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## Directors Information for Student Auditions

The following information is designed to make the process of student auditions for the Colorado All-State Band clear and easy.

1. Every band director at the school **MUST** be a verified member of CBA before anything can be done for the students. We **HIGHLY** recommend that directors complete their CBA registration at [coloradobandmasters.org](http://coloradobandmasters.org) **BEFORE** November 1. This year, the confirmation of membership will occur immediately for directors that have their membership done early – if you wait to complete your CBA membership, you may have to wait one to two days for your membership to be verified which will create a delay for students to complete their registrations and for you to pay for and upload their recordings.
2. The first step is for the school director to complete their school All-State Band registration.
  - a. The link for the registration is found on the All-State Band website and becomes active on November 1. It is the same link for students (found on the “Audition” page) and directors (found on the “Directors” page).
  - b. Only one director at the school needs to complete this step (if there are multiple directors, you will be asked to give their names and contact information as part of the school registration).
  - c. **REMEMBER** for the All-State Band, schools that had a 2022-2023 enrollment of 1,100 or fewer students is considered a Small School. Schools with a 2022-2023 enrollment of 1,101 or more students is considered a Large School.
  - d. Students **CANNOT** complete their registrations until this step has been completed. We recommend that you complete this step on or as close to November 1 as you can.
3. The next step is to get all your students who are auditioning to complete their registration.
  - a. Students will find the registration link on the “Auditions” page of the All-State Band web-site. All they need to do is complete the registration information (no payments or uploading of recordings).
  - b. If a student is completing two auditions, the school will only be charged one audition fee **IF** the instruments use the same audition music (flute/piccolo; oboe/English horn; Eb-Bb Clarinet; Alto/Tenor/Baritone Saxophone; Trombone/Euphonium). If the instruments use different audition excerpts (i.e. clarinet and saxophone), the school will be charged for two auditions. Please remind your flute, oboe and clarinet students that they are accepted to the band based on their flute, oboe and clarinet auditions – the piccolo, English Horn and Eb-clarinet players are selected from those flutes, oboes and clarinets placed in the band.
  - c. Directors **CANNOT** pay for the students audition or upload their recordings until this step is completed. We recommend that students complete this step as soon as they are **SURE** they can attend all the rehearsals/performance and want to submit an audition.
4. The next step is to pay for your student registrations.
  - a. You cannot pay for a student until they have completed their registration.
  - b. All payments are done online and must be done with a P-Card/Credit/Debit card. If you absolutely must pay by check, you must contact Ed Cannava ([ecan11@msn.com](mailto:ecan11@msn.com)) for instructions (this process may add one to two days before you can upload recordings – audition deadlines will **NOT** be changed for directors paying by check).
  - c. Schools can pay for up to 10 students at once (assuming all students have completed their student registration). If you have more than 10 students, you will need to do two (or more) payments. This is a limitation of the audition platform.
5. After the school has registered, the students have registered and auditions have been paid for, the next step is to upload recordings.
  - a. Students should complete their recordings and put their final audition together. We have specific instructions on how to do this on the All-State Band web-site (“Auditions” page). We **HIGHLY** encourage students to download and follow these instructions exactly.
  - b. Students should give you their recordings in the proper format (.mp3 for everyone except percussion [audio recordings] and .mp4 for percussion [video]). Only .mp3 (.mp4 for percussion) recordings are allowed to be uploaded. If students gave them in a different format, they must be converted to the proper format.
  - c. When you log into the registration link after payment is completed, you will be able to upload recordings.
  - d. **PLEASE NOTE: VIDEO RECORDINGS CAN BE VERY LARGE AND CAN TAKE CONSIDERABLE TIME TO UPLOAD** depending on the speed/reliability of your internet. We have recommended percussion recordings to be in 720p (not HD) and at reasonable sizes so the recordings can be uploaded without major delays. Because of this, we highly encourage you to upload your recordings (especially percussion) a couple of days **BEFORE** the December 1, 5:00pm deadline.
  - e. If you encounter problems, don’t hesitate to reach out to Casey and/or Scott. We can help, however, the December 1, 5:00pm audition deadline will be enforced – so don’t wait until the last minute.