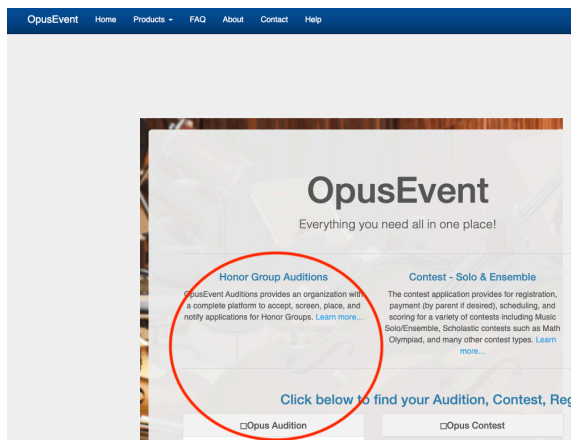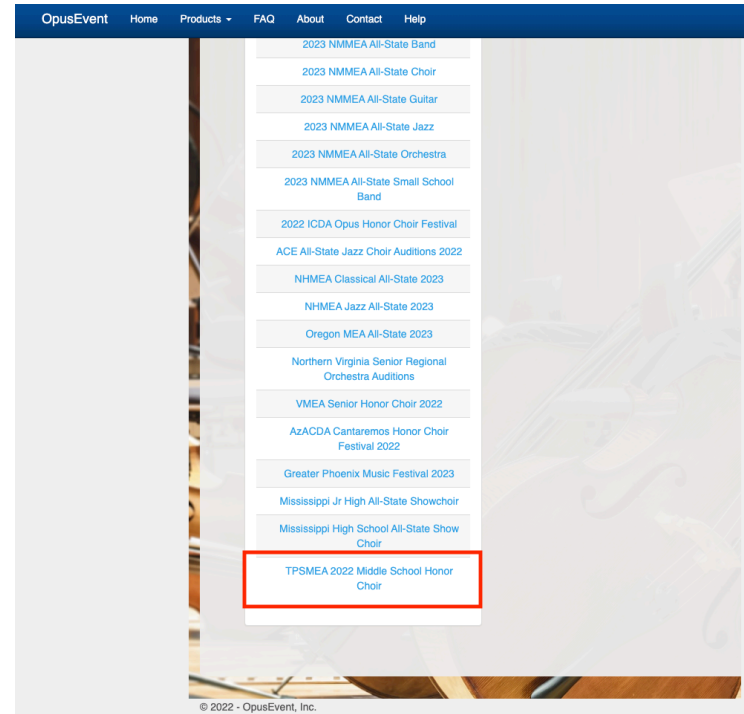## HOW TO: Registration for TPSMEA

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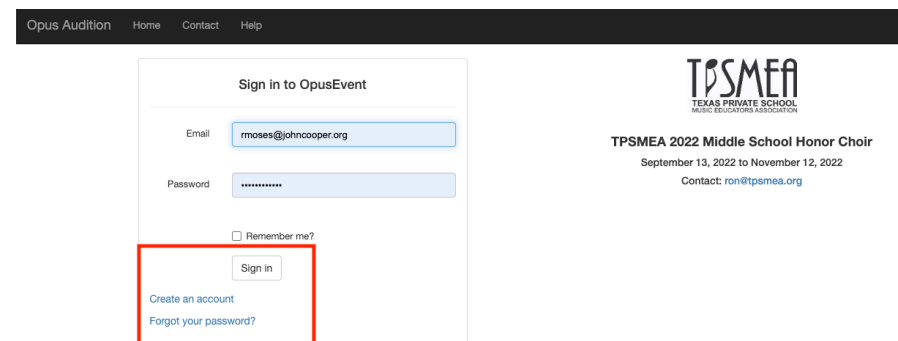
This will take you to the home page of Opus Event. There are 3 choices on that page - you want "Opus Audition"

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

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.