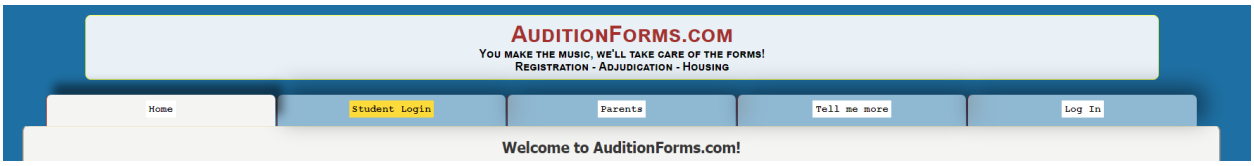
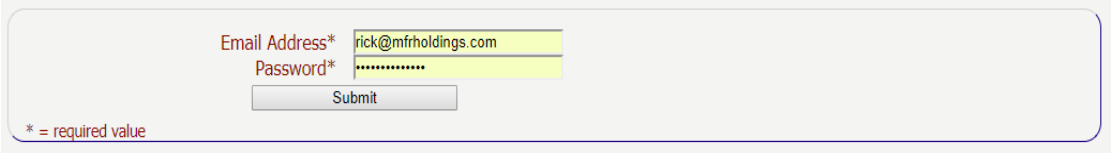


Welcome to the AuditionForms.com Cheat Sheet!

Logging In

1. http://www.auditionforms.com
2. Click either the 'Log In' tab on the right-hand side of the page (see picture above) or the 'Click here to Log In' link in the center of the page.
3. Enter you email address and password in the form, and then click 'Submit'

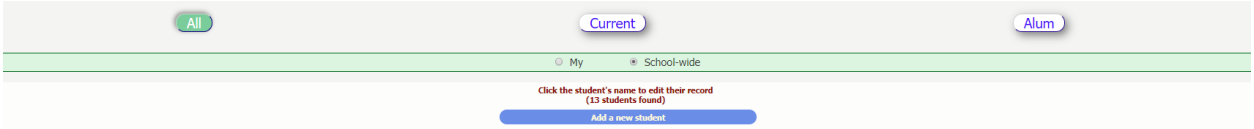


4. Forgot or Don't Have A Password?
   a. Use the word "reset" (without the quotes) for your password. A temporary password will be emailed to you.
5. Nothing's working and you're getting frustrated?

   Stop, take a breath and click the icon at the bottom-right-hand corner of the page. Let us help you get back on track. If the icon looks like an envelope, we're not at our desk but you can leave an email and we'll get back to you as quickly as possible.

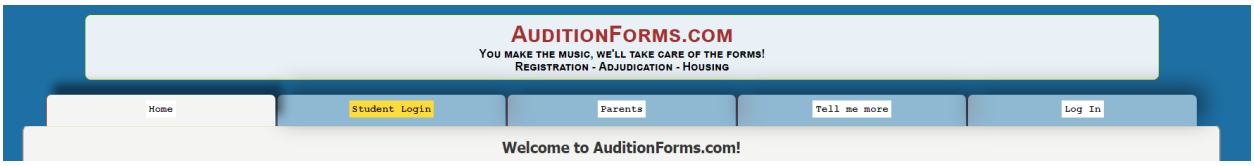
Editing Student Information

1. Click the 'Student Roster' tab (this is normally the tab that you'll first see).
2. Click the student's name to edit that student's information.
3. New students can be added by clicking on the blue 'Add a new student' button.



4. Buttons:
   a. All: See all the students (Current + Alum)
   b. Current: See all non-Alum students
   c. Alum: See all graduated students
5. What's with the 'My' radio button and 'My Student' checkboxes?
   a. AuditionForms.com may be used by multiple groups at your school (band, chorus, orchestra, etc.), so we use the 'My Student' checkbox on the 'Student Roster' tab to

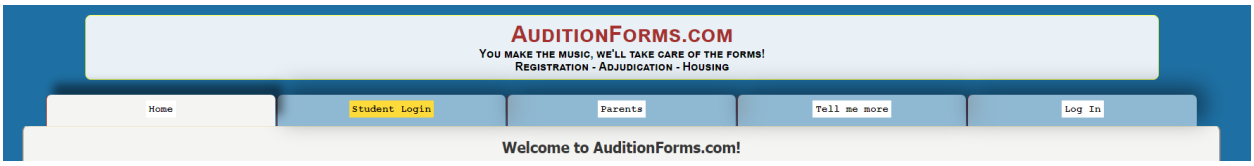
 Copyright 2018-2019



allow you to tell us which students are *your* students. Your students are also visually highlighted by a light green shading. Key point: Student can only self-register for your events if the 'My Student' checkbox is checked.

b. 'My' radio button: Filter your views to only display *your* students (click the 'My' radio button on the light green horizontal menu bar).

 Copyright 2018-2019



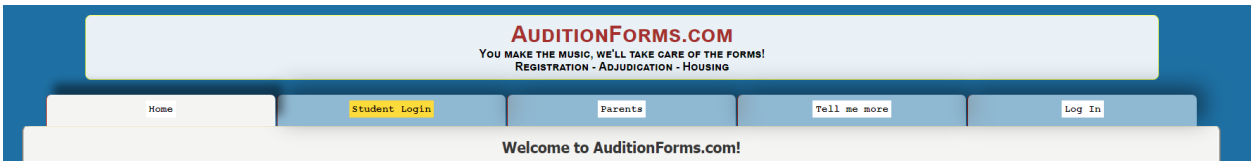
Editing Event Information

Events are identified by separate tabs across the top of the page and are automatically added to your page. Not seeing an event? Contact the event registration manager to get invited. Clicking on an event tab will display those students eligible for the event.

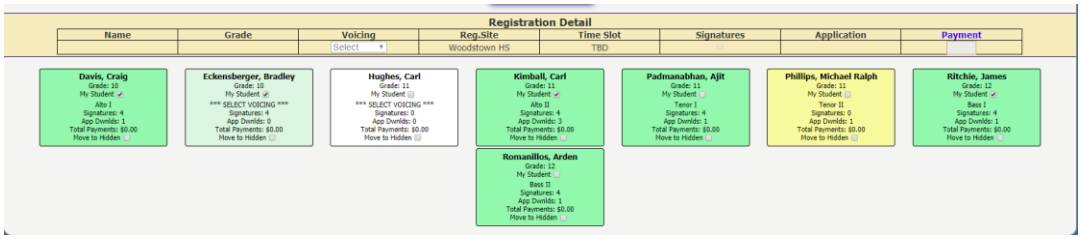
1. I'm not finding an expected event on the page.
    a. The most likely answer is that your invitation was missed. Contact the event registration manager (click that organization's name on the 'Home' tab), or click the Chat icon.
2. I can't find the School Code
    a. Click on the event tab to find the School Code just under dark blue bar. It'll be on a white background with a red outline.

    NOTE: School Codes are event specific and will change with every event and every year of an event.
3. Eligible students are missing from the page
    a. Eligibility is generally determined by two factors:
        i. Eligible students are in the grades supported by the event
        ii. Eligible students have the right voice/instrument parts supported by the event
    b. Make sure the student's name is on the 'Student Roster' tab and that:
        i. The 'My' checkbox checked for your students, so they can self-register,
        ii. The student's profile has the right grade and voice part(s) [See 'Editing Student Information' above]

 Copyright 2018-2019

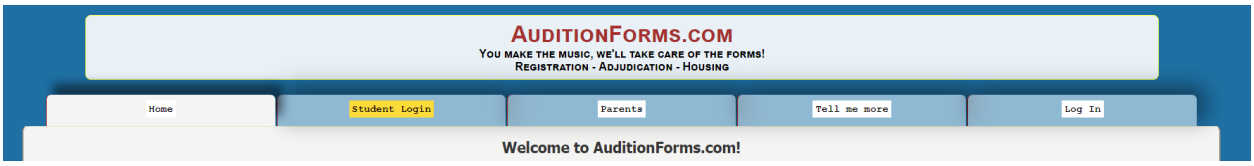


4. What next?
    a. Each eligible student will display with their registration information in color-coded blocks:



        i. White: Eligible, not your student and no registration information
        ii. Light Green: Your student and no registration information
        iii. Yellow: Application downloaded with voice part. If the event has multiple registration sites, then a registration site has also been selected.
        iv. Bright green: student is qualified for registration and will display on your Estimate Form. Fully qualified means that a voice part is selected, an (optional) registration site is selected, an application has been downloaded and that you have verified that the application contains all required signatures AND you have checked the 'Signatures' checkbox on the Registration Detail table.
    b. Registration Detail table
        i. Click the student's name to edit their registration information. Once clicked, the Registration Detail table will populate with that student's information. ALL drop-down boxes must contain an appropriate value for the application to properly print.
        ii. The 'Signatures' checkbox must be checked as your affirmation that the application has all required signatures.
        iii. The 'pdf' button which appears under 'Application' once you click a student's name will allow you to print a student's application. **DO NOT WRITE ON THE APPLICATION** other than the signatures. If any information is missing from the application, then it is missing from the system and must be corrected.
            1. If Director information is missing, it is likely that no Director has checked the 'My Student' checkbox for the registrant.
            2. If Director contact information is missing (email, phone, etc.), this can be updated under the 'My <name>' tab.
            3. If student information is missing,
                a. confirm that all of the event-specific information is correct on the Registration Detail table, and then
                b. click on the student's name from the Student Roster to update any missing values.

 Copyright 2018-2019



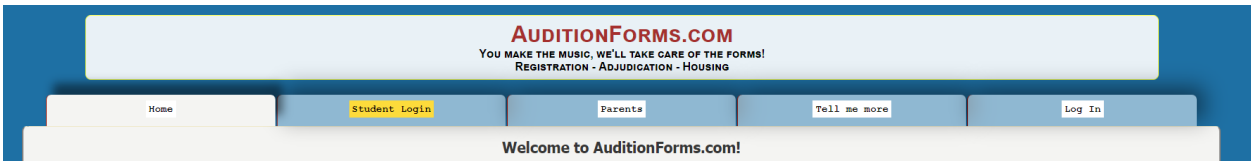
c. Estimate Form

You will find a blue button just above the Registration Detail table which will allow you to download your Estimate Form. This will contain all of the information necessary to submit your students for registration including the correct listing of your students, cost, packaging and mailing details and deadlines.

i. If a student is missing from this form, something was missing from their application. Check to confirm that the student's block is bright green. Click on the student's name to edit or correct their information.

ii. If you want to remove a student, click on the student's name and un-check the signature checkbox.

 Copyright 2018-2019



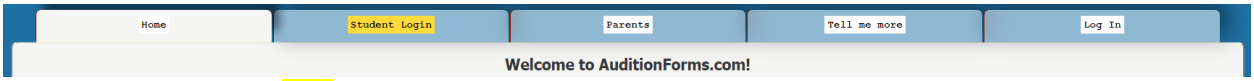
Student Self-Registration

AuditionForms.com is specifically designed to make this process EASIER for you!

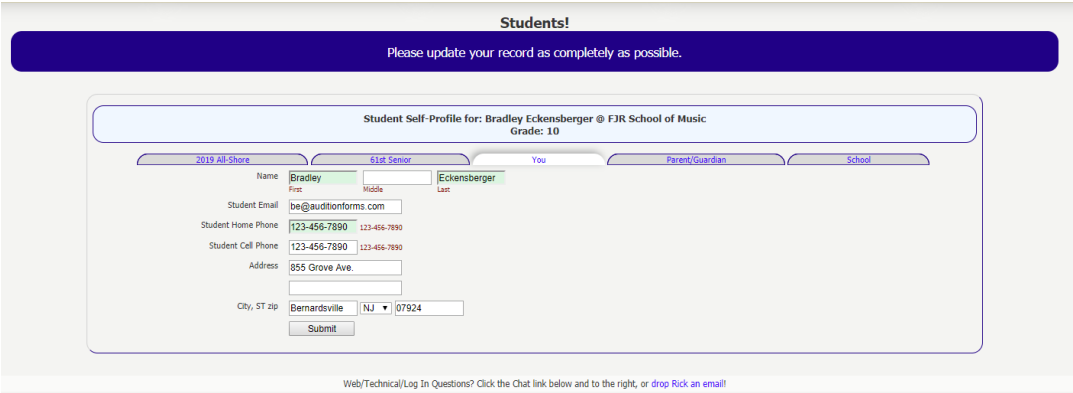
The opportunity to save you time and effort is a key benefit from your organization's use of AuditionForms.com. We do this by allowing your students (you've checked the 'My Student' checkbox) to enter and maintain their own information at your discretion. This, of course, must be done securely and while maintaining your complete control and edit of their work.

ALL STUDENT CHANGES ARE EMAILED TO YOU SO THAT YOU ARE CONTINUOUSLY AWARE OF ALL STUDENT ACTIVITY AND UPDATES.

To allow a student to update their own information:

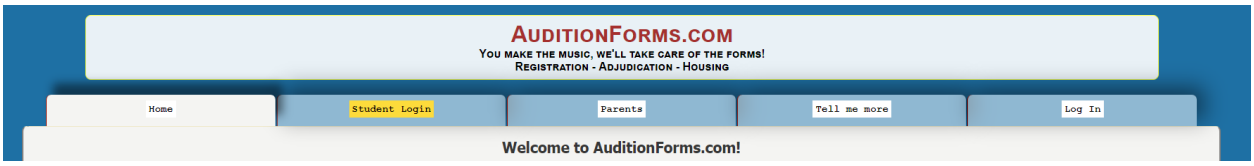
1. Direct them to http://www.auditionforms.com
2. 

Have them click on the gold Student Login tab.
3. **Current Student (Student is included on your student roster) with an email address**
    a. Enter email address + Submit
    b. Enter Student PIN + Submit
        i. The student's seven-character PIN is located on the student's record (click their name from the Student Roster and look just above their first name.)
        ii. EASIER: The Student can also request their PIN directly from AuditionForms.com by clicking the "I've forgotten my PIN!" link. The PIN will be emailed to them directly.
    c. A recognized email and PIN will display a student profile page similar to this:



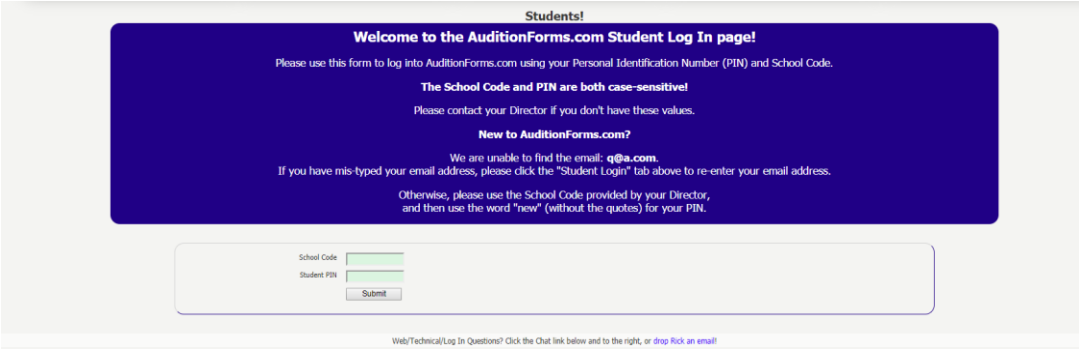
where the student can update their contact information (You), their Parent/Guardian information (Parent/Guardian) or transfer to your school by providing your School Code from the event tab. (This is especially helpful when you have new students transferring from another school or matriculating from a lower school who have used AuditionForms.com previously.)

 Copyright 2018-2019



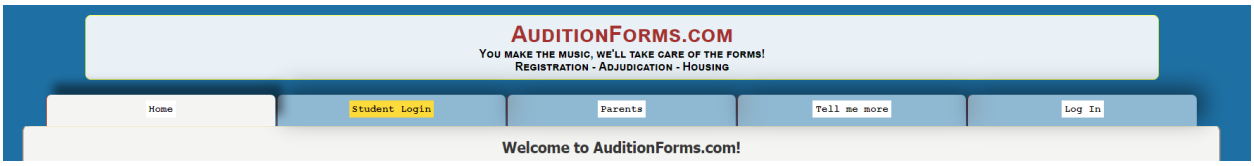
   d. The tabs to the left of the 'You' tab will be the event-specific tabs which allow your student to self-register on events to which you've been invite and for which they qualify.

4. **Current Student (Student is included on your student roster) without an email address**
   a. If your student does not have an email address, they can use the system by providing your School Code and their Student PIN. As there is no email address for us to use, these must be provided by you. The student will find a link reading "Don't have an email address?" on the Student Login page. Clicking this will display a form for the student to enter their School Code and Student PIN.
   b. A recognized School Code and Student PIN will display the form from 3.c above.
5. **NEW Student with an email address**
   a. When an email address is unrecognized, the system will display the following form:



   Your new student must be provided with your School Code and then use the word "new" without the quotes for their Student PIN.
   b. The new student will complete their profile and Submit.
   c. After a successful submission, the system will display the form from 3.c above.
6. **NEW Student without an email address**
   a. See 4. above but the student will use the word "new" (without the quotes) for their Student PIN.
7. If the student is not finding a form for an event, the most likely reason is that the system is not identifying them as eligible for the event or the 'My Student' checkbox has been left unchecked.
8. Students or their parents can also click on the icon if there are any problems logging into or using the site. If there is significant communication with a student or parent, we download the transcript and email it to you as a 'heads-up'.

 Copyright 2018-2019



Check List

Returning Director

1. Click the 'Student Roster' tab and then the 'All' button with the 'School-wide' radio button checked.
    a. This will ensure that you see everyone the system has on record for your school.
    b. Confirm all your students have the 'My Student' check box checked and that their grade is properly recorded.
    c. If edits are required, click the student's name to edit their record.
    d. Click the blue 'Add a new student' button to enter any new students OR
        i. Have the new student self-register (see below).
2. Click the 'Hi, <name>' tab to confirm that your profile is correct.
3. Click the event tab (Region II Chorus, NJ A-S Chorus, etc.)
    a. Click the student's name to edit their information or print their application.
    b. When all students are qualified for registration (their block will be a bright green), click the blue 'Estimate' button to print the Estimate.

New Director

1. Click the 'Hi, <name>' tab to confirm that your profile is correct.
2. See 1. above.
3. See 3. above.

Students

We recommend that you have the students do their own profile editing and event registration whenever possible. This will save you a ton of time and repetition.

1. Click the event tab (Region II Chorus, NJ A-S Chorus, etc.)
2. Copy the School Code

3. Instruct your students to go to AuditionForms.com, click the GOLD 'Student Login' link and follow the instructions.
    a. Students with an email address can have their PIN emailed directly to them.
    b. Students without email address will use the School Code and will need to have their PIN provided to them. Click the student's name from the 'Student Roster' tab and find the PIN directly above the student's first name.
    c. New students will use the School Code with the word "new" (without the quotes) for their PIN.

 Copyright 2018-2019