

9/26/18

Audition Registration Tips:

1. When communicating about Student Auditions, remind members about the registration deadline and whom to contact – the Chapter/Region Auditions Coordinator and Brad Mills with Auditionware. It is important that members know whom to contact first so they are not delayed in getting the assistance they need.

- If you are a teacher and have questions on scheduling auditions for your students, first contact the audition coordinator from your chapter or region. 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 you do not know who serves as your auditions coordinator, please contact your chapter president. ([Click HERE](#) for Region and Chapter contact information.) The email address for Brad Mills with Auditionware is auditionware@yahoo.com.
- If there is an issue that requires you to reinstate chapter membership or pay dues, please know that access to Auditionware is not immediate. **Audition registration will be available within 24 hours after your chapter dues payment has been made.** The NATS and Auditionware systems sync every night. Therefore, your chapter membership must be updated ahead of time, before accessing Auditionware to register students. Waiting until the closing date to renew chapter dues and register a student is too late.
- Once you have been notified by your chapter that your audition scheduling system is up and running, you can access the system through your [member home page](#) on NATS.org. Instructions for accessing the NATS Audition Registration System are posted on the NATS website. [DOWNLOAD instructions](#)

2. Make sure that chapters and regions have firm, well-thought-out registration opening and closing dates.

- Registration closing date should not be set on a Friday, Saturday or Sunday. People always have last-minute questions or issues and the NATS National Office is not available after-hours or on weekends.
- In order for the NATS National Office to be responsive to audition inquiries, we recommend that audition registration closing dates should be on a Monday through Thursday, no later than 2 p.m.
- Registration closing dates should be at least 2 weeks prior to the event to allow time for reconciliation of fees and the transfer of funds to the chapter or region.
- Registration closing date needs to be a firm date. Do not make changes unless you first notify the National Office. When an audition registration deadline is extended, the bookkeeping must be adjusted accordingly. A change in date could result in not receiving all of the registration fees in one transfer.
- Changes in dates without notifying the National Office will also result in the NATS.org Calendar of Events being incorrect.

3. To submit an audition event to the NATS.org Event Calendar, click to <https://www.nats.org/events.html>

- The more information you can provide, the better. Rule of thumb: what, who, when, where, etc.
 - Name of Event
 - Whom to contact for more information (event/audition coordinator)
 - When the Event is being held (date, start & end time)
 - Where the Event is being held (venue name, address)
 - Web address for more information
 - Dates of Registration (opening and closing dates)

- The event will be posted on NATS.org within 48 hours of your submitting the information. After the event is posted, review the listing to make sure all of the information is correct.
- Make sure that your region/chapter website is current and that the link to your website is accurate. We and our members rely on your website.
- ABOVE ALL, if anything changes, notify the NATS office first. We do not go back and look for changes once the event has been added.