

# STUDENT REGISTRATION

## (Step by Step)

These instructions were written for directors, but will also guide students or parents through the registration process. PLEASE give this to your students to help them navigate through the registration process.

If you have questions regarding this process, email me at: [maineallstate@gmail.com](mailto:maineallstate@gmail.com)

Do us all a favor and read the instructions...completely.

- 1) Go to: <http://www.allstateauditions.com> and:
  - a. If you are a director, log in using your user name and password and follow steps 2-4 below **OR**,
  - b. If you are a student doing this from home, go to the above site and on the home page, immediately below the “Results” tab, enter your acceptance code (available from your director) into the box labeled “Login to Acceptance” and hit “Login to Acceptance” and skip down to number 5 below.
- 2) On the next screen, under “CONTROL PANEL”, click on “2015-2016 All-State (BOC) Auditions”.
- 3) On the next screen, scroll down to your student names. If your student made All State, it will say “Accepted” for chorus, “Band” or “B” for band students and “Orchestra” or “O” for orchestra students.
- 4) For each student accepted into All State, you have two options:
  - a. You can click on the button that says YES or B-\* or O-\*, which will bring you to the student data entry page.
  - b. **OR** you can give the student the seven character code (case sensitive) so they can enter the data entry page themselves.
  - c. **NOW YOU (directors or students) NEED TO PAY ATTENTION.**
- 5) You **MUST** put something in each entry window.
  - a. **If the student has been in all state before**, the information from the previous year will still be there (*PHEW!*). You can scroll to the bottom of the page, ***click save and print***, which will bring you to a one page form (SEE NOTE BELOW) with all of the student info on it. **BE SURE THAT YOUR PRINTER IS SET TO PORTRAIT**, print the form, then send it home for **PROOFING**. If all of the information is correct, it can then be signed by all of the parties listed and you are done with that student. Proceed to the next student. **If the information is not correct**, or needs to be edited, follow the directions above back to that student’s data entry page, make the necessary edits, ***click save and print***, print, **PROOF**, signatures, etc. You may do this as many times as necessary until **February 5<sup>th</sup>**.

- b. **If the student has NOT been in all state before**, it is the same as above, but you need to gather the required information first. Having just done this for one of my students, the easy way to do this is to go to the student data entry page, fill in the easy stuff, simply put a dash (-) in all of the areas that you do not have the info for, ***click save and print***, and print. Send it home for the student/parent to fill in the information. When you get it back, go back to the student data entry page, fill it out, ***click save and print***, print the form, send it home for **PROOFING**. If further editing is needed, go back to the page again and edit, save, print, etc. You may do this as many times as necessary until **February 5<sup>th</sup>**.
- c. **DO NOT, UNDER ANY CIRCUMSTANCES** – write in student information on a form and send it to me. I will send it back. Over the next two months, I will be processing around 550 student forms and checks, and I do not have time to type in student info. If you, or the student, or the parent write anything in, it is not in the database and must be added manually. Go back, edit again, print, proof, sign, etc. Start today!
- d. **IF THE STUDENT WILL NOT BE ATTENDING ALL STATE**, under “**The student declines Acceptance because:**”, type in their reason. If they are attending, simply put a dash in the box. Please do this as soon as possible so others can fill the vacant position.
- e. **MEDIA PERMISSIONS** – I have to track this down on a few students each year...**BE SURE** that the parents understand that we must have a **YES** in order for their child to be listed in the program, on the CD/DVD and in the group pictures. Almost without exception, when contacted, parents that said “NO” say yes when they understand what this is for.
- f. **T-SHIRTS** – The one thing that does not show up on the printed form is the student choice for t-shirt size. Be sure to find out the size wanted and mark it on the form.
- g. **MEDICAL INFORMATION** – please make sure that all information is accurate.

**NOTE – If the form does not print on one page, PLEASE play with the margins in document setup until you have the document on one page, PORTRAIT. Get help from your tech person if needed!**