



## TEXOMA REGION

### Registration Guide for Fall 2022 Auditions

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**Registration Deadline: Wednesday, October 12, 2022  
6:00 p.m.**

Registration is completed through Auditionware, accessed from the [Member Home](#) page of the [National Association of Teachers of Singing](#) website [<http://www.nats.org/>].

Registration fees will be paid online at the time of registration through the [NATS.org](#) website.

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#### **SPECIAL NOTES:**

1. Every teacher must indicate on the auditions registration website that they have read and are in compliance with the [NATS Policy on Copyright Law](#).
2. National dues must be paid in full on the [NATS.org](#) website **before** you can register your students. It may take 24-48 hours for your dues status to be updated to allow you to register your students. It is highly recommended to pay your dues well in advance of when you plan to register.

3. All teachers who register students are required to be available to adjudicate for the Student Auditions. If you fail to complete your judging assignments for the auditions, your students will be ineligible for competition.
  4. Teachers must complete the registration process for the Texoma NATS Student Auditions. Students are not able to register themselves.
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## REGISTRATION STEPS

1. **Confirm that you have paid your National NATS dues through the [NATS.org](https://www.nats.org) website.**
2. **Gather your student's information; you will need to know:**
  - a. Student's full name
  - b. Student's age (as of October 12, 2022)
  - c. Student's birthday (including year)
  - d. Student's phone number and email address
  - e. Number of semesters of voice study
  - f. Audition Category
  - g. Accompanist Name
  - h. Name of previous teacher, if the student has studied with you for fewer than 8 months.
  - i. Which piece will be the selection used for the Semi-finals and Finals rounds.

Teachers now have access to a fillable [Student-information Sheet](#) that they can send to all of their students to complete and return, so that teachers have much of the information they will need prior to completing the students' registrations.

3. **Review the Repertoire Requirements and gather your students' audition repertoire information. For each piece, you must enter:**
  - a. Title (include name of larger work if applicable)
  - b. Composer
  - c. Language
  - d. Song Type (Art Song, Aria, Spiritual, etc.)
4. **All of the rest of the registration information and payment MUST be completed by Wednesday, October 12 at 6 p.m.**

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## ACCESSING THE NATS AUDITIONS REGISTRATION SYSTEM

The NATS Auditions Registration system is designed in partnership with AuditionWare and its creator, Brad Mills. It is designed to facilitate the entire auditions process from registration and payment to scheduling, assigning judges, reporting scores, and advancing eligible singers to the national rounds of the NATS National Student Auditions. Below is an instruction sheet on how to access the system. Once you get into the actual registration part of the system there are a series of questions asked in order to help you register all of your students, register yourself, and pay for your registrations.

With this system, **payment is by credit or debit card only**. The elimination of payment by check is important for timely registration and scheduling of all auditions and confirmation that payments have been completed in this manner simplifies this for all audition's chairs.

### STEP 1

Go to [NATS.org](https://NATS.org) and log in. Your username is the email address you have on file with NATS. Your password is unique to you. If you do not remember it simply click on "forgot login/password" and you can reset your password.

IMPORTANT FOR PREVIOUS USERS OF AUDITIONWARE: If you have used AuditionWare before and want to have access to your registration info from past years, you **MUST** have the same email address you used for AuditionWare last year as your username at [NATS.org](https://NATS.org). You can change this yourself by logging in to [NATS.org](https://NATS.org) with your current username, on the member home screen click on MY PROFILE on the left menu, then Click the box titled UPDATE PROFILE. Change your email address in the appropriate field. Scroll down and click on submit. This will make sure your data from last year will be accessible. *NOTE: It may take up to 24-48 hours for your new username to sync with the AuditionWare system.*

### STEP 2

Once you log into [NATS.org](https://NATS.org), the website should take you to your member home page. If not, then click on "[Member Home](#)" in the top black bar. On this page, you will find a GREEN button titled "NATS AUDITION REGISTRATION." Click on that link.

### STEP 3

You will be transported to the AuditionWare system for registration. Signing into [NATS.org](https://NATS.org) authenticates that you are an active member and eligible to register students based on the region where you reside (and/or Chapter membership).

If you are not transported to a screen to start your registration, then there may be several reasons.

**Troubleshooting for Step 3:** Contact your Auditions Coordinator first [[Daniel Hunter-Holly](#)]. They have access to check your permissions in the system should there be an issue and can direct you to others as needed. They also are in regular contact with AuditionWare. If there is an issue that requires you to reinstate membership or pay dues, then your access should be updated within 24 hours. The systems sync every night. If you recently moved and have not updated your profile, you could be assigned to the wrong region so make sure you update your profile before registration.

#### **STEP 4**

Successful transfer to the AuditionWare site takes you to a landing page where you can begin registration. Normally only one of your auditions will be activated at any time. Only those auditions with active audition periods will be accessible.

**BEFORE YOU BEGIN ENTERING STUDENT REGISTRATIONS:** Make sure you have the following info for each student:

1. First Name
2. Last Name
3. Phone Number
4. Email
5. Birth Date
6. Audition Category
7. Pianist Name

After entering info for a student, review the data for accuracy and check the box at the bottom to confirm accuracy and click SAVE.

At this point, you may ADD ANOTHER CATEGORY for your student (if your audition allows multiple entries by one student). If not, you may ADD ANOTHER STUDENT and repeat the process until all students are entered. When finished entering all students click on the "GREEN" COMPLETE REGISTRATION button. Depending on other activities at your audition, there will be various other options for you to choose (meals, ticketed events, judging preferences, attendance options, teacher registration fees, etc.); follow the menu to register for these events. Once complete, review your summary of fees and then click the GO TO PAYMENT PAGE button.

## **STEP 5**

You are now transported back to [NATS.org](https://nats.org) for completion of payment. A detailed list of your registration costs should appear, and you can follow the steps to enter your credit card/debit card for payment. For security purposes NATS does not store or retain any card info in this system so you will have to enter your card information each time you make a payment.

**IMPORTANT: DO NOT EXIT THE PAYMENT SYSTEM UNTIL YOU SEE THE SCREEN THAT SHOWS YOUR RECEIPT.** If you leave prior to that and go to another page, then you may disrupt the completion of the payment.

## **STEP 6**

Once your payment is complete you will receive a confirmation email that your payment was received. In addition, a detailed receipt of your payment will always be located in your profile at [NATS.org](https://nats.org). To find your history of all payments log in to nats.org, go to MEMBER HOME, click on MY PROFILE and then click on the box ACCOUNT STATEMENT and all of your receipts for payments to NATS will be available for your reference.

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## **SPELLING OF SCHOOLS**

It is **very important** that when you register online you use the spellings and capitalizations for your schools found on the Texoma NATS Registration page. In 99% of cases, your school name will already be listed -- please just select this, don't type it in again. The computer program will be able to sort out which teachers are from which school and prevent teachers judging their own students only if we use consistent spelling and capitalization. Be especially careful of any periods, dashes, spaces, and apostrophes (or lack thereof). Please adjust your university/college name in accordance with the spellings (very important if you have used the program before with another chapter/region). All students will need to have these exact spellings as well. Please ensure that your teaching location under your profile matches these spellings exactly as well.

## **INDEPENDENT TEACHERS:**

If you have an independent studio, please list your Teaching Location/Studio Name as "Your Full Name Private Studio" - e.g. **John Doe Private Studio**. DO NOT list the studio as the High School or Music School you teach at.

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## **AMERICAN NEGRO SPIRITUAL CATEGORIES**

Members will register students for the American Negro Spiritual Categories as part of the same process for conference registration. See the [American Negro Spiritual Categories](#) website for additional information about the requirements of this competition.

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## **EDWARD BAIRD - SINGER OF THE YEAR**

Registration for Edward Baird Singer of the Year is separate from the Texoma Region NSA categories. SOTY participants must register through the [Texoma NATS - SOTY](#) website.