

In April 2016, *auditionforms.com* was launched by NJMEA for use by the New Jersey All-State Chorus. Designed to streamline the registration process, and with a new and improved look, *auditionforms.com* will now be used for Region II Chorus registration.

OVERVIEW

AuditionForms.com is an online platform designed to simplify the registration process for you and your students. Here, you will organize and store your student registration information for use year after year.

Auditionforms.com uses three simple pages:

1. Student Roster
2. Event Registration page
3. Profile page

SUMMARY

- **Login:** Your email address and password.
 - If you don't have or have forgotten your password, enter 'reset' (without the quotes) and a temporary password will be emailed to you.
- **Hi, <your name here>:** Your profile page.
- **Student Roster:** Containing key information about your students, this is your student list.
- **Registration Pages:** See your tab marked 'REGION II CHORUS'.
 - **Your school code is found here!**
 - This is where you can make event-specific changes to your student's information.
 - This is where you indicate that the required signatures have been obtained.
 - This is where you will print your student applications and your Teacher Estimate form.

LOG IN

If you participated in the Region II Chorus process for 2016, your email address and basic profile information have been entered for identification.

- Go to <http://www.auditionforms.com>
- Click either the 'Log In' tab (upper right tab) or the link reading: 'click here to Log In.'
- Enter your email address
- You don't have a password yet, so just type the word "reset" (without the quotes) and click 'Submit'
 - Note: If you ever forget your password, just enter "reset" again to get going!
- You'll find an email in your inbox from *AudtionForms.com* with your new temporary password
 - Note: If our email system is down, you'll see the temporary password right on the screen.
- Use this temporary password to log into the site
- You'll be immediately asked to create a new password for yourself
 - Note that while we only require a six-character password, a stronger password is recommended
 - A strong password should:
 - Be at least eight-characters in length
 - Contain both upper-case and lower-case characters
 - Contain numeric characters
 - Contain special characters (!@#%&^&*()_+, etc.)
 - Consider using a pass phrase which includes and substitutes special characters, for example: "tHe Si1ver \$wan"
- Enter your new password, confirm it and then click 'Submit'
- You're logged in!

HOME PAGE

Hi, <your name>

- Click on this welcome message to find your profile page; it's what we know about you and the information that will be used time and again to fill out forms which require identification. Take a look to make sure the information is correct.
- If there is information here that isn't correct and you are unable to correct it (for example: membership information or schools that we've linked to you), please contact your event registration manager. We work directly with your organization to keep all records as accurate as possible.

Student Roster

- This is the foundation of the application. The Student Roster contains all student information - Name, grade, voice part, etc. - by clicking on the student's name.
- Once you click the student's name, you will be able to edit their profile. The information on this page is used to complete your student applications.
- Please Note: Some of this information may eventually vary between events. A student may have previously sung Soprano I but now wants to audition as a Soprano II. Records are kept separate and unique for each respective audition.
- If you teach at more than one school, you will find additional tabs on this page identifying a Student Roster for each school so you can manage multiple events at multiple schools from the same page.

Event Registration Page(s)

- As you've been invited to participate in CJMEA's Region II High School Chorus Audition, you will find a tab following the Student Roster: Region II Chorus. Click on this tab to add to/create a list of students who will be eligible to audition.

IMPORTANT:

As the use of this site began with the 2016 New Jersey All-State Chorus, and for your convenience, those students who auditioned for the 2016 NJ All-State Chorus from your school are now listed in the CJMEA REGION II CHORUS student roster. To confirm that their profile information is still accurate, please print out your students' profile from the student roster for their review. (Link: [CLICK TO PRINT ALL STUDENT ROSTER PROFILES.](#)) For security reasons, you, as Director, are the only person who can edit a current student's profile information. If a student chooses not to audition for the CJMEA REGION II CHORUS this December, they may remain on your roster for future choral auditions. They will automatically be removed upon graduation. You may also REMOVE FROM SCHOOL if they leave your program/district.

• Important notes:

- Each student's row has its own 'Submit' button. Make your changes one row at a time, click 'Submit', then move to the next student. This will confirm the changes you have made to their profile information.
- The four Signature check boxes (Student, Parent, Principal, and Teacher) are the key factors in confirming the student's eligibility for registration. **If all four boxes are not checked, the student will not show up on any subsequent forms or reports** (see 'Print Student Estimate Form' below).
- Access to change voice parts for registration purposes will remain available to you until the voice part change deadline date.
- **Application:** Say goodbye to handwriting your student applications! Click the 'Application' link to produce a PDF of your student application to download. If information is missing, return to the student's profile and fill in the blanks.
- **Print Student Estimate Form:** You can also say goodbye to alphabetizing and handwriting your Teacher estimate form! Click this link (in red above the row of 'Submit' buttons) and the pre-populated form will display as a PDF. **As noted above, ONLY students for whom you have clicked all four Signature check boxes will appear on this form.** Less than four signatures make the student ineligible for registration. Return to your Event Registration page to update eligibility.
- **School Code: Really, really important.** If you are a new teacher or you have a number of new students who aren't in the system, you can either:
 - Enter the students yourself (Student Roster -> Click here to add a new student)
 - Have the students enter their own information! Really! Direct the student to the 'Student Log In' page and provide them with the School Code. Your students can enter their information as you maintain complete control over their work. *Nothing* goes forward without your review and approval! See below for more details.

LOG OUT

- The CJMEA Region II Chorus registration process is secure and complete.

STUDENT LOGIN for REGISTRATION

1. Go to *www.auditionforms.com*
2. Click on the tab – **STUDENT LOGIN**
3. Enter the **SCHOOL IDENTIFIER CODE** you received from your Director.
4. Complete all the fields on the **STUDENT AUDITION INFORMATION** page.
5. Click **SUBMIT**
6. A confirmation page will be generated indicating successful receipt of your information.
7. At the bottom of this page, please click **PRINT STUDENT APPLICATION**.
8. This application must now be signed by you and your parent/guardian. Once those signatures have been collected, the application needs to be turned into your Director with the \$15 fee to complete the CJMEA Region II Chorus registration process.

Need help with the Online Registration process?

Here is a link to a 5 minute YouTube PowerPoint tutorial to help you navigate the site.

<https://youtu.be/foytevMqFSY>