

MFR Holdings, LLC

AuditionForms.com

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Desk Manual: Director

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08-September-2017: Original Creation

08-September-2017: Added 'New Student' process for Student Login

09-September-2017: Corrected Home page so it does not log user off system

Contents

Sections & Parts..... 3

- Splash Page 3
- Hi, <Your Name Here> 3
- Student Roster 3
- Student Page..... 3
- Event Pages..... 3
- Student Login..... 3
- Student Self-Profile 3

Splash Page..... 4

- Hi, <Your Name Here> 6
- Student Roster (a) 7
- Student Roster Table (b) 9
- Student Page..... 10

Event Tabs (Audition Events) 12

Event Tabs (Housing Event) 15

Student Login 17

Student Self-Profile 18

Sections & Parts

Splash Page

- Home
- Student Login
- Parents
- Tell me more
- Log In
- Sponsor Buttons
- Chat Link

Hi, <Your Name Here>

- Biographic information
- Your school(s)
- Contact information
- Grades
- Curriculum

Student Roster

- Buttons
- Population Selectors
- Student Roster

Student Page

Event Pages

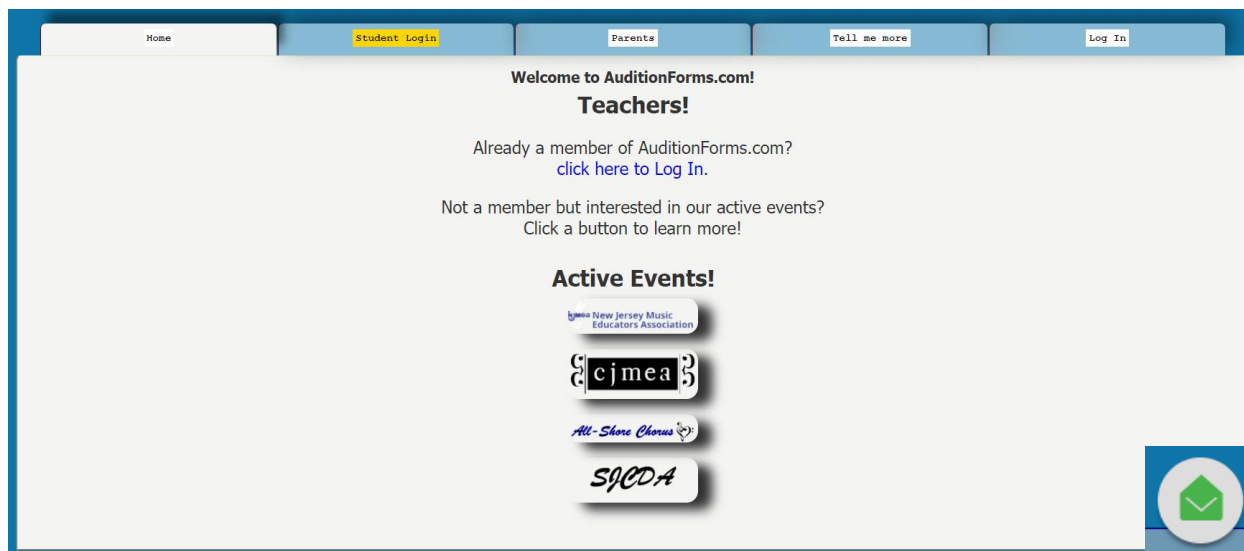
- [Audition Events](#)
- [Housing Events](#)

Student Login

- [New Student Login](#)

Student Self-Profile

Splash Page



Purpose

The **Splash page** is designed to provide general information to the first-time visitor and other interested parties as well as log in forms for our members and their students.

Note that the [Student Login](#) tab is highlighted in gold to assist you in guiding your students to the correct page.

Design

- **Tabs**

- All pages have tabs for top-level navigation and to help you quickly get to the information you want.
- The **Home** tab will always return you to the page shown above.
- The [Student Login](#) tab will allow your students to log into the system with access limited to updating their own records.
- The **Parents** tab is a simple advisory redirecting the parent to you as their key contact.
- The **Tell me more** is a general information page about AuditionForms.com including testimonials!
- **Log In** is about what you'd expect it to be. You can get to this page via this tab or the Log In link discussed below.

- **Links**

- There is one link on the Home page: **Click here to Log In**. This link displays the same form as the Log In tab discussed above.
- **Buttons**
 - The logo for each organization sponsoring events through AuditionForms.com will be displayed as advertising for their organization and event. Clicking on any button will take the user to a general information page which is customizable to the wishes of the sponsoring organization.

- **Chat**



- A Chat button will display on every page. If we're at our desk, it will appear as two quote bubbles. If we're away, it will look like an envelope. Either way, if you have a question at any point, give the button a click and Let's Chat!

Hi, <Your Name Here>

Welcome to AuditionForms.com!

My Profile

Name* Rick Middle Retzko

School Name FJR School of Music
Ars Nova Academy

Emails* rretzko@hotmail.com
rick@mfrholdings.com
rick@auditionforms.com

Phones 201-755-4083
111-222-3333 (home)
111-222-3333 x444 (work)
111-222-3333 x555 (fax)
111-222-3333 (other)

School	Grades that you teach				
Elem	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Middle	6 <input checked="" type="checkbox"/>	7 <input checked="" type="checkbox"/>	8 <input type="checkbox"/>		
High	9 <input checked="" type="checkbox"/>	10 <input checked="" type="checkbox"/>	11 <input checked="" type="checkbox"/>	12 <input checked="" type="checkbox"/>	

Category	Curriculum(s) that you teach			
Choral	Chorus <input checked="" type="checkbox"/>	Jazz Choir <input type="checkbox"/>		
Instrumental	Band <input type="checkbox"/>	Jazz Band <input type="checkbox"/>	Orchestra <input type="checkbox"/>	Wind Ensemble <input type="checkbox"/>

* = required value

Submit

Purpose

The **Profile** page is designed to provide you with a place to update your contact (name/email/phone) and teaching (grades/curriculums) information.

We use the Grades and Curriculums to customize the look and feel of the site to your needs. For example, if you teach jazz choir to grades 6, 7, 8 at a Middle School, there's no reason that your (and your student's) drop-down Grade boxes should display grades 1 - 12.

One email address is required but up to three are available and all can be used for log-in purposes with the same password. Note: any emails sent from AuditionForms.com will be sent to all the addresses we have in the system.

Your School is added to your record based on the information we receive from your supporting organization. If this needs to be changed, just send us an email (rick@mfrholdings.com) or click the Chat link ([see above](#)).

In the example here, I teach at two schools. As many schools as needed can be added to your profile and the system keeps the events, students, etc. separate from each other while providing you with a unified view.

Student Roster (a)

#	Name	Grd	My	Status	Prn
	Add a NEW student				
1	Bashyam, Balaji	12	<input type="checkbox"/>	active	
2	Bojawala, Kunal	10	<input checked="" type="checkbox"/>	active	
3	Claire, Francis	12	<input type="checkbox"/>	active	
4	Davis, Craig	11	<input type="checkbox"/>	active	
5	Eckensberger, Brad	7	<input checked="" type="checkbox"/>	active	
6	Gardner, William	12	<input type="checkbox"/>	active	
7	Hughes, Carl	10	<input type="checkbox"/>	active	
8	Kimball, Carl	2016	<input type="checkbox"/>	active	
9	Koskella, Jeannie	12	<input type="checkbox"/>	active	
10	Koskella, Lauren	9	<input checked="" type="checkbox"/>	active	
11	Padmanabhan, Ajit	10	<input type="checkbox"/>	active	
12	Phillips, Michael Ralph	10	<input type="checkbox"/>	active	
13	Ritchie, James	11	<input type="checkbox"/>	active	
14	Romanillos, Arden	12	<input type="checkbox"/>	active	
15	Thayer, Jay	11	<input type="checkbox"/>	active	
16	Whiteside, Lugene	12	<input type="checkbox"/>	active	

Purpose

The **Student Roster** is designed to provide you with a top-level view of the students in the system for your school with applicable filters to refine that view.

Design

- **Grey Horizontal Bar Buttons**
 - If you teach at more than one school, a grey horizontal bar will appear at the top of this page to indicate the school for which information is being displayed. The active school will appear as a green button. To switch schools, simply click another button.
 - If you teach at one school, no bar will display.
- **Filter Buttons**
 - To reduce or expand the students displayed.
 - Click the “All” filter button to display All students (active, alumni, etc.).
 - Click the “Current” button displays only those students in the current student body.
 - Click the “Alum” button displays only those students who have graduated.
- **Radio Buttons**
 - AuditionForms.com may be working with students at your school but not in one of your curriculums (see “[Hi, <Your Name Here>](#)” above). The Student Roster, therefore, may display students other than those you teach.
 - To refine the display to only your students, click the ‘My’ radio button.

- To expand the display to include all students at your school, click the button next to your school's name.
- Note that these buttons work collectively. The display above is for the students at the FJR School of Music (grey horizontal bar button), displaying All (filter button) students across the school's student body (radio button).
- Alternatively, if I wanted to display only my current students at the Ars Nova Academy, I would click on the 'Ars Nova Academy' button on the grey horizontal bar, the 'Current' green filter button and the 'My' radio button.
- **Student Roster Table**
 - The **Student Roster Table** displays five elements for each student in the selected population as well as a link to manually add more students to the population.
 - **Name:** The student's name, sorted alphabetically, is displayed as a link. Click the student's name to display all the information the system holds for that student. Click the 'Add a NEW student' link at the top of this column to add a new student to your school's student body.
 - **Grade:** If the student is a current member of your school's student body, their current grade will display. If the student is an alum, their graduation year will display. (See 'Kimball, Carl' as an alum example).
 - **My:** If this checkbox is checked, the student will display when the 'My' radio button is selected. If not checked, the student will display only when the school's radio button is selected.
 - **NOTE:** When you use the 'Add a NEW student' link, the system will automatically check this box for you.
 - **Status:** The system's status of the student. Usually "active" but if a student is not displaying as expected, this field will provide a first-step diagnostic.
 - **Prn:** Click this icon to print the student's profile, including the Student's PIN (see [Student Page](#) below).

As the school year begins or an event kicks off, you may want to print all the student's profiles. Just click the icon across from the 'Add a NEW student' link and a single pdf will be produced containing all the profiles for the current view you're using.

Student Roster Table (b)

#	Name	Grd	My	Status	Prn
1	Carite, Carl	12	<input checked="" type="checkbox"/>	active	
2	Chen, Alyssa	10	<input type="checkbox"/>	active	
3	Collins, Denise	12	<input checked="" type="checkbox"/>	active	
4	Connor, Richard	9	<input checked="" type="checkbox"/>	active	
5	Dietrich, Mark	12	<input checked="" type="checkbox"/>	active	
6	Gannon, Kathryn	11	<input checked="" type="checkbox"/>	active	
7	Gilmore, Robert	11	<input checked="" type="checkbox"/>	active	
8	Gray, Kevin	11	<input checked="" type="checkbox"/>	active	
9	Hellmig, William	11	<input checked="" type="checkbox"/>	active	
10	Ho, Felicia	10	<input type="checkbox"/>	active	
11	Ikeda, Kengo	11	<input checked="" type="checkbox"/>	active	
12	Keane, Margaret	9	<input checked="" type="checkbox"/>	active	
13	Kleinhandler, Michael	11	<input checked="" type="checkbox"/>	active	
14	Leuzinger, Dorothy	12	<input checked="" type="checkbox"/>	active	
15	Lin, Rebecca	10	<input type="checkbox"/>	active	
16	Lukianovich, Natalia	10	<input checked="" type="checkbox"/>	active	

Purpose

The **Student Roster** is designed to provide you with a top-level view of the students in the system for your school with applicable filters to refine that view.

If your student count exceeds 25 students, scrolling makes the page difficult to use. To alleviate that problem an alpha-sort will be added for you to quickly find the student by last name. Link will appear with the starting letter of last names found for your school. ALL students will be included in this display regardless of your view (current, alum, etc. across the school's student body).

Only those letters with students will appear, so you may not see the whole alphabet displayed.

Clicking the "*" character will display the complete list.

Clicking the "+" character will allow you to add a new student.

Click the student's name to go to that student's detail page.

Student Page

Home | Hi, Rick | Student Router | NJ A-S Jazz Enb | SJCDA Jr. HS | NJ A-S Resp C60 | Log Out

Welcome to AuditionForms.com

Ars Nova Academy: Student Profile: Lukianovich, Natalia

Name* Natalia | Middle | Lukianovich

Student PIN* E4NBZ7

Grade* 10

Gender* Female

Height* 5'0"

Birthday 06/26/2017 (mm/dd/yyyy)

T-Shirt size | Med

Voicings* Band | Choral | Jazz Band | Jazz Choir

Orchestra | Wind Ensemble

Address | Manual Mark Place | Address 2 | Basking Ridge | NJ | 07920

Student Email | nat@auditionforms.com

Phones | Cell | 955-222-0000 | Home | 955-222-0000 | Parent | 955-222-0000

Parent/Guardian Name* Natalia's Mom | Parent/Guardian Email | natanom@auditionforms.com

* = required value

Delete Student
Click here ONLY if this record is a duplicate of Natalia Lukianovich is no longer at your school.

Purpose

The **Student Page** is designed to allow you to create, update and delete student information. The page also contains two system delivered pieces of information: Student PIN and the student's Audition History.

Student PIN: For the system to identify each student, a unique seven-character Personal Identification Number has been created and is displayed here. The student will use this PIN on the '[Student Login](#)' page (see below).

Audition History: If the student has auditioned at an event using AuditionForms.com as its registration engine, the student's previous history will be displayed here. The history will include the student's audition number, registration site, voice part(s) or instrument(s) on which the student auditioned, score and acceptance result.

Design

Input Fields

- Most are typical and self-explanatory, but to address some frequently asked questions:
 - Gender is included to address events for which gender is necessary for voice-part selection and housing purposes.
 - Height is included to address events for which height is a required value
 - Birthday is included to address events which are age-based
 - T-Shirt size is included to address events which provide T-Shirts to their participants.

- Grades
 - Only those grades checked under your profile ([Hi, <Your Name Here>](#) page) are displayed.
- Voicings
 - Three voicings/instrument selections are provided for each curriculum. Although all are displayed, only those curriculums checked under your profile ([Hi, <Your Name Here>](#) page) are active.
 - Please click the [Chat](#) button or send us an email if there is a curriculum which you need, but is not included.
 - Please click the [Chat](#) button or send us an email if there is a voicing or instrument which you need, but is not included in the drop-down selection.
 - Selected voicings/instruments will be highlighted in yellow after saving to enhance readability.
- Delete Student
 - Highlighted in red at the bottom of the page is a link which allows you to delete a student's record.
 - This option should ONLY be used if the student is no longer at the school and has not graduated.
 - This option removes the student's record from the school's student body.
 - If a student remains in the school's student body but is no longer in your curriculum, simply uncheck the 'My' checkbox on the [Student Roster](#) page.

Event Tabs (Audition Events)

The screenshot shows the AuditionForms.com interface for an event titled "Ars Nova Academy Student Roster for the 56th Annual Junior High Chorus". The school code is zPvbTQ. The interface includes navigation tabs (Home, Hi, Rick, Student Roster, NJ A-S Jazz Ens, SJCD A Jr. HS, NJ A-S Hang C&O, Log Out) and buttons for "Eligible", "Applied", and "Complete". A table titled "Eligible Students" is displayed with the following data:

#	Name	Grd	Voicing	*	S	P	R	T	Application
1	Connor, Richard	9	BI	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Application (1)
2	Keane, Margaret	9	AI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application
3	Maradonna, Frances	9	SI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application
4	Seaver, Tom	9	BI	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Application
5	Wellenbeck, Jane	9	AI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application
6	White, Mina	9	SI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application

Purpose

An **Audition Event tab** is displayed for every active event to which you have been invited to participate by a sponsoring organization in an upcoming audition.

If a tab is not displayed for an active event to which you have received an invitation, please send us an email (rick@mfrholdings.com) or click on the [Chat](#) button so we can investigate and resolve the problem.

If a tab is not displayed for an active event to which you believe you *should* have been invited, please click on the Home page and then click the [button for the sponsoring organization](#) to request an invitation.

Design

Events have different requirements and the information displayed will therefore vary. The basic layout should include:

- **School Code:** This six-character code is located at the top of the page in the blue horizontal bar directly under the gold event title.
 - The school code links your school and your students to the event. You should provide your school code to your students for their use in entering or updating their own information on the '[Student Login](#)' page (see below).
- **Grey Horizontal Bar Buttons**
 - If you teach at more than one school, a grey horizontal bar will appear at the top of this page to indicate the school for which information is

being displayed. The active school will appear as a green button. To switch schools, simply click another button.

- If you teach at one school, no bar will display.
- **Filter Buttons**
 - To reduce or expand the students displayed. Depending on the current event's timeline, the following buttons may appear:
 - **Eligible:** All eligible students from your school's student population depending on the event's requirements and restrictions.
 - **Applied:** All eligible students who have downloaded an application or for whom an application has been downloaded.
 - **Incomplete:** All eligible students who have downloaded an application or for whom an application has been downloaded and who have fewer than the full complement of signatures. These students are not-yet eligible to register for the event and will NOT be printed on your Estimate form.
 - **Complete:** All eligible students who have downloaded an application or for whom an application has been downloaded and who have the full complement of signatures. These students are eligible for registration to the event and will be printed on your Estimate form.
 - **Registered:** All students for whom an audition number has been assigned.
 - **Auditioned:** Registered students who have an audition score.
 - **Not Accepted:** Registered students who have an audition score and were not accepted to the performance ensemble.
 - **Accepted:** Registered students who have an audition score and were accepted to the performance ensemble.
 - **Note:** Buttons will appear ONLY when there is a population to display. For example: When an event first opens, only the 'Eligible' button will display because no applications have been downloaded nor signatures collected. Then, once the first application is downloaded, the 'Applied' and 'Incomplete' buttons will appear.
 - **Student Table:** Although the specific table composition will vary based on the event's requirements, the following columns are likely:
 - **Name:** The student's name, sorted in alpha-order. As with the Student Roster, clicking on the student's name will open the [student's detail record](#) for your editing.
 - **Grade:** The student's grade.
 - **Voicing/Instrument:** The voice part(s) or instrument(s) on which the student is auditioning.
 - **NOTE:** The voicing/instrument on the student's detail record is used as a default selection for the audition event. This selection, however, is separate from the

Voicing/Instrument on the [student's detail record](#). For example, a student may sing Soprano II in your class but audition on Alto I for the event. Changing the voicing/instrument on the student's detail record has no impact on the student's audition record.

ONLY the voicing(s)/instrument(s) shown on the Event tab will be used for their audition registration.

- ***SPRT:** Checkboxes used to indicate that you have verified the signatures on the student's application as:
 - **S:** Student's signature
 - **P:** Parent's signature
 - **R:** Principal's signature
 - **T:** Teacher's signature.
 - *****: As a time-saving device, clicking the '*' checkbox will automatically check all the boxes for that student.
- **Application:** Clicking this link will print the application for the student.
 - A parenthetical number after the link (ex. [Application \(1\)](#)) indicates the number of downloads which have occurred for that student.

Event Tabs (Housing Event)

The screenshot displays the AuditionForms.com interface for the 2017 All-State Housing Chorus & Orchestra. It shows three student housing registration forms side-by-side, each for a different student: Chen, Alexia; Clemons, Robert; and Ho, Felix. Each form includes the following fields:

- I Approve:** A checkbox that is checked for all three students, with a green background.
- Student Housing PIN:** A text field.
- Grade:** A dropdown menu.
- Gender:** A dropdown menu.
- Height:** A text field with a unit dropdown.
- T-Shirt size:** A dropdown menu.
- Auditioned Voicing:** A dropdown menu.
- Address:** A text field.
- Student Email:** A text field.
- Parent/Guardian Name:** A text field.
- Parent/Guardian Email:** A text field.
- Room Choice:** A dropdown menu.
- Roommate Request:** A text field.

At the bottom of each form, there is a "Submit" button and a "Print Housing Form" link. A small asterisk indicates required values.

Purpose

A **Housing Event tab** is displayed for every active event for which you have students accepted and which are using AuditionForms.com to coordinate their housing registrations.

This tab will display student information from their [student detail page](#) plus:

- Student Housing PIN (if applicable),
- Room Choice (if applicable) and
- Roommate Requests (if applicable)

Design

This form is designed to provide you with final approval of your student's information including their roommate requests prior to room assignment by the event's housing manager.

Your student may update this information directly on their '[Student Login](#)' tab (see below) and you may update the information directly on this page.

- **I Approve:** You must click the 'I Approve' checkbox to indicate that the information is correct and the student can be assigned a room and roommate(s). As a visual cue, unchecked 'I Approve' has a red background. Once checked, the background turns green.

Once checked, the student's record is locked and the student cannot change

the record. If you subsequently need the student to update their record, you must uncheck the checkbox, then re-check it to approve the student's changes.

- **Housing PIN:** Each student is assigned a six-character Student Housing PIN which is used to securely identify themselves to others when requesting roommates.
- **Room Choice:** Based on the Housing Event's requirements, the student can select from a choice of rooms. These are displayed as radio buttons (i.e. the student can only choose one) along with room details.
- **Roommate Request:** Based on the room choice and occupancy, the student may be able to request their own roommates.
 - Roommates are requested by that requested student's Housing PIN. Once the form is submitted, the requested student's name should appear.
 - Roommate requests may be left blank and roommates will be assigned according to the event's rules.
 - Roommate requests are not obligatory but will be honored to the degree possible.

Student Login

Purpose

The **Student Login** is designed securely allow students to access and update their [Student Self-Profile](#) (see below).

Security is provided by enforcing access to the student's data through the correct combination of:

- School Code (see [Event tab: Audition Event](#) above) or student email address (see [Student Page](#) above), and
- Student PIN (see [Student Page](#) above) or Student Housing PIN (See [Event tab: Housing Event](#) above).

New Students

- All students entering data for the first time should use the School Code from your event and the Student PIN "new" (without the quotes). The system will display a blank form for the student to complete.
- NOTE: This form will use default values for grade (9) and gender (Female) which you may need to correct before the student adds any event-specific information.

Student Self-Profile

Purpose

The **Student Self-Profile** is designed to save you time by allowing your students to enter and update their own information.

Design

The layout of the **Student Self-Profile** will vary based on the active events to which the student's teacher(s) have been invited.

It will always display the student's basic profile at the top of the page, followed by any active events for the student's teacher(s) for which the student is eligible and has not otherwise been locked.

Only those properties which the student should be able to update are displayed. For example, the student should not be able to verify their own application signatures, so these checkboxes (see [Event: Audition](#) tab above) are not available to the student.

The student will be able to print their own event application from this page.

Note that Student pages also include the [Chat](#) functionality so that we can quickly assist the student whenever possible to save you that time and trouble.

For security purposes, if we cannot reasonably validate the identity of the chat participant we will re-direct them to you for follow-up. If necessary, all identifying data (PIN codes, School codes, etc.) will be sent to the emails on record. All emails sent to the student are cc: to you for your information and awareness.