Two months before the audition event…

1. Using the **Audition Manager's** five setup screens, set the specifications for your audition.

2. Create a Companion File for **Remote Registration** in the Setup/Categories window.

3. Distribute both the **Remote Registration** (all three platforms) with the Companion File to schools participating in the event. The most convenient way to allow distribute is to place the four files on your internet page for downloading. You may also distribute with CDs, ram cards, and floppies. The companion file and Remote Registration must be placed in the *same directory* on the user's computer.

4. After using **Remote Registration**, a file will be created on the user's desktop. This file should be attached to an email and sent to the chair of the event.

After the entry deadline…

1. Create a directory on your hard disks for all the files that were attached to emails. Move the files from the emails to the directory you just created.

2. Have **Audition Manager** import the data from the files in this directory.

3. Check the Student window and the Setup/Scheduling window to see if the time allotments are you wish. If you want to make changes in time allotment, that can be done now. To have the computer assign the time allotment, in the Setup/Scheduling window make sure you specified the Minimum and Maximum time for each category, click "Adjust Time", then "Apply to Schedule."

4. If you need to "randomize" the schedule, select that feature from the "Tools" from the top menu. You may scramble as many times as you wish. Each time the schedule will be completely different.

5. From the "Students" window, click the school heading to sort in school order.

6. Print a the school-sorted order. If you're working on Mac 10 or have Acrobat Distiller installed on your computer, you can print to a PDF file which you can post on your website or email to directors. Everyone will now have a complete schedule of events for the day.

Twenty-four hours before the event...

1. Prepare three master schedule printouts:

   From the "Students" window click the Judge heading.

   Print three copies, One for posting, one for the registration desk, and one for the tally room.

   Print other sorts as you feel appropriate for the tally room.

2. Prepare a schedule for each judge's room.

   From the "Students" window click the Judge heading.

   When asked if you would like to start a new page for each judge, answer yes.

   Print one copy.

3. Print Student ID labels.

   From the "Students" window click the Judge heading.

   When asked if you would like to print labels, answer yes.

   Print one set on 1" x 4" labels, 20 per page, 8 1/2" x 10", two column sheets. Manufacturer: Avery, Office Depot, and others.

   Cut the labels into judges sets. Remember, if a judge is judging in more than one category, he will still need all his labels together.

At the event…

1. Give the registration table a printout.
2. Give each judge's monitor his schedule, labels, and a yellow legal pad.
3. Have each student arrive approximately one hour before their appointment.
4. Upon arrival, the student should check in at the registration table then proceed to the warm-up area.
5. About 15 minutes before a student's audition, he should wait outside the judge's room.
   Note: You'll need to post judge room number's in the waiting area.
6. The monitor should have the student sign in on a yellow pad indicating the time of arrival.
   Make sure the signature can be read.
7. At the appropriate time, the room's monitor should escort the student into the judging room.
8. The monitor says to the judge(s), "This is student ID number 1045. Please write the number in the

ID Box on the adjudication form, and bubble in the ID number underneath. " If there is more than one judge in the room, add, "Also bubble in your judge number: 1 - 5."

9. At the conclusion of the performance, each judge should mark their adjudication form then check these items…

      a) Is the judge number marked (multiple judges only)?

      b) Is the ID number correctly bubbled?

      c) Are there required lines left unmarked?

      d) Are there lines that have more than one mark?

10. As soon as the judges have completed marking the adjudication forms, collect the forms and, without letting the student see scores, have him sign the back of each adjudication card. This will serve as the final confirmation for who's card it is in case the ID number is bubbled in wrong.

11. The monitor should check these items…

      a) Is the judge number marked (multiple judges only)?

      b) Is the ID number correctly bubbled?

      c) Are there required lines left unmarked?

      d) Are there lines that have more than one mark?

11. If there are multiple judges, staple the cards together over the black words "Adjudication Form".

      Stapling anywhere else may cause problems for the Chatsworth Card Reader.

12. Place the students ID label on the back of the adjudication card for judge number 1. Careful, do NOT wrinkle the label or allow it to wrap around to the front site. Either may render the card unreadable. Do not cover the signatures.

13. Monitors should give completed cards to the roving gofer who will take the forms to the tally room.

14. As the cards come in the tally room, have a card checker check these items…

      a) Is the judge number marked (multiple judges only)?

      b) Is the ID number correctly bubbled?

      c) Are there required lines left unmarked?

      d) Are there lines that have more than one mark?

15. The card checker should remove the staples and hand the cards to the person running

      Audition Manager.

16. The card should then be feed through the Chatsworth.

17. Keep the cards for each student grouped together in case there should be a need to refeed the forms.

18. Save often. After each feed, move the save cards to another pile.

19. When a category is finished, go to the "Results" window and print the results for that group.