Activating Festival Scores (Can Be Completed Before Audition Event is Open)

1. Go to festivalscores.com
2. Select "Enter Audition System"
3. Select "Participating Directors"
4. Select "Create a New Account" from the top of the page
5. Enter email address
6. Click link in email from festival scores to finish Account Creation
7. Select "Update Profile"
8. Select "Edit Profile" and add any required info
9. Hover over "Schools" in the toolbar and select "Add New School"
10. Enter your school's info and select "Save"
11. Hover over "Students" in the toolbar and select "Add Students"
12. Add auditioning student info and select "Save" **You need to do this for every student but only need to enter their name and grade**
13. Hover over "Audition Events in the toolbar and select "Activate New Event"
14. **Make sure you have the correct district code and enter it to join the audition event**

Submitting Auditions **(In order to complete you must complete "Activating Festival Scores" instructions)**
1. Go to msallstatechoir.org and find the correct audition code for your district under the "Audition Registration" page
2. Go to Festival Scores and login using your previously created username and password.
3. Select "Audition Events" from the dropdown menu at the top of the page and then choose "Activate new event"
4. From here you will be asked to enter the audition code that you found on msallstatechoir.org that corresponds to your district. **YOU MUST USE THE CORRECT DISTRICT CODE** If you are unsure which CMEA district you are in you can find the CMEA district map on their webpage.
5. Once you have entered your district audition code you will be able to find your auditions on the "Audition Events" page.
6. Once you have activated your Audition Event you can go to the "Entries" page
7. On the "Entries" page you will select the "Assign Student" tab.
8. Select the student you want to add and their voice part to assign them to the audition event.
9. From this page you can select the "Manage mp3 Files" button and choose the file from your computer to upload for the student
10. Once you have uploaded a file you can play it to make you you have uploaded the correct file and that it plays.
11. If you are having trouble with the upload process check to make sure that your file is an MP3. If it is not you can convert files from the Festival Scores Website under the "Help" tab.