

# 2018 SWACDA Graded Honor Choir Auditions Help Sheet

Thank you for your patience as ACDA upgrades all of its technology.

The following information will be helpful as you prepare and submit your Graded Honor Choir Auditions.

If you have not done so already: Download and PRINT the SWACDA Graded Honor Choir information found at: [www.swacda.org](http://www.swacda.org) Click on the Honor Choir Information link and then on the RED Right Here

Please share the Statements of Obligation with your singer's parents. An informed parent is a happy parent.

**AUDITION WINDOW is OPEN from 9/8/17 to 10/10/17 (midnight Central Standard Time)**

## To access the Audition Program:

- LOG in to the ACDA web site at: [www.acda.org](http://www.acda.org)
- You must be a registered ACDA member in good standing to log in. If you have not logged in to the ACDA web site since the transition, use your email on file with ACDA and select the lost or forgotten password to create a new password.  
If you have issues logging in please contact Scott Davis ([sdavis@acda.org](mailto:sdavis@acda.org)) or José Tellez ([webmaster@acda.org](mailto:webmaster@acda.org))
- Go to the **MEMBER BENEFITS** link in the drop-down menu select **Auditions and Sessions**
- Click the **GREEN** Register Now button on the right side of the page
- Update your MEMBER INFORMATION if necessary by clicking the edit info box  
*Music packets for accepted singers will be shipped to YOUR mailing address which appears in your Member Information. Be sure it is correct.*
- **Applicant Information:** The following information on each applicant is required:
  - CHOIR** *select from drop-down menu*
  - VOICING** *select from drop-down menu*
  - First Name Last Name** *this information will be used for the printed program*
  - Address** *three lines available use what you need starting with Address 1*
  - City, State, Zip Country** *City State will be used in printed program*
  - Phone:** *may be the student or parents preferred phone number*
  - Email:** *may be the student or parents preferred email*
  - Grade in School** *select from drop-down menu SWACDA is only for Grades 5-12*
  - Height - Feet and Inches**
  - T-Shirt Size** *select from drop-down menu*
  - Sponsoring Choir Name or Organization**
- **Parent/Guardian Information:** The following information is required:
  - Name:** *First Last*
  - Email:** *P/G preferred email. (They will receive confirmation once audition is completed).*
  - Phone:** *P/G preferred phone#*
- **Chaperone Information:**
  - Name:** *First Last*
  - Phone:** *P/G preferred phone#*

- **Terms and Conditions** *4 Statements of Obligation which also appear in the SWACDA Honor Choir Information packet. Please share with parents before submitting audition.*

**Singer**

**Parent**

**Chaperone**

**Director**

*You must click the "I have read" box in order to submit the form. It acts as an electronic signature.*

- **Click Submit** *If all is good you will review and move on to Uploads. If any errors appear you must go back and correct.*

Once you successfully get past the submit button the Audition Information will be saved. You can begin another application, or move on to the Upload page to upload MP3 files.

- **Upload** Ideally your audition recordings will be saved on the computer you are using to process the application. Select the appropriate Mp3 file for the singer and click Submit
- **File 1: Ascending** Browse for file select and hit Submit. A Processed Upload box will appear with a player to double check the audition file. **DO NOT CLICK NEXT** (yet) If all is good SCROLL down to
- **File 2: Descending** Repeat the process for File 2: File 3: and File 4:
- **AFTER ALL audition recordings for this applicant have been submitted CLICK NEXT.**
- **Proceed to Payment** – ALL Payments must be made through the web site using a credit or debit card. **Currently each Application will have to be paid for individually.** *If you wish to enter multiple applications and pay with a single credit card you will need to CALL National ACDA at (405) 232-8161 during normal Office Hours. They will take your information, process the payment, and mark your entries as paid.*

Enter standard Billing Address information for the Card you are using.

Card Number Expiration Date Month and Year

**SUBMIT**

**Audition Applicant is NOT complete until payment is made.**

**Once payment is made, an email confirmation will go to both the Parent and Director to confirm that the audition is complete and has been received.**

If you have any issues or questions, please email Jeff Sandquist at: [swacdahcjs@gmail.com](mailto:swacdahcjs@gmail.com)

For LOG IN assistance and technical difficulties: [sdavis@acda.org](mailto:sdavis@acda.org) OR [webmaster@acda.org](mailto:webmaster@acda.org)