

AUDITION MANAGER 7.0

MANUAL

Revised: 21 Dec 2017

MY PROMISE

I want Audition Manager to work well for you. Please feel perfectly comfortable asking questions, requesting new features or reporting bugs. Drop me an email or give me a phone call. Remember, for me to assist you, I'll need lots of details. Be sure to make a note of any error messages.

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www.AudMgr.com

AUDITION PROCEDURES

If you're looking for suggestions on running your event, check out www.AudMgr.com. This manual will deal more specifically with the software.

SOFTWARE DOWNLOAD

You can download Audition Manager, Remote Registration, the manual and other files at www.AudMgr.com. Put the manual in the same directory as Audition Manager and you'll be able to access it from the Help/Manual menu. All software is free.

INSTALLING AUDITION MANAGER

Good news! It is not necessary to install Audition Manager or Remote Registration on any operating system. There's no registry to deal with, no long installation process. Just drag Audition Manager to your desktop or other location and begin using it. In fact, some users never place Audition Manager on their computer at all. They keep the Mac and PC versions plus their data on a thumb drive and plug it into any computer, Mac or PC, and work on their data. How neat is that!

After you've created a data file, you'll notice the file, "FileInfo," now resides in your program directory. This file keeps records as you create different Audition Manager data files and will alert you if you accidentally load an outdated data file. If you're moving your data files around, this file should go with them.

If you use a PC, there is one small downside to this approach to programming. On PCs the Audition Manager data files will not be automatically linked to the Audition Manager software. This means you will not be able to double click a data file to automatically open Audition Manager with the data. If you have a PC and you'd like to double click Audition Manager data files to open Audition Manager...

1. Make sure there's only one copy of AuditionManagerPC.exe on your computer.
2. Right-click an Audition Manager data file ending in .AMd. (Suffixes may not be visible.)
3. Select `Open With/Choose Program`.
4. Click `Browse` to select Audition Manager as the opening software.
5. Click `Always use the selected program to open this kind of file`.
6. Click `Ok`.

AUDITION MANAGER AND OTHER SOFTWARE UPDATES

You can find updates for Audition Manager, Remote Registration and other software at AudMgr.com.

It is strongly suggested that you check for updates often. If a bug has been removed in the update, you may save yourself agony.

USING REMOTE REGISTRATION

Remote Registration is the convenient way to gather director/student registration data. Each director, from his own computer, can enter his data at his convenience. Audition Manager can then import the data. Remote Registration is available in the download area at www.AudMgr.com.

To use Remote Registration, a director must have on his desktop both Remote Registration and the Categories.txt file that he will generate during Audition Manager setup. Categories.txt works with either the PC or Mac version of Remote Registration.

If you place Remote Registration PC and Remote Registration OSX on your website it is suggested that you include these instructions...

In order to register your students for the upcoming auditions, you must download two files. Follow these instructions...

- Download *categories.txt* to your desktop using right-click (Mac Option-Click)/save target (link) as.
- Click *RemoteRegistrationPC* or *RemoteRegistrationOSx* and download to your desktop.
- Double-click RemoteRegistration on your desktop to enter your student data.
- Need help? Contact: xxxxxxxx

Note: In the above suggested web site text, *italics* specify hotlinks.

WHEN TO SAVE AUDITION MANAGER FILES

Save often. Backup often. When you backup, include the date and time in the file names. If you have problems, you can always return to a previous state of data. I once arrived at an audition site only to find that two out of three backup files were corrupted! Don't take chances... backup to different disks, web sites and RAM cards. Be safe!

AUTO SAVE

Audition Manager automatically saves a backup of your data as you work. Should your computer crash, check the Backup File located on your desktop.

Auto Save does slow down Audition Manager slightly. If you need to turn the feature off, go to `File/Auto Backup`.

SETTING UP AUDITION MANAGER

Audition Manager allows you to customize all the aspects of your audition. Let's begin...

1. Launch Audition Manager (Double Click it).
2. Remember that you can tab through most listboxes to quickly to set up your parameters.
3. You can remove the splash screen by clicking anywhere on it.
4. At any time, you can see your current statistics by going to Setup/Statistics.

Setup Grouping

1. Go to `View/Setup`. (Click `View` at the top of the screen and select `Setup`.)
2. For `Event Name`, type the name of your event. It is suggested that you not use the year in the title. This way you'll be able to use the same setup next year. Example: West Tennessee Senior Band Auditions.
3. For `Top Group`, indicate the name of the highest ranked group. Example: Wind Ensemble.
4. If you have more than one group derived from this audition, click the `Add A Group` button at the bottom left of the screen. Each time you `Add A Group`, you will be indicating a lower ranking performing group.
5. If you wish to have alternates, click `Add A Group` and name the last group `Alternates`.
6. If you make a mistake and have too many groups, click `Remove Bottom Group` at the bottom right of the page.
7. Click `Next`.

Setup Categories

1. Click the `A (Active)` column for the categories that you'll be using. Don't leave anything out. Audition Manager will require you to reenter some data, reschedule your event and assign new IDs if you make changes to the `A` column later. This is not a problem if you've not yet sent out the data for students and directors.
2. Click `Add A Category` at the bottom, right of the screen to add categories not on the initial list.
3. If you add too many categories, click `Remove Bottom Category` at the bottom, right of the screen.
4. In the `Jgs (Judges)` column, input the number of judges you'll be using for each category. If you have a panel of three judges, enter 3. Careful... if you have six judges listening the clarinets, three for prepared and three for sight-reading/scales, that's still just three judges to Audition Manager. This column may be changed at any time before judging begins.
5. In the `D (Drop)` column, tell Audition Manager if it needs to drop the high/low score for 3 to 5 judges. This column may be changed at any time before judging begins. Note: If you have fewer than three judges, Audition Manager will not drop high/low even if you click `D (Drop)`.
6. In the column(s) on the far right, you'll see your performance groups listed. Fill in these boxes indicating how many people should be included in each group. These columns may be changed at any time. This feature is really convenient if you don't have enough people in a category for your bottom performing group. You can, for example, make adjustments so that there's at least one bassoon in each band. Also, if the bottom three violinists scored extremely low, you can reduce this number so that they will be excluded. (Time to practice more!)

Linking Categories (not required)

Audition Manager allows categories to be linked. If you need more than 12 lines of Scoring Definitions, you can link cards for more lines. For example, you can have a primary category called Percussion which has three secondary categories: Snare, Mallets, and Tympani.

To set up linked categories...

1. If necessary, click `Add A Category` so that all categories are visible on the category screen.
Example: Add snare, mallets, tympani.
2. Make sure all categories that you're going to use are checked. Example: check percussion, snare, mallets, tympani.
3. Double click the category you would like as primary.
4. The `Create Sub-Categories Screen` will open.
5. In the `Create Sub-Categories` screen, hold down the `Ctrl` key (Mac: `Command` key) and select the `Sub` (secondary) categories you'd like linked to the primary listed in the title of the screen.
6. Click `Link`.
7. If you'd like to see the links, click `Show Links`.
8. If you'd like to create additional links, repeat at #1.
9. If you made a mistake, click `Clear Links` and start again.

Create Companion File for Remote Registration (not required but highly recommended.)

If you're planning to have directors register their students on their computers...

1. Click `Create Companion file for Remote Registration`.
2. If you need more director information than provided with the standard `Remote Registration`, add those fields in the `Director Input` box. You may add up to four. Ex: `MENC Number`, `Hotel during event`.
3. If you wish to *require* the additional data of the director, click the corresponding `Req` (`Required`) column.
4. If you wish to have more student information than provided with the standard `Remote Registration`, click the up `arrow` near `Student Input` to specify the number of items you need.
5. Add the new fields in the `Student Input` column. Ex: `Cell phone`, `home phone`, `height`, `shirt size`.
6. If you wish to *require* the additional student data of the director, click the `Req` (`Required`) column.
7. If you're planning to use the `AudMgr.com` web site for data storage, enter the `ftp.directory` in `Server Directory`. This is usually the abbreviation of your organization. Ex: `MENC` If you do not yet have a location set aside on the server for your organization, check with Barry. Note: This service is currently free.
8. If you're planning to use email attachments to send data from `Remote Registration` to the chair of the event, enter the email address in `Email Address`.
9. If you specify both a server directory and an email address, `Remote Registration` will attempt to send the data to `AudMgr.com` first. If that fails, it will attempt email.
10. If you wish to allow directors to request an early audition time for students, click `Allow Early Registration`.
11. If you wish to allow directors to request a late audition time for students, click `Allow Late Registration`.
12. Choose a `Four Letter Event Code` for your event. Any four letters will be fine. Be sure you don't select the same codes as any other of your events. Ex: The code for `All West Tennessee Junior Bands` could be `AWJB`.
13. Click `Continue`.
14. If you get a `File Exists` message, choose `Overwrite` if you you'd like to erase the old file. Choose `Append` if you'd like to have more than one event for each director to choose from. If you're dealing only with one event, click `Overwrite`. If you have orchestra, band, and jazz auditions, `Append` each event to the `Categories.txt` file allowing the directors to choose which event with which to work.
15. If you make any of these changes: `Grouping/Event Name`; `Catgories/Category`, `A (Active)`, or `Links` then you'll need to recreate your `Categories.txt` file from scratch. If

you're handling more than one event, you'll need to create a new `Categories.txt` file for all the events.

The rest of the columns will populate automatically...

JDG# (Judge Number): Audition Manager will assign judge numbers to this column based on the information you will supply on an upcoming screen.

SCR (Score Set): You will enter scoring parameters on an upcoming screen. This column will reflect the scoring set for this category.

REG (Registered Students): As you register students, this column will update with the number of students registered.

AUD (Auditioned Students): As students are judged, this column will update with the number of students who have completed their audition.

16. Click `Next`.

Setup Judges

As you look at the screen, each category has one independent set of judges. If there are categories that will be judged by the same panel of judges...

1. Drag the first set of categories that will be judged by one panel to the `Multiple Category Judges` box.
2. Click `End of Group`.
3. Repeat until all groups have been delineated.
4. If you make errors, click `Start Over` and try again.
5. When you're finished, you should see all the single judge panels on the left and the groups on the right.
6. Click `Next`.

Warning... If you make changes to this screen after inputting student data, student IDs, judge numbers and time assignments will likely change. Making changes after all data has been posted to directors is not recommended.

Multiple Panels of Judges for One Category

If you have, for example, two sets of three judges for the clarinets, one judging prepared material, the other set judging scales and sight-reading, Audition Manager needs only three cards for each student assuming 12 lines are sufficient for scoring. Have the monitor move the student and his/her cards from room to room. The student should sign the back of the card after both the first and second audition. The second panel of judges should not look at the back of the card and identify the student if it's a blind audition.

Setup Scheduling

1. If you're not interested in a schedule for this event, click `Enter Dummy Times`. Skip the rest of the `Setup Scheduling` instructions and click `Next`.
2. Under `Mins` (Minutes), specify the number of minutes you'd like for each audition even if you plan to adjust these values later.
3. Under `Bgn` (Begin), specify the beginning time of the audition.
4. If you'd like for Audition Manager to expand or compress the audition time for each student based on

a begin/end time, under `End` specify the end time.

5. If you would like for each student to have at least "X" number of minutes with a judge panel, under the `Min` (Minimum Minutes) column, enter the number. You may use decimals if you wish.
6. If you would like for each student to have no more than "X" number of minutes with a judge panel, under the `Max` (Maximum Minutes) column, enter the number. You may use decimals if you wish.
7. If you need to schedule breaks during the audition day for food or rest, there are five available. In the first `BrkBgn` (Break Begins) enter the time. In the `BrkMin` (Break Minutes) column enter the number of minutes. Complete additional `BrkBgn` columns as necessary.

If you specified `Min/Max` numbers or wish to do so later, come back to this screen after all students are registered and...

1. Make any changes you want in the `Bgn/End/Min/Max` columns.
2. Click `Adjust Time`. You'll see the new minutes per person appear under `Mins` (Minutes).
3. If the `Mins` column is acceptable, click `Apply to Schedule`.
4. You may change parameters until you like the schedule. Just remember the final task is to `Apply to Schedule`.

Setup Scoring

1. Under `Number of Score Types`, if necessary, click the up arrow to increase the number of scoring sets. For example, if a band is being auditioned, you may wish to have two scoring sets, one for winds and one for percussion.
2. Select the scoring set you will be defining from the drop-down menu under `Showing...`
3. Under `Scoring Definitions/Values` enter the names of the judging areas (ie. tone, pitch, sight-reading) in the first column. Enter their maximum values in the second (Use 1-50).
4. Drag the order of `Scoring Definitions` in the `Scoring Definitions/Values` box to create the order of tie breakers. The top `Definition Definitions/Value` will be the first tie breaker.
5. When you have finished your definitions, under `Category/Score Links` click the `Set` column to assign the current scoring set to each category.
6. If you have more than one score set, repeat beginning at #2 above.
7. When all definitions are done, if you will be using rank (standardized) scoring sorts, click `Rank Tiebreakers` to define those tiebreakers also.
8. Audition Manager will use the `Value` column to calculate weighed scores for your audition. Ex: If the value for Tone is specified as 25 in the `Value` column, when the judge marks a perfect score (50: Superior) on the card, Audition Manager will assign 25 points to tone. If he marks 20, Audition Manager will assign 10.

Importing Setup from a Previous Audition

If you would like to begin a new audition event that has the same setup information, it is not necessary to create all the setup data again...

1. Go to `File/Import Setup Data`.
2. Select the file that you would like to use as your setup data. (last year's event, for example).
3. Audition Manager will complete the entire setup routine for you.

If you have a second event that uses a *similar* setup to your first...

1. Go to `File/Import Setup Data`.
2. Make changes as necessary at `View/Setup`.

SCREEN SORTS

On most listbox columns you can sort by clicking a heading. Clicking again will usually reverse the order. Occasionally, Audition Manager will ask for instructions on a secondary sort, but most of the time it already knows what you'll need. For example, if you click the Last Name column on the Students screen, Audition Manager will use the first name column as it's secondary sort. You can now create a printout in the sort order displayed on the screen.

THE DIRECTORS SCREEN

To open the `Directors` Screen, from the top menu, click `View/Directors`.

To add schools/directors, click `Add Director`.

To change schools/directors, click on the data that needs to be changed. Click `Edit Director`.

To delete schools/directors, click on the data that needs to be deleted. Click `Delete Director`.

To export the Directors data to a text file for import into any data base or spreadsheet, click `Text File Save`.

To see how many students are registered for each school, click `Show Registered`. To export the `Show Registered` data to a text file for import into any data base of spreadsheet, click `Text File Save`.

THE STUDENTS SCREEN

To open the `Students` Screen, from the top menu, click `View/Students`.

To add students, click `Add Student`. If the student's school is missing from the drop-down list, you'll need to add it at `View/Directors`.

To change student data, click on the student that needs to be changed. Click `Edit Student`.

To delete a student, click on the student that needs to be deleted. Then click `Delete Student`.

To randomly scramble ID numbers, click `Scramble IDs`.

To randomly scramble all the assigned times, click `Scramble Schedule`.

To move categories judged by the same panel of judges together, click `Scramble Schedule`.

To move early/late request to the top/bottom of each category's schedule, click `Scramble Schedule`.

To reassign IDs in the current listed order, click `Renumber IDs`.

To switch two students' times, click `Switch Times`.

If there are duplicate students in your listing, to remove all of them at once, click `Remove Duplicates`.

If you'd like to assign times based on the current list sort, click `Time By Sort`.

If you need to manually change someone's ID number, click `Change An ID`. This is strongly NOT recommended. Let Audition Manager handle all IDs.

To export the student data to a text file for import into any data base or spreadsheet, click `Text File Save`.

To manually change times, Click `Use My Times`, then `Make Times Editable`.

To use times from your data inport, Click `Use My Times`, then follow directions.

To send emails to each director with student registration data, click `Email Registration`, then follow directions. If you find that sends are slow or don't work properly, click `View/Setup SMTP` and enter the correct specifications.

To print the student data...

1. Click a heading to sort.
2. Click `Print`.
3. If you answer Yes to Labels, you will need 20 labels per sheet: two columns of 10. Size: 1" x 4" or you will need 30 labels per sheet: three columns of 10. Size: 1" x 2 5/8". These are available at most office product stores. Suggestion: Print the first page of labels on plain paper for an alignment check. Place the plain sheet behind a blank sheet of labels to check.
4. To use `Break Between Judges`, sort by clicking the `Jdgc` (Judge Number) heading. `Break Between Judges` will start a new sheet of paper for each judge's schedule.

To find any data on the screen, enter search criteria in the `Search` area, then click `>`. This search is a global search meaning that if you enter "berger", it will find both Southberger High School and Jim Highberger. Continue clicking `>` until you find what you want. You can also use `Edit/Find Student` for searches. `Edit/Find Student` can be more specific because it uses specific columns and begins with comparisons.

TO DOWNLOAD REMOTE REGISTRATION FILES FROM WWW.AUDMGR.COM

Getting Remote Registration files from www.AudMgr.com to Audition Manager is a two step process...

1. Download the Remote Registration files from www.AudMgr.com to a directory on your computer.
2. Import these downloaded files into Audition Manager.

Each time you download Remote Registration files, you will download all the available files at www.AudMgr.com even if you've downloaded them before. By doing this, you retrieve any new, changed or corrected files. You also will download all files that are in your association. For example, if you are in the ABA association, there may be several regions all with different honor bands sharing the same directory at www.AudMgr.com. Though you will download all files, when you import them into Audition Manager, only the files that have students registering for your event will be imported.

To retrieve Remote Registration files from www.AudMgr.com, go `File/Download Remote Registration Files` and follow the directions. At the conclusion of the download, you will be asked if you would like to import the files you just downloaded into Audition Manager. If it's a good time, answer Yes.

If File/Download Remote Registration Files is not enabled, it's because there are already students in the data base. If you would like to import students again...

1. Go to File/Import Setup Data to open only the setup data for your event.
2. Go to File/Download Remote Registration Files and follow the directions above.
3. Save the file under a different name than the file you used to Import Setup Data.

TO IMPORT REMOTE REGISTRATION FILES INTO AUDITION MANAGER

1. Go to File/Remote Registration Import.
2. You'll notice that several screens will open: Directors, Students, Remote Registration Import.
3. Click Directory.
4. Select the directory where you stored all the Remote Registration files.
5. Click Choose when you are in the correct directory.
6. Click Process. It may take a while for all the files to load.
7. You should now see Students and Directors in their respective windows.

If File/Remote Registration Import is not enabled, it's because there are already students in the data base. If you would like to import students again...

1. Go to File/Import Setup Data to open only the setup data for your event
2. Go to File/Remote Registration Import and follow the directions above.
3. Save the file under a different name than the file you used to Import Setup Data.

DELETING FILES FROM THE AUDMGR.COM

1. Go to File/Delete Remote Registration Files from Server.
2. Follow directions.

Suggestion: Before removing any files from the server, download the files first for backup.

IMPORTING STUDENT/DIRECTOR DATA FROM A TEXT FILE CREATED BY A DATABASE OR SPREADSHEET

Most databases and spreadsheets allow the users to save their data in a tab delimited text file. You can, for example, gather all the required student/director data via a database on your internet site, then save that database as a text file. Audition Manager can then import that data. Make sure all your data is in one file. Here's how...

1. Go to File/Import Text File.
2. Follow the directions on the right, bottom of the screen.

If File/Import Text File is not enabled, it's because there are already students in the data base. If you would like to import students again...

1. Go to File/Import Setup Data to open only the setup data for your event.
2. Go to File/Import Text File.
3. Follow the directions on the right, bottom of the screen.
4. Save the file under a different name than the file you used to Import Setup Data.

A SUGGESTED LIST OF PRINTOUTS FOR AN AUDITION

All these printouts are generated from the View/Students screen...

1. A `category/time` sort for the check-in table.
2. A `category/time` sort, `last name` and `school` sort for the tally room.
3. A `Jud` (Judge Number) sort for each audition room. When Audition Manager asks if you want breaks, answer `Yes`. It will then start a new page for each new Judge panel.
4. A `Jud` (Judge Number) sort for labels for each audition room. When Audition Manager asks if you want to print labels, answer `Yes`. You'll need 20 labels per 8" x 10 1/2" sheet: two columns of 10. Size: 1" x 4", or you will need 30 labels per sheet: three columns of 10. Size: 1" x 2 5/8".
Suggestion: Print the first page of labels on plain paper for an alignment check. Place the plain sheet behind a blank sheet of labels to check.

INSTALLING THE CHATSWORTH DRIVERS

If you are using the Chatsworth Optical Mark Reader, it will not function unless you have the proper drivers installed on your computer. Do not plug your Chatsworth into your computer until you have the necessary drivers available. To put the drivers on your computer, you may use the disc that came with your Chatsworth, or you can download the appropriate drivers from the download page at www.AudMgr.com.

After the driver is available...

On Macs, your driver will download to your desktop. Double click the file and open it. All drivers will be automatically installed.

On windows, if you downloaded Setup Executable, simply double-click it. All drivers will then be automatically installed.

On Windows, if you downloaded the driver instead of Setup Executable, power up your Chatsworth. Plug it into an available USB port. Windows will ask you if you'd like to install a driver for your new device. Answer `Yes`. Follow the dialogs. Instruct Windows NOT to automatically find a driver. You want to browse to the appropriate driver that you have downloaded from AudMgr.com or is on the Chatsworth CD. Follow the prompts. On some Windows operating systems, as soon as the driver is finished installing, Windows will once again indicate that it's found New Hardware. If it does, go through the process again. A second set of files needs to be installed.

SETTING UP THE CHATSWORTH OPTICAL MARK READER IN AUDITION MANAGER

1. Continue only if the Chatsworth driver has been installed on your computer.
2. Go to `Tools/Set Chatsworth Port`.
3. On a Mac, select the port that contains "USB Serial".
4. On a PC, select the `COM` port number assigned to the USB Serial Port. The `COM` port is almost always the highest number available on Audition Manager's drop down list. To confirm this, on most Windows systems, you'll be able to click `Device Manager/Ports` to verify the correct `COM` number. Look for `Serial USB`. You can also confirm the port number by going to the `start/control panel/system/Hardware/Device Manager/Ports`.
5. Each time you change computers, you'll need to install the drivers and reassign the `COM` port. The `COM` port is often different on different computers.

JUDGING

Judging using the keyboard...

1. Go to `View/Judge`.
2. Verify that the top, center buttons indicate: `Keyboard`. Click it if necessary.
3. Type the student ID number in the `Enter ID` area.
4. Hit `Return`.
5. Enter the first raw (unweighed: the numbers on the card) score for the first judge.
6. Hit `Tab` and enter scores until all scores are complete.
7. Hit `Return`, `Return` after the last score has been entered.
8. Repeat #3 as necessary.

Judging using the Chatsworth...

1. Verify that the top, center buttons indicate: `Chatsworth`. Click it if necessary.
2. Student cards may be fed in any order, but feed all of a single student's cards through at the same time. Feed orientation instructions are on the back of the card. Note: You're going to need a staple puller if there are multiple cards for each student.
3. **VERY IMPORTANT: When a card is fed, the student's data will appear on the screen. Make SURE that the student's signature on the back of the card matches the student's name on the screen. This is the ONLY way to confirm that the ID number is correct. Do NOT use the label for reference. It may have been applied incorrectly. THIS STEP IS CRUCIAL! DO NOT SKIP IT!!**
4. Make sure the judges are instructed to make no stray marks on the card. Even a dot on the card may be read by the scanner. Use of a #3 pencil is recommended. This makes erasures easier and helps prevent the bubbled areas from becoming so dark the scanner thinks one mark is two.

Printing Receipts for directors and students...

To print the data displayed on the Judge screen, click `Print Current Record`.

To automatically print the data for each student immediately after his scores are entered, click `Print As Scored`.

To print all students receipts that have not yet been printed, click `Print All Missing Receipts`.
Note: They will be printed in school order.

If you need to print all student receipts regardless of whether or not they've been printed before, click the `Print All Receipts` button at `View/Results`. Note: They will be printed in school order.

To look up a student's score...

1. Go to `View/Students`.
2. Enter the student's first or last name in the search area. (You may also sort by first or last name.)
3. Click `>` until you see the data you're looking for.
4. Memorize the student's ID number.
5. Go to `View/Judge`.
6. Make sure the top, center button says `Keyboard`.
7. Enter the student's ID in the `Enter ID` box.
8. Hit `Return`.
9. Click `Keep Scores`.

To view, change or delete a student's scores...

1. Look up the student's ID using the steps above.
2. You'll be given the options: `Keep Scores` (View the record), `Enter New Scores`, or `Delete Scores`.

VIEWING RESULTS

1. Go to `View/Results`.
2. Click any heading to view students sorted in a particular order.
3. Click the `Group` heading or `Sort Groups` button to see students in chair assignment order.
4. To use a Relational (Standardized) chair position assignment sort, click `Relational Sort`. Note that a relational sort is processor extensive. You may wish to leave it off until you need to view or print the data.
5. Printing results will always be in chair order.

To find data, use the `Search` box.

To delete a student's record from the `Results` screen, click the student on the list. Then click `Delete Student`. Note: If the student is in a `Linked` category, all his/her scores for all linked categories will be deleted.

To see who hasn't yet been scored, click `No Shows`. From this screen, you can print or create a text file of the displayed information.

To print the results...

1. Click `Print`.
2. The `Print Results` menu will appear.
3. Select what categories you'd like to print from the drop-down menu.
4. If you would like to print everyone who was scored today, click `All`.
5. If you would like to print those who made a performance group, click `Groups`.
6. If you would like to see the scores, click `Print Scores`.

To create a text file of the students who made the performance groups, click `Text File Save Groups`. This can be imported into any spreadsheet or database.

To create a text file of all students who auditioned, click `Text File Save All`. This can be imported into any spreadsheet or database.

To send results to all directors, click `Email Results` and follow directions. If you find that sends are slow or don't work properly, click `View/Setup SMTP` and enter the correct specifications.

REMOVE GRADE LEVELS FROM RESULTS SCREEN

If you need to temporarily eliminate a grade level from the `Results Screen` for viewing or printing, click the `Filter Results` button on the `Results Screen`.

RECOVERING FROM ERRORS

If you regularly backup your files as suggested earlier with the date/time stamp, recovery from errors is

much easier.

As you feed cards during the day...

1. Keep two boxes of cards: the saved box and the unsaved box.
2. Feed 10 - 20 students' cards through the Chatsworth.
3. As you feed, place the cards in the unsaved box.
4. File/Save.
5. Rubber band the cards you just saved together.
6. Write the time of the save on the back of the top card.
7. Move the saved cards into the saved box.
8. Should something go wrong such as a sudden power outage, you'll only have to re-feed the forms in the unsaved box.

If you need to start judging again from scratch, choose `File/Import All Except Scores` or click `Clear All Scores` on the `Results` screen.

Check the Backup file which is in the same location as Audition Manager. It may have exactly the data you need.

RUNNING TWO EVENTS AT ONCE

It is possible to run two or more events at the same time. If for example, you are going to have Junior and Senior Band auditions on the same day, set up two separate events in Audition Manager. You can easily switch between the two events using `File/Open Recent`.

To prevent a card from being scanned for the wrong event...

1. Go to `View/Students`.
2. Click `Renumber IDs`.
3. Select a range of numbers that is not in the other event.
4. Now if you feed one event's card for another, Audition Manager will report: `ID Not Found`.
5. Color code your labels by printing them in different colors, or by using a magic marker, one blue, one red for example. A single line through each label is perfect. Hint: Mark the labels while the labels are still on the 8 1/2" x 11" sheets.

MERGING FILES FROM TWO OR MORE COMPUTERS AT A SINGLE EVENT

You can use more than one computer at a single event, then merge the results into one file.

1. When all registration data is finalized, make two copies of the Audition Manager file. Name one Main and the second Satellite. Do NOT use your original Audition Manager file. Keep it for backup.
2. Do NOT make any student/school data changes/additions on the Satellite computer. (Score changes are ok.) If you need to make a data changes, make them on the Main computer and enter the scores for students with changes on the Main computer.
3. Input scores in any order on either computer. BUT it is highly recommended that you keep categories going to the same computer. If you don't, you won't be able to keep track of which scores have/have not been scored.
4. When the event is finished, back up Audition Manager files on both computers. Move the Satellite Audition Manager file to the Main computer. Then, from the menu at the top/left of the screen, select `File/Merge Results from another computer`. Follow the instructions to import the files from the Satellite computer.

5. Do not save using the Main file name. Keep it as backup. Save the merged files as "Final Results - Both Computers".

Notes...

1. Designating each computer reserved for the different categories will give you "play by play" results information. Otherwise, the true results will not be known until after the merge.
2. Any additional scoring or data changes are ok on the "Final Results - Both Computers" file.
3. If you are using more than two computers, Name Satellite computer files Satellite1, Satellite2 etc. At the end of the event, merge each one at a time.
4. Do not be concerned that you may have scored a student on both computers. Audition Manager will remove duplicates.

SUGGESTED AUDITION PROCEEDURE

1. Have the student check-in at the registration table.
2. The student should proceed to the audition room about 15 minutes before his audition.
3. When the student is ready, the room monitor should bubble the student's ID number on the Chatsworth card.
4. The monitor ushers the student in and hands the judge(s) the card(s).
5. Each judge bubbles in his judge number.
6. At the conclusion of the audition, each judge marks the appropriate scoring lines.
7. Each judge checks his work making sure that all areas are marked on the card(s) and indicates he has done so by signing the back of the card.
8. The monitor checks each card to make sure all areas are marked on the card(s).
9. The student signs the back of the card without viewing the scores.
10. The monitor attaches the label to the back of a card. The label should be smooth and not hanging over the edges.
11. If there are multiple cards, the monitor staples the student's cards over the words: ADJUDICATION FORM on the scoring side of the card. The label card should be on top.
12. The monitor hands the completed cards to the runner who takes them to the tally room for scanning.

HELPING JUDGES MARK CORRECTLY

An easy way to keep the scoring criteria on the correct line of each card is to write the name of each line (tone, musicality, etc.) on a blank scanner card. Then Xerox this card for each judge. The judge can then place the Xerox copy next to a new card and easily see the definition for each line. Some create a fold or pouch for easier, more accurate alignment.

Some use a printer to print directly on the card. Go to the download area of www.AudMgr.com to find a template. Careful... Stray printer marks will cause scanning problems.

Pencil marks should be easily seen, inside the lines, and not so dark the scanner thinks there are two marks for one. A #3 pencil is recommended.

Erasures must be complete. It's ok to rub a hole in the card with the eraser. It's not ok to half erase.

If you have more than one judge, each judge should mark his judge number on his card. No mark is necessary if there's only one judge for the category.

Each judge should count his line marks before releasing a card. If there are 11 scoring areas, there should be 11 marks with not a single line with double marks.

RANK (STANDARDIZED) SCORING

You can select rank (standardized) scoring on the View/Results screen. This is an effective way to prevent one judge's scores from making more of an impact than another's. In rank scoring, the weighed scores for each judge are sorted. Then a new score is given based on each student's rank. The highest scoring student is given a 1, the next highest a 2, etc. These new rank scores from each judge are then processed to create chair positions.

ADJUST SCORES

You can modify a final score for any student. Call up the student's scores on the Judge Screen. Then click the Adjust Score button.

TROUBLESHOOTING

Scanner problems...

Have you installed the driver? If not, follow the instructions found earlier in this manual: Installing the Chatsworth Driver.

Have you told Audition Manger where to find the scanner? Read the instructions in this manual titled... Setting Up the Chatsworth Optical Mark Reader in Audition Manager.

If you think the scanner has become confused because of an incorrect port assignment...

1. Close Audition Manager.
2. Disconnect the scanner from the computer and power.
3. Wait one minute.
4. Reattach the scanner's power and USB cables.
5. Open Audition Manager.
6. Select the correct port at Tools/Set Chatsworth Port.
7. Test to see if all is well.
8. If all else fails, reboot and repeat this list.

Sometimes if you feed cards while The Judge Screen is in Keyboard mode, the scanner gets confused. Put the Judge Screen in the Chatsworth mode, then feed the same card several times. When Audition Manager reports Bad Feed you're back in business.

My scanner reports lots of errors...

1. Lift the top part of the scanner. Clean the glass.
2. Use #3 pencils on the cards. Sometime #2's make too dark a mark.
3. Use the Scanner Sensitivity utility available at www.AudMgr.com.

Students are missing from the View/Results page that have been judged...

You have likely loaded an old file, perhaps one saved earlier in the day.

Students are not in chair position order on the results screen...

Click the column heading GROUP or click the Sort Groups button. When you print results, this is done automatically.

When I import Remote Registration files, no files are imported though I know they are in the correct directory...

Audition Manager uses the event name found at View/Setup/Grouping to identify files. Audition Manager will select only those files with the correct event title. If you change the event title AFTER you have created the Categories.txt file, Audition Manager will think there are no files available for your event. The solution...

1. Change the name back to what you originally had. The files should then import.
2. If you need to, you can open one of the Remote Registration files with a text processor and look for the event title. Copy/Paste to the Event Title in Audition Manager. Do not include the strange characters before/after the title in the text file. Do NOT save the text file when you close your text file processor.

When I attempt a Remote Registration Import, I get errors, or the program crashes...

1. Make sure you place your files in a directory without any other files, even hidden ones.
2. Some schools corrupt the file sent by Remote Registration adding additional characters to the file.
3. In very rare cases, data sent via the internet will become corrupt. Ask the sender to resend. You can also manually add the data to Audition Manager, or have the sender send from another site.

When I attempt to send data to the www.AudMgr.com server via Remote Registration I get a message indicating that the data may not have gotten through. What do I do?

1. First, if you get a message that the file made it to www.AudMgr.com, you can rest assured that it did.
2. Ask your chair if he got the file. Sometimes the Audition Manager website was not allowed to send the "Got it!" message, but your data did indeed make it through. If all else fails, you can send the file with an email attachment.
3. Some schools have their internet security turned up so high that nothing gets in or out. If this happens, try sending your files from another location. Most people can successfully send from home. A thumb drive will conveniently move your software and data files to your home computer so you can send from there.
4. You might also ask your IP department to put ftp.AudMgr.com on their white list, allowing you to have access.
5. When creating the Categories.txt file, if you specified both a Server Directory and an email address, Remote Registration will first attempt to send to www.AudMgr.com. If that fails, it will attempt to send via email to the address specified.

When I run Remote Registration, I get a message that "The Appropriate Text File Is Missing." Remote Registration will not continue running.

The file, Categories.txt, must be in the same directory as Remote Registration. Categories.txt is the file that tells Remote Registration what categories are available for your event. Perhaps you failed to download Categories.txt from your website or you have Categories.txt in one directory and Remote Registration in another. Both Windows and Macs will allow you to search your hard drive if you've lost one or the other.

My labels print too low on the 8 x 10 1/2 sheet.

Different printers have slightly different vertical positions. Use the arrow key on the label window to move the text up or down. The Up arrow moves the text up just a tiny bit, the down a tiny bit. Each click is about 1/72 of an inch.