



## **Accessing the NATS Auditions Registration System**

The new NATS Auditions Registration system is designed in partnership with Auditionware and its creator Brad Mills. It is designed to facilitate the entire auditions process from registration and payment to scheduling, assigning judges, reporting scores, and advancing eligible singers to the national rounds of the NATS National Student Auditions.

As with all new ventures those who are using the new system this fall will probably find a few things that are not as intuitive as you would like. Brad has been working hard this summer to totally rebuild the website to be more user friendly and has received great tips and advice from many who have run auditions with NATS for years. We appreciate the input provided so far and will be seeking further input from users this year as we implement the new system.

Below is an instruction sheet on how to access the system. Once you get into the actual registration part of the system there are a series of questions asked in order to help you register all of your students, register yourself, and pay for your registrations. With the new system, payment is by credit or debit card only. The elimination of payment by check is important for timely registration and scheduling of all auditions

and confirmation that payments have been completed in this manner simplifies this for all auditions chairs.

## **STEP 1**

Go to [www.nats.org](http://www.nats.org) and log in. Your username is the email address you have on file with NATS. Your password is unique to you. If you do not remember it simply click on forgot login/password and you can reset your password.

### **IMPORTANT FOR PREVIOUS USERS OF AUDITIONWARE!**

If you have used Auditionware before and want to have access to your registration info from past years, you **MUST** have the same email address you used for Auditionware last year as your username at [www.nats.org](http://www.nats.org). You can change this yourself by logging in to [www.nats.org](http://www.nats.org) with your current username, on the member home screen click on MY PROFILE on the left menu, then Click the box titled UPDATE PROFILE. Change your email address in the appropriate field. Scroll down and click on submit. This will make sure your data form last year will be accessible. NOTE: It may take up to 24 hours for your new user name to sync with the Auditionware system.

### **Step 2**

Once you log in to nats.org, the website should take you to your member home page. IF not, then click on “MEMBER HOME” in the top black bar. On this page you will find a GREEN button titled “NATS AUDITION REGISTRATION”

### **Step 3**

You will be transported to the Auditionware system for registration. Signing into [www.nats.org](http://www.nats.org) authenticates that you are an active member and eligible to register students based on the chapter

membership(s) you have and region where you reside. If you are not transported to a screen to start your registration then there may be several reasons.

### **Troubleshooting for Step 3:**

Contact your auditions coordinator first. S/He has access to check your permissions in the system should there be an issue and can direct you to others as needed. S/He also is in regular contact with Auditionware.

If there is an issue that requires you to reinstate membership or pay dues then your access should be updated within 24 hours. The systems sync every night.

If you recently moved and have not updated your profile, you could be assigned to the wrong region so make sure you update your profile before registration.

### **Step 4**

Successful transfer to the Auditionware site takes you to a landing page where you can begin registration. Normally only one of your auditions will be activated at any time. Only those auditions with active audition periods will be accessible.

**BEFORE YOU BEGIN ENTERING STUDENT REGISTRATIONS!**

Make sure you have the following info for each student:

1. **First Name**
2. **Last Name**
3. **Phone Number**
4. **Email**
5. **Birth Date**
6. **Audition Category**
7. **Pianist Name**

Depending on your chapter/region regulations you may also be required to enter all repertoire for each student during registration.

After entering info for a student, review the data for accuracy and check the box at the bottom to confirm accuracy and click SAVE.

At this point, you may ADD ANOTHER CATEGORY for your student (if your audition allows multiple entries by one student). If not, you may ADD ANOTHER STUDENT and repeat the process until all students are entered. When finished entering all students click on the “GREEN” COMPLETE REGISTRATION button.

Depending on other activities at your audition, there will be various other options for you to choose (meals, ticketed events, judging preferences, attendance options, teacher registration fees, etc.) Follow the menu to register for these events. Once complete review your summary of fees and then click the GO TO PAYMENT PAGE button.

### **Step 5**

You are now transported back to [www.nats.org](http://www.nats.org) for completion of payment. A detailed list of your registration costs should appear and you can follow the steps to enter your credit card/debit card for payment. For security purposes NATS does not store or retain any card info in this system so you will have to enter your card information each time you make a payment. **IMPORTANT: DO NOT EXIT THE PAYMENT SYSTEM UNTIL YOU SEE THE SCREEN THAT SHOWS YOUR RECEIPT. If you leave prior to that and go to another page then you may disrupt the completion of the payment.**

### **Step 6**

Once your payment is complete you will receive a confirmation email that your payment was received. In addition a detailed receipt of your payment will always be located in your profile at [www.nats.org](http://www.nats.org). To find your history of all payments log in to nats.org, go to MEMBER HOME, click on MY PROFILE and then click on the box ACCOUNT STATEMENT and all of your receipts for payments to NATS will be available for your reference.