Director Instructions for CODA Honor Orchestra Audition Submission
Please read these instructions very carefully.

Very Important: All CODA Honor Orchestra and All-State Orchestra auditions will be uploaded online. No CDs will be accepted for orchestra auditions.

Please complete the steps in this order:

1. To be eligible to submit CODA Honor Orchestra and All-State auditions, you must set up an online Director's account at www.codaorchestras.org/.
2. Please enter the email address you wish to use in the Login field.   If this is a new account for CODA, you will receive a registration link in your email. There's a chance that the registration link email will go to your spam folder, if you don't receive it please check there.
3. Click the link to be rerouted to the website to set up your account. Remember there is no cost to be a member of CODA. There is a school fee and student fees for submitting auditions, which will be addressed in the instructions below.
4. Once the registration/login process is complete, you will be able to manage your contact information, add student auditions/accounts, print your invoice, print the required student applications, upload student audition files, and pay by credit card. Payments are also accepted by check or school purchase order. **The printed student applications, with the three required signatures, can be scanned and emailed with a copy of your payment receipt or they can be mailed along with check payment or a copy of your credit card payment receipt to CODA, 2417 N 11th Ave, Hanford, CA 93230.**
5. If your school isn't in the dropdown menu on your profile page, please enter the name of the school and the principal's name in the bottom field, where indicated. An admin will need to add your school to the system and will notify you once the school can be added to your director profile. This may take a little time. If you haven't heard from an admin within 48 hours, please email tadams@codaorchestras.org.

Creating student accounts for the audio uploads:

- To begin the student audition submission process, you will need the following:
  - Student's email address
  - Student's First and Last Name
  - Grade level
  - Instrument (separate auditions must be set up if the student is auditioning on more than one instrument)
  - Ensemble for which they are submitting an audition
  - For CODA Honor Orchestra, you will need to know if the student is auditioning for both the Symphony and String Orchestras.
- Once you've entered a student's information, the system will either recognize them or create their audition account. When the system creates a new student account, you and the student will receive an email link. This link directs the user to the student profile page where a password can be created for the student and where the remaining contact information for the student must be entered prior to uploading auditions. It is important to enter this information as accurately as possible so that students who are accepted can be contacted regarding participation.
- At this point in the process, the director or the student can begin uploading the audition files. Please reference the recording instructions regarding which files must be uploaded as separate files and which must be uploaded as a single file.
- Only MP3 and M4A files can be uploaded. There are numerous methods and programs available for converting audio files to MP3 or M4A. Many of these programs are free. **Simply changing the extension in the file name will not work.**
  - If you are using a PC, you can use Audacity, http://audacity.sourceforge.net/download/
  - If you are using a Mac, you can use iTunes to convert the file.
- If 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. <u>Once the files are submitted for judging, they cannot be altered.</u>
- **<u>Your student's audition is not complete</u>** unless the status on the Auditions homepage states **"Submitted for CODA Review"** for <u>each</u> audition. If there is any other status, the audition is not finalized. You must complete this final stage prior to 11:59 PM on September 26, 2018 for the audition to be considered.
- Please plan to upload your student's auditions as early as possible or encourage your students to finish uploading their files as early as possible. You will need time to review all auditions and submit them for judging by the September 26, 2018 deadline. **The system will close at 11:59 PM on September 26, 2018**.
- Student Signature Forms can be printed from the director's or the student's account home page. From the director's account, the forms can be downloaded individually or all at once.

To pay for fees:

- School Fee - Can be added to your cart from the CODA Fees tab or from a student's audition record on your Auditions Home page.
- Student Fee - Must be added to your cart from each student's audition record on your Auditions Home page.
- Once your fees are added to your cart, click "checkout". Enter your billing address and select your form of payment. Options include credit card, check, and purchase order. Please only use the purchase order option if you know the check will be processed in time.

<u>Final Checklist:</u>

o **Submit all auditions for judging by 11:59 PM on September 26, 2018. They are <u>not</u> submitted for judging unless the status states "<u>Submitted for CODA Review</u>". There are no exceptions to the deadline.**
o **Mail the printed and signed student applications postmarked by September 26, 2018 or email the signed student applications by September 26, 2018.**
o **Include a credit card receipt, checks (payable to CODA) or money orders for the required fees**.
  1. **School Fee** - $55 (school fee must be paid once annually for student participation in both the December CODA Honor Orchestras and the High School All-State Honor Orchestras)
  2. **CODA Honor Orchestra Student Fee** - $30 per student audition
o **Mail applications and fees or proof of payment to:**
    CODA Orchestra Auditions
    Attn: Trish Adams
    2417 N 11 Ave
    Hanford, CA 93230-1379

Questions:

Please contact Trish Adams at tadams@codaorchestras.org.