

## 2021 CODA Honor Orchestras Recording Instructions December 4, 2021

Please read these instructions very carefully. Instructions that are new for the 21-22 school year are highlighted.

We look forward to the return of our annual high school December Honor Orchestra event this year. As an updated event for 2021 given ongoing safety protocols, we will be hosting two in-person, simultaneous, one-day events on **December 4th, 2021**. One will take place in Northern California, and one in Southern California; students from Central CA will have the option to choose which event they wish to attend. Both in-person Honor Orchestras will have the opportunity to hear the other ensemble play in an all-new concert format. **These will both be string orchestras.**

### Basic Information and Account Creation:

1. Audition excerpts and required scales are available on our website, [codaorchestras.org](http://codaorchestras.org).
2. All CODA Honor Orchestra and All-State Orchestra auditions must be submitted through the online CODA Digital Audition System. **No CD recordings will be accepted.**
3. Your director will need to create an audition record for your 2021 audition at [codaorchestras.org](http://codaorchestras.org), even if you already have a student account from a previous year or previous event. You will not be able to upload any files until your director creates the audition record. Please provide them with the following information. Here is a link to a form you can use to provide the required information to your director. You will need to download the form to complete it. [2021-2022 CODA Student Information Collection Form](#)
  - o Student's email address - Because districts block outside emails from student email accounts, when creating a new student account it is strongly recommended to use the \*student's personal email address instead of a school email address. **If a student already has an account from previous years** under their school email address, please **do not** create another student account. The student, **only**, can update their email address by logging in to their current student account. You cannot do this if you create a new account with their personal email address.
  - o Student's First and Last Name
  - o Grade level
  - o Instrument (separate auditions must be set up if the student is auditioning on more than one instrument)
  - o Ensemble for which they are submitting an audition

### Recording:

1. Record your audition **without any verbal announcements, reverberation or digital enhancement**. 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.**
2. Record your scale as a separate track. Missing scales will result in disqualification with no refund offered.
3. While you can record your solo excerpts in separate takes, ie a double bar exists, the solo excerpts must be combined and uploaded as **one track** with 3-5 seconds in between passages. **Splices are only permitted at double bar lines.** Excerpts must be assembled on the track in the correct order as noted on the solo list. Recordings that are missing any excerpt passages may be disqualified with no refund offered.

**Important:** String students are expected to follow all bowings as printed in the audition excerpts and perform the excerpts as near the specified tempos as possible, using appropriate styles.

4. **Failure to follow any of the above recording instructions may result in the disqualification of your audition.**
5. Once you have completed uploading your audio files, click the "Check My Progress" button at the top of the page. If everything is complete, a "Submit for Director Approval" button will appear. If you are satisfied with your recordings, click the "Submit for Director Approval" button. Even though your director will receive an email notification, you may want to let them know that you are ready for them to review your audio files and submit them to CODA for judging.
6. Your audition is not submitted for judging unless the status states "Submitted for CODA Review". Even if you are uploading your own audition files, you must submit them to your director for review. **Your director is the only one who can finish the submission process.** This process must be completed by **11:59 PM on September 30, 2021**. There are no exceptions.

## Signature Form

1. **Directors** will submit an electronic signature, certifying the integrity of the audition as they submit each audition to CODA for adjudication through the digital audition system.
2. **Parents** and **students** will need to download and sign the provided signature form. Student Signature Forms can be printed from the student's account dashboard or the director's account dashboard **after** the audition has been created by the director. **Please confirm with the director how these forms should be submitted.** The signed form can be scanned and emailed to [tadams@codaoorchestras.org](mailto:tadams@codaoorchestras.org), but your director may wish to email all student forms together.

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Current Auditions [download all signature forms](#)

All-State

Name	Grade	Instrument	Ensemble	Upload Audio	Student Signature Form	Student Payment	School Fee	Status	Delete
<a href="#">Heather Adams</a>	12	Bass	All-State High School Orchestra	<a href="#">upload and/or review audio</a>	<a href="#">download</a>	<a href="#">ADD TO CART</a>	<a href="#">ADD TO CART</a>	Director Initiated	<a href="#">DELETE</a>

## To pay for fees: Electronic Payments Preferred

- **Student Fee** - Can be added to your cart from each student's audition record on your Auditions dashboard. Can also be paid by credit card by the director from the director account. **Please confirm with the director how these fees should be paid.**
- 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. Electronic payments are preferred.
- If paying by check, please mail the check and a list of fees being paid to:

CODA Orchestra Auditions  
Attn: Trish Adams  
2417 N 11 Ave  
Hanford, CA 93230-1379

## Rules:

1. Late applications and applications without fees will not be accepted. There are no exceptions to this rule.
2. All fees are non-refundable.
3. Only students in grades 9-12 who are enrolled in their school instrumental music program are eligible for the CODA Honor Orchestras.
4. If accepted, it is expected that the student will fulfill his/her commitment to attend and participate in one of the CODA Honor Orchestras. Students who fail to follow through with their commitment may become ineligible to apply for future CODA Honor Orchestras.

## Additional Information:

Results will be posted on [codaoorchestras.org](http://codaoorchestras.org) in mid-late October. Directors, students, and parents will be notified via email when the results are posted. To help you budget, the festival participation fees in the past have ranged from around \$100 to \$280. The 2021 participation fee is expected to be in the lower range since hotels will not be provided for this year.

Questions? **Please ask your director first.** Then, if you still have questions, you may contact Trish Adams at [tadams@codaoorchestras.org](mailto:tadams@codaoorchestras.org).