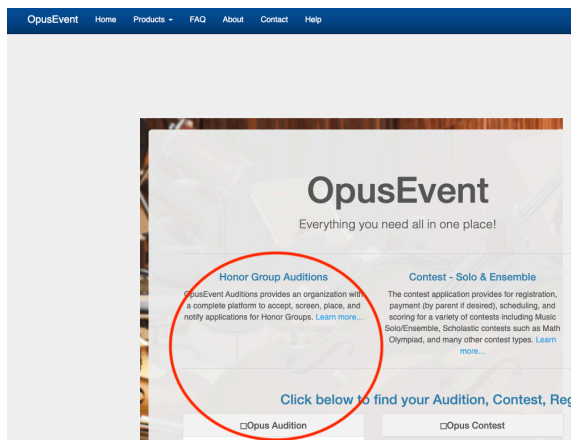


## HOW TO: Registration for TPSMEA

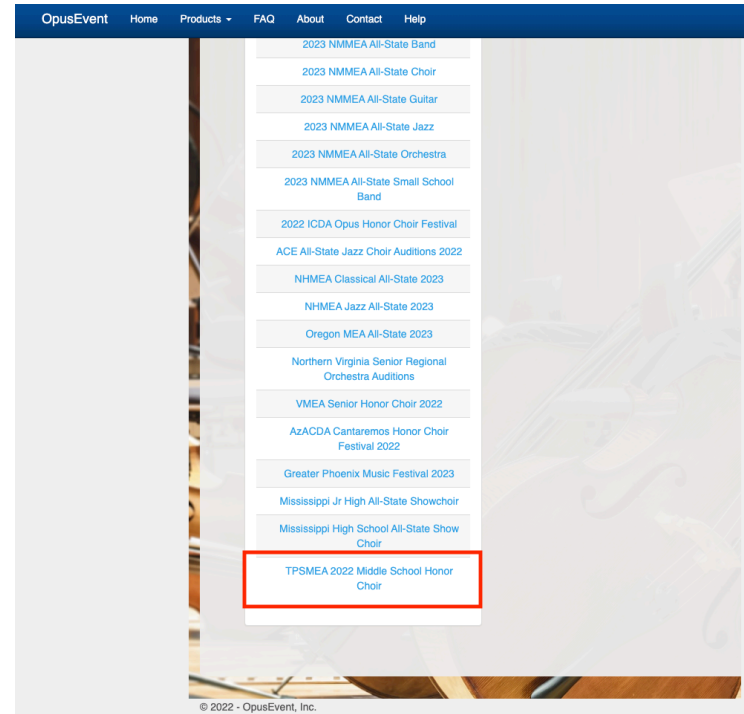
If you need a refresher to register your students in the Middle School Honor Choir audition.

First: Using a browser, connect to the Opus Event site by clicking on [www.opusevent.com](http://www.opusevent.com)

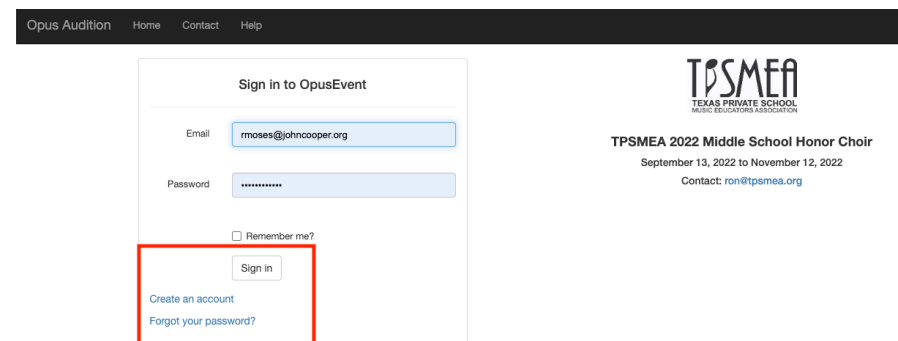
This will take you to the home page of Opus Event. There are 3 choices on that page - you want “Opus Audition”



Choosing Opus Audition should present you with a drop down menu listing every audition using the platform. They are listed chronologically, not alphabetically. Scroll down to the bottom of the page. You should find TPSMEA 2022 MSHC at or near the bottom of the list.



Upon making that choice, you will be sent to the sign-in page. If this is your first time, click “Create an account”



At this point, you are ready to start entering students. But first! Add a Location. This is the name of your school as found in the EXTENSIVE list of schools in TPSMEA

Opus Audition Home Contact Help Hello, Rae Moses

Manage Event Setup Reports Tools User Profile Switch Event

Event Home TPSMEA 2022 Middle School Honor Choir

Tuesday, September 13, 2022 - Saturday, November 12, 2022  
Administrator: ron@tpsmea.org

Filters: Application ID Applicant Name Select a Category Select a Location Unpaid Only Search Clear

Location Balance Add Location

✓ The John Cooper School \$25.00 New Application Invoice Receipt Extend

User Media Preferences Change Preferences

Audio: In Browser Video: In Browser Document: In Browser Image: In Browser

User: Rae Moses email: rae@johncooper.org phone: 281-259-9276 cell: 281-259-9276

Select All Clear All E-mail Selected... E-mail CC Paylink to Selected... Pay Selected...

ID	Name	Email	Category	Item	Cost	Balance	Status	Location
174505	Veronica Brazon		South Middle School Honor Choir	Soprano	\$25.00	\$25.00	unpaid	The John Cooper School

Applications are considered completed, submitted, and confirmed when all required fields are entered and the auditions have been uploaded. There is no other 'status' confirmation. Thank you!

Now, start to enter students. Pay attention to the **CATEGORY** and **VOICE**. Mistakes in these two fields can cause headaches.

Notice you can complete registration in 3 sessions. They don't all have to happen at the same time.

- 1) Enter student's name and voice part (you can always go back and edit, delete, etc.
- 2) You can upload your audition recordings at a later date and time. I like to do this step all at once. I have less a chance of distraction or interruption.
- 3) Pay for your entries.

Opus Audition Home Contact Help Hello, Rae Moses

Manage Event Setup Reports Tools User Profile Switch Event

Application Form TPSMEA 2022 Middle School Honor Choir

Administration (Managers only)

Tools [Change Category/Item]

Payments [Add Transaction]

No payments on file.

Submitted by: Rae Moses (rae@johncooper.org) for The John Cooper School(The Woodlands,TX) status:unpaid • Created on: 9/13/2022 10:52:13 PM

APPLICATION

Category\* South Middle School Honor Choir Voice\* Soprano

Student First Name\* Veronica Student Last Name\* Brazon

AUDITIONS

\* Uploads/Recording are currently open

	Media	File Name	Status
Gloria!	Audio	No file.	✗ Upload
Velvet Shoes	Audio	No file.	✗ Upload

Delete Save Save and Close