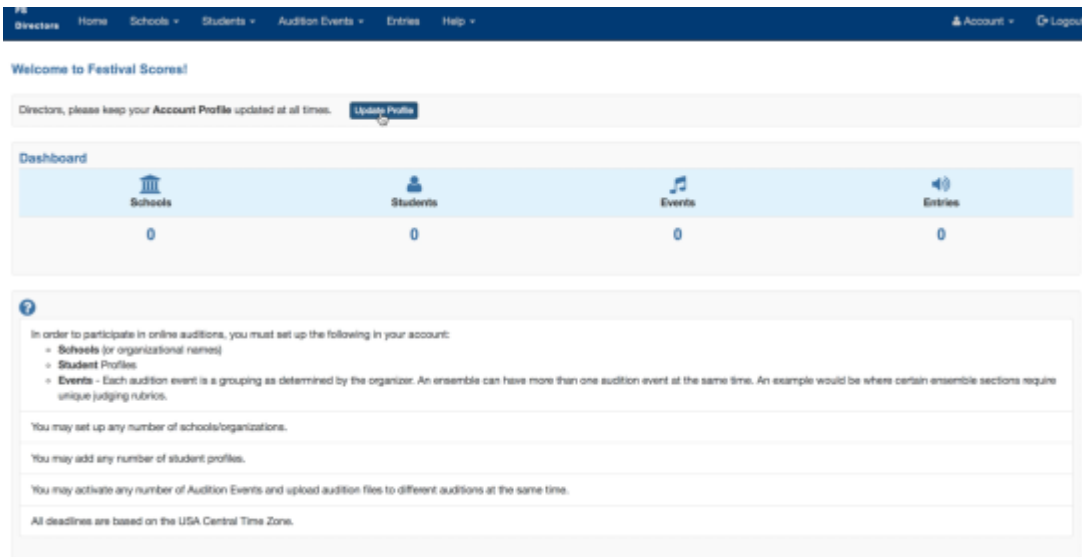
6. As part of your Account Profile, please provide your: name, address, and at least one phone number, preferably the number where it is easiest to contact you. You may enter your NAfME ID, but please know that you will still be required to send a copy with your student Nomination Forms and Audition 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
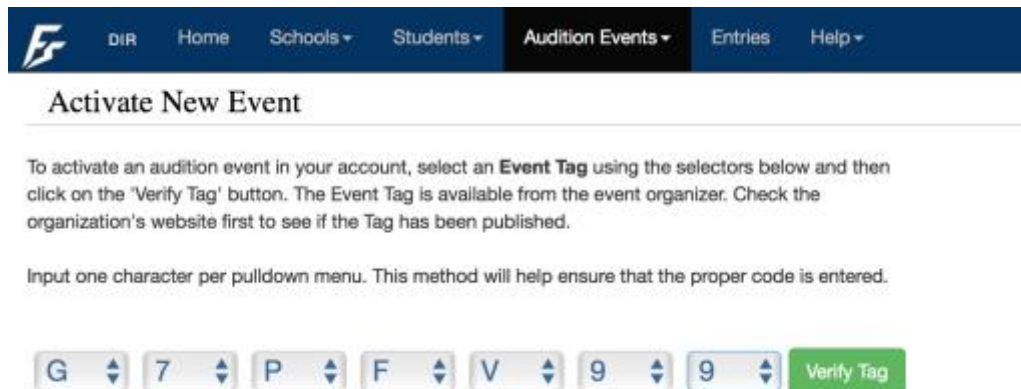
8. Click Verify Tag and make sure that you have entered the correct tag. Once you see the correct information about SCEHC 2017, click Activate Event

9. 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.

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.

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

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.

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.

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.
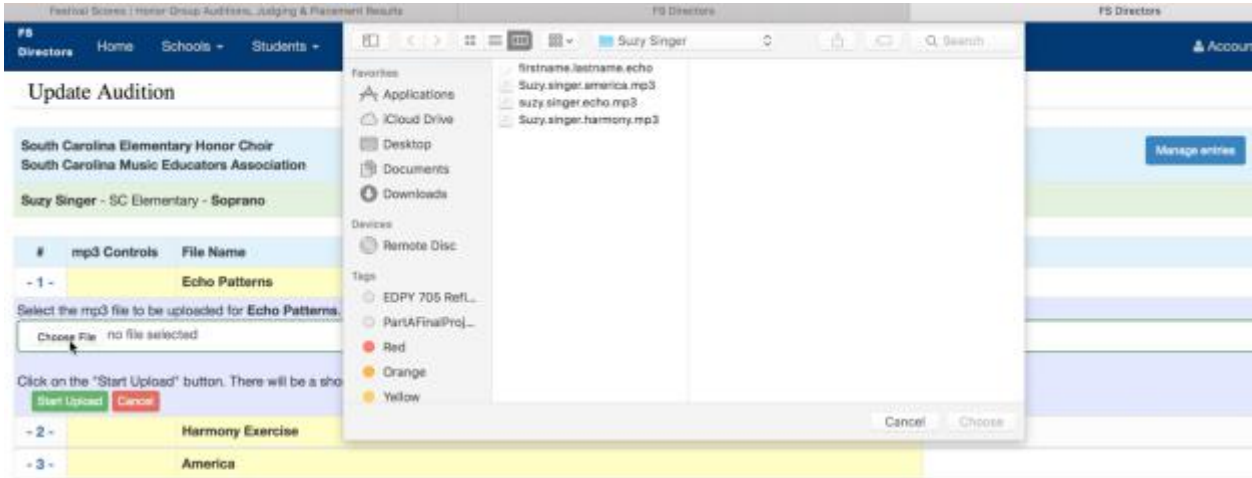
15. Please preview all files to make sure you have uploaded the correct files.
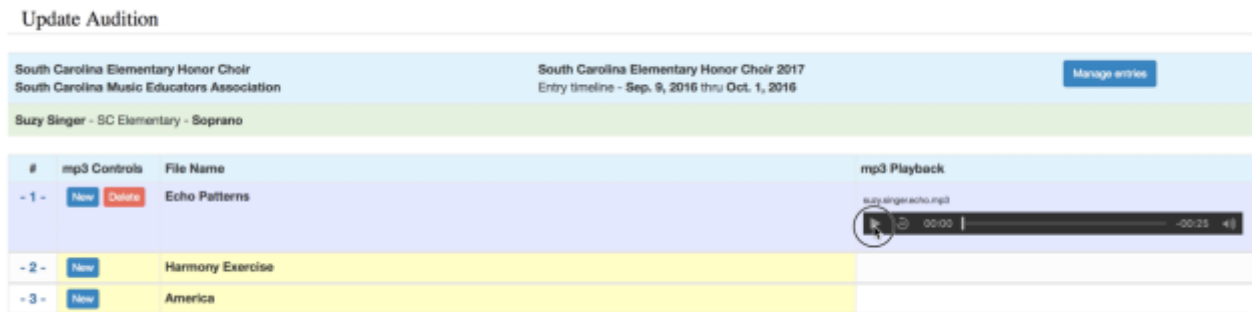
16. Please make sure all three files have uploaded. Students will incomplete auditions will not be adjudicated.

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

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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