The Audition Scheduler
NATS Auditions - User Manual

Initial Requirements:
Users must be active members of NATS to access the audition registration website.

Access:
Login to https://www.nats.org
From your Member Login page, click on the green button, NATS Auditions Registration.

On the Audition Scheduler website's dashboard page, confirm that your Chapter/Region setting at the top of the page is correct for the event you wish to register for. If not, click on the Change button and select the correct Chapter or Region. If the Chapter or Region you're searching for is not in the selection list, please contact your audition coordinator to have it added. You must be a member of that Chapter and Region in order to have access to it.

Once your Chapter/Region is correctly selected on your dashboard page, you may begin registration. In the green panel box that says, Begin Here to Register for Audition/Conference, click on the green button, Register for Audition/Conference? All teachers who are planning to attend the event themselves and/or register students must click on this button to register.

On the Select Audition page, select your event from the choices in the list. If your event is not listed, either you are not in the correct Chapter or Region setting or your event has not yet been set up by your audition coordinator. Please contact your audition coordinator for help. After selecting your event from the list, click on the Select button.

On the Registration page, indicate whether you are registering any students for this event by selecting Yes or No and clicking on the Continue button. If you are only registering yourself to attend the event without students, then indicate No.

If you indicated No on the Registration page, you will then be directed to the Registration Options page. This is where you will enter your Judging preferences, Substitute judge selection, and your Workplace location(s) which should appear in the list boxes. Your audition coordinator must enter those locations during the audition setup process in order for you to see any options listed. If your workplace is not listed in either of the 2 Workplace lists, you may enter it in the 3rd box provided. When finished, click on the Next button.

If there are any additional details your coordinator is requesting information about, you may enter them on the second page of the Registration Options area. When finished, click on the Continue button.

On the Registration Summary page, the fees you are required to pay will show up in the table at the top. If your total amount owed is greater than zero, you will need to click on the green button, Go To Payment Page, to pay your fees. Otherwise, your registration will not be complete. If you have no fees to pay, your registration will automatically show as completed and you will not need to click on the Payment Page button.

To return to your Registration Options page, click on the link in the right-side panel, Review Registration Options.

To delete your registration, go to the Registration Summary page again and click on the link in the right-side panel, Return to Student List. Then click on the red button, Delete Registration. Confirm you wish to delete your registration by click on the Yes button and you may start fresh from the beginning again.

To return to the dashboard page, click on the link in the page heading that says, Dashboard.

To go through the registration process again, find the green panel box that says, Begin Here to Register for Audition/Conference, and click on the blue button that displays your event name. You may change your selection to register students here if you wish.

To register students, go the your dashboard page and in the green panel box that says, Begin Here to Register for Audition/Conference, click on the green button, Register for Audition/Conference?

On the Select Audition page, select your event from the choices in the list. If your event is not listed, either you are not in the correct Chapter or Region setting or your event has not yet been set up by your audition coordinator. Please contact your audition coordinator for help. After selecting your event from the list, click on the Select button.

On the Registration page, indicate that you are registering students by selecting Yes and clicking on the Continue button.

On the Add Student page, you may select one of your students who was registered for a previous event from the selection box labeled, Select a returning student, or enter the required information for your current student in the fields provided. All field names that display an asterisk require info to be entered. Please update any contact info that has changed if you select a returning student. Click on the Next button to proceed through the Add Student pages.

Dates must be entered in the format: mm/dd/yyyy

Once all the basic info has been entered for your student, click on the Continue button. On the Category Selection page, select a category your student wishes to audition in. If no categories are displayed in the list or if the category you expect to select is not listed, please contact your audition coordinator. There are 2 pieces of data that determine whether a student is qualified to register in a category: gender and age. If the student's age and gender do not fit within the range specified for a specific category, then the category will not be available for selection in the list. Once the category is selected, click on the Save button.

If repertoire is required to be entered, then you will be directed to the Student Repertoire page. All information indicated by an asterisk is required. Click on the Next button to enter each of the songs. If you don't have this information available, just enter any text in the required fields so you can continue through the registration process. You'll be able to return to this page later to update the songs. You may also exit the Student Repertoire section by clicking on the link in the upper-right corner of the page that says, Student List. That will take you to the Student List page.

When completed with entering your student's repertoire, click on the Continue button to select or add a pianist. You may select a previously entered pianist from the list and click on the Save button or enter a new pianist not found in the list by clicking on the button, Pianist Not Found in List?

On the Student Pianist page, you may enter the contact info for your student's pianist. The check box, Is Official Staff Pianist?, is used for pianists who are contracted by the audition coordinator to play for students who are not bringing their pianist. Also, if the pianist you are adding is also a student registered to audition in your event, please select their name from the list box. Then, click on the Add button.

After selecting or adding your student's pianist, you will be directed to the Student Confirmation page. Please review all the information carefully. Make any necessary corrections and then when satisfied that all of the information is accurate, click on the checkbox, All information above has been reviewed and is accurate. Then click on the Save button. A message will pop up indicating the Data is saved. Click on the OK button to continue.

You will then be prompted to add another category for your student if your event allows for multiple category registrations. Select Yes or No and then click on the Continue button. If you select Yes, then proceed as before to select a category and pianist. If you select No, then you'll be prompted to Add Another Student.

At any time during the student registration process, if you need to exit a page, just click on the Dashboard link or Student List link in the upper-right corner of the page.

On the Student List page, you may update your student's information by clicking on the Edit button next to their name or the Delete button to remove their registration. You may also click on the blue button at the top to Register Another Student, click on the orange button to Print Judging Forms for each of your students, click on the green button to Complete Registration and pay your fees, or click on the red button to Delete Your Registration for this event.

If you have any previously registered students that are no longer studying with you, just click on their name in the selection box labeled, Delete a former student, and they will be removed from the website.

In order for your students to be scheduled in the event, you must pay all your fees. To do this, click on the green button, Complete Registration, on the Student List page. You will be directed to the Registration Options page where you will enter your Judging preferences, Substitute judge selection, and your Workplace location(s) which should appear in the list boxes. Your audition coordinator must enter those locations during the audition setup process in order for you to see any options listed. If your workplace is not listed in either of the 2 Workplace lists, you may enter it in the 3rd box provided. When finished, click on the Next button.

If there are any additional details your coordinator is requesting information about, you may enter them on the second page of the Registration Options area. When finished, click on the Continue button.

On the Registration Summary page, the fees you are required to pay will show up in the table at the top. If your total amount owed is greater than zero, you will need to click on the green button, Go To Payment Page, to pay your fees. Otherwise, your registration will not be complete. If you have no fees to pay, your registration will automatically show as completed and you will not need to click on the Payment Page button.

If your audition coordinator has any forms and miscellaneous info s/he wishes to provide to you, those files may be found either in the open space at the bottom of your dashboard page beneath all of the

panel boxes or they may be on the Forms/Miscellaneous Info page. Just click on the link, View Forms/Miscellaneous Info, to access those files or contact your audition coordinator to locate those files elsewhere.

After the registration deadline passes and the schedule is run, you may access your judging assignments, students' schedule and pianists' schedule by clicking on the link in your Auditions panel box that says, View My Students/Judging Schedule. You may print these schedules and/or email them to yourself, students and pianists.

The main things to keep in mind are to confirm each student's registration and pay all fees or your students will not be scheduled.

To contact your audition coordinator, you may use the email form on the Contact Us page. Access that page by clicking on the envelope icon in the left menu panel. Make sure to select the correct Chapter or Region affiliated with your event so the email will be directed to the correct audition coordinator.

You may also find additional help by clicking on the question mark icon in the left menu panel. Just click on the question on the Frequently Asked Questions page to display the answer.