

## Director Instructions for SCSBOA Honor Jazz Audition Submission

These instructions are intended to help our SCSBOA Directors navigate the process of creating and submitting online auditions for the SCSBOA Honor Groups. Please read these instructions very carefully. The process of submitting online auditions for SCSBOA is very similar to the process used by CBDA for All-State auditions.

All SCSBOA Honor Jazz auditions will be uploaded online. Once you've read these instructions, please do not hesitate to contact Amy Mack, SCSBOA Office Manager ([scsboa@gmail.com](mailto:scsboa@gmail.com)) or Dennis Crystal, VP of Jazz Education ([jazz@scsboa.org](mailto:jazz@scsboa.org)) if you still have questions.

### Director - Create your login/account

- To access your account, use this link: <https://www.scsboa.org/auditions/home.php>
- **IMPORTANT:** You need to be a current SCSBOA member for your student submissions to be considered. To become a member of SCSBOA, click here: <https://www.scsboa.org/membership/>
- Enter your preferred email address to begin the login process. Check your email for the follow-up link to verify and continue to set up your account.
- Once the registration/login process is complete, you will be able to manage your contact information, add student auditions/accounts, print your invoice, upload student audition files, and pay any fees due by credit card.

### Creating student accounts for the audio uploads

- To begin the student audition submission process, you will need the \***student's personal email address**, first and last name, grade level, instrument, and ensemble for which they are submitting an audition. For your convenience, there is a student information collection form, which can be downloaded from the Jazz Ed page on the SCSBOA audition dashboard or here: [SCSBOA STUDENT INFO FORM](#).
- *Please use the student's personal email account as some school district email addresses will block emails from outside their community.*
- Once you've entered a student's information, the system will create their audition account. Once the system creates an account, the student will receive an email link that takes them to their profile page where they can create a password and finish updating their contact information. This page includes a field for parent/guardian signature.
- At this point in the process, the director or the student can begin uploading the audition files. Please reference the **Recording Instructions Links below** to be sure that you are submitting the correct files for the group you are auditioning for:

[Honor Jazz Band Recording Instructions \(students in grades 6-9\)](#)

[Jazz All-Stars/Jazz Ambassadors Recording \(students in grades 9-12\)](#)

### Signature Form

- Once the students have uploaded their audition files, the director will login to their account to listen to what the students have uploaded to verify that they have submitted the correct etudes and that the quality of the recording and performance are acceptable.
- **Directors** will submit their electronic signature, certifying the integrity of the audition as they submit each audition to SCSBOA for adjudication through the Digital Audition System.
- **Students and parents/guardians** will complete a separate signature form verifying their contact information. Students will not be able to upload their audition materials until they have successfully completed their information form, including parent/guardian signature field.

### To pay for fees: Electronic Payments only

- **Audition Fee** - Can be paid by credit card by the parent from the student account. This fee could also be added to your cart from each student's audition record on your Auditions Home page. No matter who pays the audition fees (the student or the director), only electronic payments will be accepted.
- Once your fees are added to your cart, click "checkout" and process with the prompts to complete your payment.

### **Important Reminders**

- **Only MP3 files can be uploaded.** There are numerous methods and programs available for converting audio files to MP3. Many of these programs are free. **Simply changing the extension in the file name will not work.**
- When your student uploads and submits their audition files you will receive an email stating:  
*“Your student (student name) has submitted their (instrument) audition for (Ensemble) for your review. Please login to the system using the link below to review and submit their audition.”* If you upload the files yourself, this step will be skipped.
- Please listen carefully to all of the audition files to ensure that they are correct before you click **“Submit to SCSBOA”**. **Once the files are submitted for judging, they cannot be altered.**
- Your student’s audition is not complete unless the status on the Auditions Homepage states **“Submitted for SCSBOA Review”** for each audition. If there is any other status, the audition is not finalized. You must complete this final stage prior to 11:59 PM on Dec 1<sup>st</sup> for the audition to be considered.
- Please plan to upload your student’s auditions as soon as possible or encourage your students to finish uploading their files as soon as possible. You will need time to review all auditions and submit them for judging by the December 1, 2021. The system will close at 11:59 PM on December 1, 2021.

### **Final Checklist:**

- **Submit all auditions for judging by 11:59 PM on December 1, 2021. The audition is not submitted for judging unless the status states **“Submitted for SCSBOA Review”**.**
- **Verify that all fees have been paid:** Director membership and Student audition fee.

**Questions?** Please contact Amy Mack at: [scsboa@gmail.com](mailto:scsboa@gmail.com) or Dennis Crystal, VP Jazz Education at: [jazz@scsboa.org](mailto:jazz@scsboa.org)