

Online Video Auditions

AuditionWare is designed to accommodate online video audition scheduling and adjudicating. It is an easy thing to set up. You just need to instruct your members to create a video of their students' performances, one video for each selection they are performing. Then they should upload those videos to YouTube and copy the URL link to each performance to the Student Info page on auditionware.com under the section where they enter their repertoire.

To make that URL field available on the Repertoire page, you will need to convert your audition to an online video audition. There are 2 check boxes on the Competition Setup page that do just that. The boxes are: 1) Check this box if the first preliminary round is for judging video auditions, and 2) Check this box if "ALL" subsequent rounds (semi-final and final) are for judging video auditions. Also, change the Event Begin Date and Event End Date to span enough time (like a week) for members to watch all the videos they are judging and enter their comments. Once all entries are submitted, you will run the student schedule. See instructions for scheduling video auditions in the Scheduling section below.

Video Submissions

Recording Location

- You should record your video in the spirit of a live audition or recital performance.
- You may record in a home, school, church, synagogue, recital hall, rehearsal room, or voice studio with good natural acoustics with or without an audience.
- You should dress professionally, as you would for a recital or live audition.

Recording Instructions

Recording

- You should record a separate unedited video for each selection on your repertoire list.
- Your camera should record from a fixed position as if three adjudicators were seated in front of you.
- You should face straight forward to the camera as you would appear to adjudicators in a live audition.
- Your video recordings must clearly show your face and most of your upper body.

Accompanist

- You must sing with a live accompanist, who is not your teacher, in your video entries.
- If the room is too small to show both you and your accompanist at the same time, pan the camera before you perform to show your accompanist in one of your video selections.
- Accompanists must play from legal publications that are compliant with the Copyright law.
- The accompanist may use a page turner who is not the singer's teacher.

Pandemic Concerns

Due to the unprecedented nature of the times in which we find ourselves, with growing travel restrictions, school closings (and/or transitions to online instruction), and wide-spread health concerns, we know it will be nearly impossible for many to meet and record videos with live accompanists during this time. Therefore, during this crisis students will be allowed to record audition videos using pre-recorded tracks such as found on Accompanist, Hal Leonard's Virtual Library, or other similar sources that offer piano-only accompaniments. YouTube Karaoke Tracks are also acceptable as long as they are piano only. NO orchestrated tracks or tracks with

other instruments or voices will be acceptable and would result in disqualification. It will also be acceptable to use tracks that are recorded by your teacher or your pianist (who know you and your interpretation). Additionally, in this extreme circumstance, should student and teacher be in the same location, a teacher may accompany a singer in the recording, but the teacher should not be visible in the recording directly or on any reflected surface (mirror, piano surface, etc.). Please note that this will not be an accepted precedent for future auditions, but is rather an isolated exception necessitated by a highly unusual global crisis. Because of this, videos will not be required to show the pianist.

Performance

- Introduce each selection at the beginning of the video. I will sing—Title of Composition---by—Composer—and if appropriate—from---Title of Work. The identity of your teacher, school and region should not be revealed.
- You must perform each of your selections from memory on your recording.

Preparing the YouTube Video

Settings

- Please note that you must select "public" or "unlisted" in the Privacy settings found under the broadcasting and Sharing Options section when uploading your video file to YouTube. • If you select "private," adjudicators will not be able to access your submission(s).

Submission

- In the application, provide the web link/address for each video that corresponds to the appropriate repertoire selection – either 3, 4, or 5 total selections, depending on your national or regional category.
- Please double check the links you provide for each video before submitting your application.

Invalid Videos

The following video problems would make them invalid.

- Videos revealing the teacher's identity, the region of the singer, or the school they attend.
- Videos with "private" sharing options (see above).
- Videos that pan and zoom during performances.
- Videos using additional recording equipment, microphones other than the camera.
- Videos that are digitally altered or enhanced.

Preliminary Round Scheduling

Add any substitute judges that you may require by clicking on the link, Substitute Adjudicator List, and then click on the Add Substitute button in the upper left corner. You'll need to enter all required information, even a generic password so they can login and access their judging schedule. Make sure their email addresses are accurate because that's how they'll receive their adjudication schedules.

The YouTube URLs that were entered for each student's repertoire selection will display on their online adjudication form. Make sure that every song contains a valid URL by clicking on the link, Student Repertoire from the Dashboard page. The column to verify is, YouTube Video URL. If any entry is missing, please contact the teacher or student for that missing entry and edit the student's record to save that update.

When you're ready, go to Setup Schedule, Open Schedule Tool, and review the data on the page. If you haven't already set up "online" rooms for your event, please click on the link, Room List. Create an online room for every 50 students. It doesn't matter what you assign for Building or Room Number as long as the Room Number is unique. I prefer to use Building "Online" and Room Number "1", "2", etc. Set the available start time of each room to be 6:00 AM and the end time to be 10:00 PM. Also, assign time ranges for each Round you'll be scheduling and designate the appropriate "Semi-final" round as such.

Now return to Setup Schedule, Open Schedule Tool and click on the link in the right-hand margin under the Round 1 heading that says, "Step 2: Edit Categories/Rooms." No need to do anything else on the Step 2 page other than confirm that each category block contains the correct number of students for that category. Then click on the link, "Step 3: Run Scheduler." This will run the schedule and automatically direct you to "Step 4: Review Student Schedule," where you should make sure all the students who were registered show up on the schedule. Then click on the link, "Step 5b: Automatically Schedule Judges." In Step 5, you may edit any judging assignment by clicking on the Edit link for any category/room. If you want to assign a substitute or guest judge, just search for their name on the Edit Judge page scrolling past all the teacher's names to the new list at the bottom of the selection box. That's where you'll find your newly added judges.

Then go to View Total Schedule and click on the link in the right-side menu to send judge schedules to judges. You may also compose a custom email to judges to inform them when you'd like them to complete their adjudications.

Judges will be able to login, click on the link, View My Students/Adjudicator Schedule, and then scroll down the page where they can click on the YouTube video links, watch the videos, then click on the Add or Edit links next to each student's name and enter their judging comments and scores. They must click on the Submit button to save their entries but they may always return to any judging form to add more comments or update scores. Once all adjudications are completed, you may proceed to the next step.

Follow the instructions above for tallying scores on the Tally Scores page. After all scores are entered, you can rank each student and determine who will advance to the semi-finals or finals round. Just follow the instructions on the Tally Scores page.

Semi-finals/Finals Round Scheduling

The YouTube URLs that were designated for each student as their recital round selection will be the only one showing up for adjudication in your semi-final or final round. To confirm that everyone chose a selection, just go to the View Total Schedule page and click on the button, Export Schedule w/Repertoire to Excel. Look for the columns "Recital1", "Recital2", "Recital3", etc. and if it contains a "1", then that selection is the preferred piece.

After you add the new substitute judges (if applicable), go to Setup Schedule, Open Schedule Tool, and click on the link in the right-hand menu below the Round 1 box that says, "View Round 2 (Semi-finals)." Now click on the link, "Step 2: Edit Categories/Rooms." Then click on the link, "Step 3: Run Scheduler." Then in Step 4: Review Student Schedule, make sure all the

students who were selected as semi-finalists show up on the schedule. Then click on the link, "Step 5a: Manual Schedule Judges." Then, in Step 5, assign your specific judges to whichever categories you need them in. Their names should show up at the bottom of the list when you edit the category/room judging assignment. Just scroll past all the teacher's names and a new list will display where you'll find your newly added judges.

Then go to View Total Schedule and make sure to select Round 2/Day 2 in the upper right corner. Then click on the link in the right-side menu to send judge schedules to judges. You may also compose a custom email to judges to inform them when you'd like their adjudications to be completed.

After all scores are in and you go through the process of tallying everything for Round 2, you can declare the top winners of each category and instruct your members to login and download/print their students' adjudication forms. Make sure to edit the Competition Setup page and confirm that the Event End Date is set to the date you want as the last day of your final scoring. After that date, all adjudication forms will be available to teachers for downloading or printing for their students.