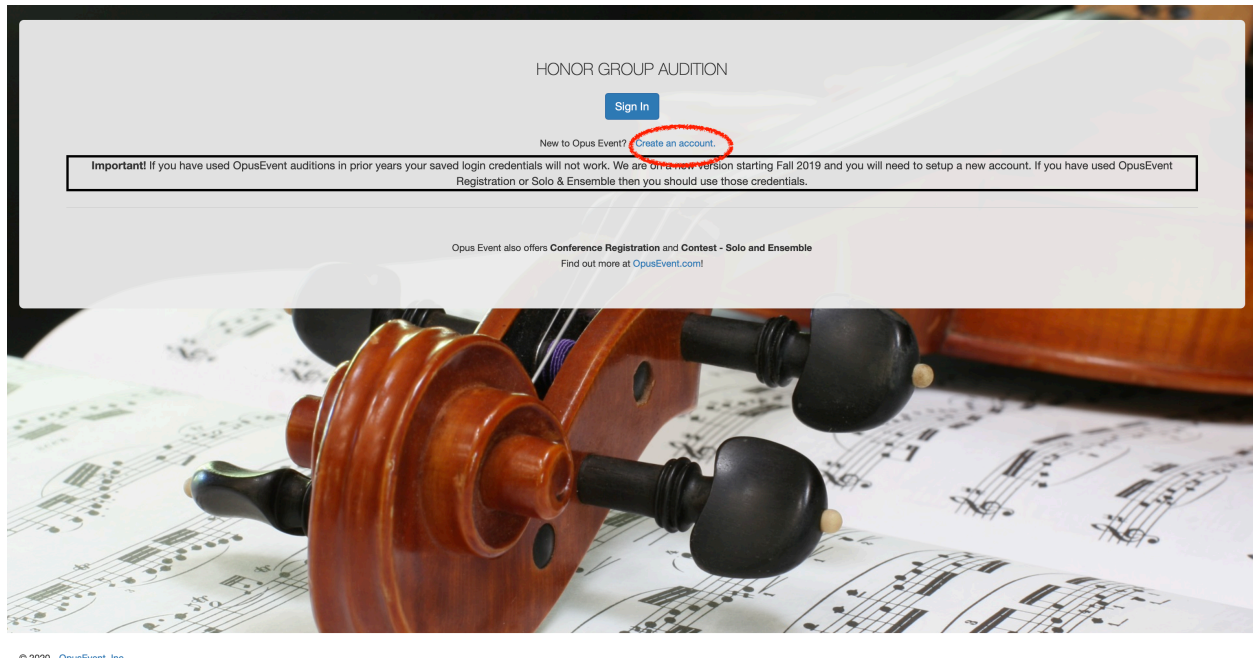


Audition Registration Process

Sign up for an Opus Event account

1. [Follow this link](#) to sign up for an account
2. Click “Create an Account”



3. Enter your information - Make sure to use an email account that you check regularly. A PIN will be sent to this email that you will need in the next step

New User Account

Step 1: New User AccountStep 2: Account VerificationStep 3: User Information

Step 1: Create a new User account

First Name

Last Name

Email

Password

Confirm password

Password Requirements:

- Must be at least 6 characters in length
- Have at least one number
- Have at least one special character
- Have at least one lower case letter
- Have at least one upper case letter

Next

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4. Check the email that you entered for the PIN that was automatically sent you. Enter it here:

New User Account

Step 1: New User Account

Step 2: Account Verification

Step 3: User Information

Step 2: Account Verification

An e-mail containing a PIN has been sent to: neilswapp@gmail.com. Please view the e-mail and enter the confirmation PIN below.

PIN [\[Resend PIN\]](#)

[Back](#) [Next](#)

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5. Complete your registration by entering mailing and phone information. Enter the address you would like invoices and etc sent to.

New User Account

Step 1: New User Account

Step 2: Account Verification

Step 3: User Information

Step 3: Fill out my user information

Address 1

Address 2

City

State

Zip

Primary Phone

Secondary Phone

Link a Membership

[Back](#) [Create User](#)

This is where you link to your NAFME membership

6. Enter required information regarding your NAFME membership. Double check that you are using the email address that is affiliated with your NAFME membership. If you are unsure of your NAFME ID number and email address, please confirm with NAFME.

New Affiliate Membership

Membership Type*
NAfME

Primary NAFME e-mail*
[Person Icon] [Text Field]

NAfME ID*
[Person Icon] [Text Field]

Affiliate Information

Affiliations:
Membership Type:
Expiration Date:

Cancel Save

NM 88061 Verified

7. You now have an Opus Event Account and can begin registering students
8. Search for New Mexico Events by entering "NM" in the search window. All NM All-State events will appear (Band, Choir, Guitar, Jazz, Orchestra). Select the one you wish to register students for.

Select Event

My Events All Events NM Search Clear

Event	Registration Starts	Event Date
2021 NMMEA All-State Band	Tue, September 01, 2020	Wed, November 04, 2020

Select

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9. Add your school to your registration

Event Home

2021 NMMEA All-State Band

Wednesday, November 4, 2020 - Thursday, November 5, 2020
Administrator: neilswapp@nmmea.com

Filters: Application ID Applicant Name Select a Category Select a Location Unpaid Only Search Clear

START HERE: Add a location where you work

User Media Preferences Change Preferences

Audio: In Browser Video: In Browser Document: In Browser Image: In Browser

Test Audio Recording: Test Live Test Sight Reading

User: Neil Swapp email: neilswapp@gmail.com phone: 575-649-4570

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10. Click here for a drop down menu and select your schools. A long list of schools will appear, choose your school.

The screenshot shows the 'Select Location/School' modal dialog box. It has a title bar 'Select Location/School' and a search input field with a dropdown arrow. Below the input field are 'Cancel' and 'Continue' buttons. The background shows the 'User Profile' page with filters for Application ID, Applicant Name, Select a Category, Select a Location, and Unpaid Only. There is also a 'START HERE' section and a 'User Media Preferences' section.

11. To begin registration, select “new application”

The screenshot shows the 'Event Home' page. It has a header with 'Opus Audition', 'Home', 'Contact', and 'Help'. Below the header is a 'User Profile' section. The main content area shows the event details: 'Wednesday, November 4, 2020 - Thursday, November 5, 2020' and 'Administrator: neilswapp@nmmea.com'. There is a table with columns 'Location', 'Balance', and 'Add Location'. The table has one row for 'Magdalena' with a balance of '\$0.00'. A red arrow points to the 'New Application' link in the 'Add Location' column. There is also a 'User Media Preferences' section.

12. Select instrument or voice of the student you are registering. A drop down menu will appear, select correct instrument or voice.

The screenshot shows the 'Application Form' page. It has a header with 'Opus Audition', 'Home', 'Contact', and 'Help'. Below the header is a 'User Profile' section. The main content area shows the 'APPLICATION' form. It has a title bar 'APPLICATION' and a subtitle 'To get started, please select a Category and Instrument for the new application'. There are two dropdown menus: 'Category*' and 'Instrument*'. The 'Category*' dropdown is set to 'All-State Band'. The 'Instrument*' dropdown is set to '<select instrument>'. There is a 'Cancel' button.

13. Enter student information

1. Make sure first and last name are in the correct field
2. A valid student email must be entered. This is the email where the student will receive their audition link, [so the email must be able to receive emails from outside your district.](#)
3. Multiple Audition Preference - Please read carefully:
 1. If student is not auditioning for another All-State ensemble, selects “not auditioning for another ensemble”
 2. If the student is auditioning for multiple ensembles, their preference must be declared now. [You MUST speak to the student and other director so that everyone is in agreement. Don't assume the preference is your class!](#)
4. Once all information is entered correctly, select “save and close”

The screenshot shows the 'Application Form' for the 2021 NMMEA All-State Band. The form is divided into three main sections: APPLICATION, ADDITIONAL INFORMATION, and AUDITIONS. The APPLICATION section includes fields for Category (All-State Band), Instrument (Oboe), Student First Name, Student Last Name, and E-mail. The ADDITIONAL INFORMATION section includes a section for MULTIPLE AUDITION PREFERENCE with radio buttons for 'Not auditioning for another ensemble', 'Band Preference', 'Choir Preference', 'Guitar Preference', and 'Orchestra Preference'. The AUDITIONS section includes a 'Save and close' button. Red arrows point to the Student First Name, Student Last Name, and E-mail fields, and to the 'Not auditioning for another ensemble' radio button. A red box highlights the radio buttons. A green arrow points to the 'Save and close' button. A red arrow points to the 'Save and Close' button in the bottom right corner. A red arrow points to the 'Save and Close' button in the bottom right corner. A red arrow points to the 'Save and Close' button in the bottom right corner.

Opus Audition Home Contact Help Hello, Neil Swapp

User Profile Switch Event

2021 NMMEA All-State Band

Application Form

Submitted by: Neil Swapp at Magdalena - Created on: 9/15/2020 8:55:30 AM

APPLICATION

Category* All-State Band Instrument* Oboe

Student First Name* Student Last Name*

E-mail*

ADDITIONAL INFORMATION

MULTIPLE AUDITION PREFERENCE

Ensemble Preference*

☐ Not auditioning for another ensemble ☐ Band Preference ☐ Choir Preference ☐ Guitar Preference ☐ Orchestra Preference

AUDITIONS

Live recording (including sight reading and camera recording) requires a supported browser. Currently OpusEvent supports Chrome in Windows and Safari or Chrome in MacOS. Firefox, Edge and mobile devices are not supported.

Auditions not currently available

Save and close

Application Total: \$ 17.00
Paid: \$ 0.00
Balance Due: \$ 17.00

Cancel Save Save and Close

Must be completed the same by each director of students auditioning for multiple ensembles

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14. Enter next registration using the same process as for the first

Event Home

2021 NMMEA All-State Band

Wednesday, November 4, 2020 - Thursday, November 5, 2020
Administrator: neilswapp@nmmea.com

Filters: Application ID Applicant Name Select a Category Select a Location Unpaid Only Search Clear

Click here to begin next registration

Location	Balance	Add Location
Magdalena	\$17.00	New Application Receipt

User Media Preferences

Change Preferences

Audio: In Browser Video: In Browser Document: In Browser Image: In Browser

Test Audio Recording: Test Live Test Sign Reading

User: Neil Swapp email: neilswapp@gmail.com phone: 575-649-4570

Select All Clear All E-mail Selected... E-mail Paylink to Selected... Pay Selected... E-mail Audition Link to Selected...

ID	Name	Email	Category	Item	Cost	Balance	Status	Location	Delete
31255	test, test	test@nmmea.com	All-State Band	Flute	\$17.00	\$17.00	unpaid	Magdalena	Delete

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List of your registrations

15. Payment and invoicing

1. Do not print invoice from OpusEvent, one will be sent to you directly from the executive director
2. If paying by PO, email a PO to Executive Director immediately
3. If paying by check, mail check to Executive Director immediately
4. If paying by Credit card, email Executive Director for a cc link