Welcome to the AuditionForms.com Cheat Sheet!

Let’s Get Started

1. [http://www.auditionforms.com](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 your 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 CHAT 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.
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” and “School-wide” radio buttons?
a. AuditionForms.com may be used by multiple groups at your school (band, choir, orchestra, etc.), so we use the ‘My Student’ checkbox on the ‘Student Roster’ tab to designate your students. Your students are also visually highlighted by a light green shading. **Key point:** Student can only register online if the ‘My Student’ checkbox is checked.
b. ‘My’ radio button: - Filter your views to display only your students (click the ‘My’ radio button on the light green horizontal menu bar).

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**editing event information**

Events (Region II Chorus, NJ A-S Chorus) are identified by separate tabs across the top of the page and are automatically added to your page. Not seeing REGION II CHORUS? Contact the Registration Manager – Barbara Retzko (cjmearegionllchorus@hotmail.com). Clicking on the REGION II CHORUS tab will display those students eligible to audition.

1. I’m not finding the REGION II CHORUS tab.
   a. Your invitation may have been missed. Click the CHAT icon-bottom right corner of your screen.
2. I can’t find the School Code
   a. Click on the REGION II CHORUS tab to find the School Code just under the 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. Eligibility is generally determined by two factors:
   a. Eligible students are in the grades supported by the event (REGION II CHORUS – 9,10,11,12)
      i. Eligible students have the proper voice part.
   b. Make sure the student's name is on the ‘Student Roster’ tab and:
      i. The “My Student” checkbox is checked for your students. This way they can register on their own.
      ii. The student’s profile has their current grade and voice part. [See ‘Editing Student Information’ above]
4. What next?
   a. Each eligible student will display with their registration information in color-coded blocks:
      
      | Name  | Grade | Gender | Teacher | Registration Detail |
      |-------|-------|--------|---------|---------------------|
      | Smith, John | A | M | Mr. Brown |  |
      | Lee, Jane | B | F | Mr. Green |  |
      
      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.
      iv. Bright green: Student is qualified for registration and will display on your Teacher Estimate Form. Fully qualified means that a voice part is selected, an application has been downloaded for printing, you have verified that the application contains all four (Student, Parent, Principal and You) required signatures AND you have checked the ‘Signatures’ checkbox on the Registration Detail table - located on the REGION II CHORUS tab.
   b. Registration Detail table – located on the REGION II CHORUS tab.
      i. Click the student’s name to enter their registration information onto the table. 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.
   c. The ‘pdf’ button which appears under ‘Application’ will allow you to print a student’s application. DO NOT ALTER THE APPLICATION IN ANY WAY. The signatures will be the ONLY actual writing on the application. If information is missing from the application, then it is missing from the system and must be corrected online.

**HANDWRITTEN APPLICATIONS WILL NOT BE ACCEPTED.**

1. If Director Information is missing, it is likely that the Director has not checked the ‘My Student’ checkbox for the registrant.
2. If Director Contact information is missing (email, phone, etc.), this can be updated under the ‘HI! <name>’ tab.
3. If student information is missing,
   a. Confirm that all of the information is correct on the Registration Detail table on the REGION II CHORUS tab, and then
   b. Click on the student’s name from the Student Roster to update any missing information.
4. Teacher Estimate Form

You will find a blue button just above the Registration Detail table on the REGION II CHORUS tab which will allow you to download and print your Teacher Estimate Form. This form will contain a recap of your registered students, the amount of your check payable to CJMEA (No PO’s or parent checks accepted), a page to affix a copy of your current NAfME membership card, 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.

iii. If no students have completed their registration, the system will NOT print the Teacher Estimate Form, but a message will display with instructions just below the School Code.

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**Instructions for Student Online 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 of using AuditionForms.com. We do this by allowing your students (you’ve checked the ‘My Student’ checkbox on the STUDENT ROSTER tab) to enter and maintain their own information at your discretion. This, of course, is done securely, giving you complete control over the editing of their information.

**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](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 + click Submit
   b. Enter Student PIN + click Submit
i. The student’s seven-character PIN is located on the student’s record (Student Roster Tab). 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.

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) and confirm their school information. (Important: if you have new students from another school using AuditionForms.com or matriculating into your school from a lower school also using AuditionForms.com, they can transfer themselves by using your School Code in the ‘School’ tab.)

d. The tab to the left of the ‘You’ tab will be the REGION II CHORUS tab which will allow your student to register online.

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:

   ![Image of form with School Code and PIN fields]

   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 click 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 CHAT icon (lower right hand corner of the screen) 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 of the conversation and email it to you as a ‘heads-up’.

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**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 register online (see below).
2. Click the ‘Hi, <name>’ tab to confirm that your profile is correct.
3. Click the event tab (Region II Chorus)
   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 ‘Download Teacher Estimate Form’ button to print the Teacher Estimate Form.

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 online registration whenever possible. This will save you a ton of time and repetition.

1. Click the event tab (Region II Chorus)
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.

DEADLINES:

STUDENT ONLINE APPLICATION November 15, 2019 – midnight
DIRECTOR ONLINE APPLICATION November 19, 2019 – midnight
POSTMARKED MATERIALS November 20, 2019