UMEA All-State Band and Orchestra
Audition Submission Step/Help Guide

Auditions are to be video recorded using equipment available to you. Below is information to help you through the process including: Acceptd Help Videos and Resources; Audition submission steps; Recording tips; Uploading tips; Converting videos in handbrake.

Acceptd Help Videos & Resources

Please visit this page for FAQs: support.getacceptd.com
Instructional Videos:
Starting an Application: **http://vimeo.com/75989610**
Converting Files: **http://vimeo.com/73164084**

Audition submission steps

1. Go to umea.us and **select** either **all-state band** or **all-state orchestra** under the all state tab.
2. Click on the "**Submit your digital audition**" button.
3. Under "**choose a program**" and under program group select "**all-state auditions**." Under program select either "**band**" or "**orchestra**." (Orchestra Winds and Percussionists will be selected from among the students who audition for all-state band. You will be given the opportunity to list your preference but you will be placed (band or orchestra) where you are needed most according to the quality of your audition.
4. Click the "**Get Started**" button.
5. If you auditioned for all-state last year, you will simply need to click "**log in**" at the top of the screen and follow the instructions. If you did not audition last year then fill in the fields for "**applicant registration**" and click the "**sign up**" button at the bottom. Once registered, you can come back to your application by logging in again.
6. Complete all fields under "**Your Application**"
7. After you have recorded your audition, select the "**choose video**" button and in the **media library** window click "**upload video**." Complete the fields "name" and "description" (i.e. all state trumpet audition)_and then click on "**browse**" to select the video file on your computer that you want to upload. After selecting the file you want to upload, then click the "**Upload video**" button. After your video is done uploading, a message will indicate that you may close the upload window and your video will now appear in your media library.
8. Your video now needs to be attached to your application. To do this, go to the **media library** on your acceptd application and select the video you want to attach to your application. You may have uploaded an earlier audition that appears in your media library. You must select the file that you want attached to this current all-state application. After selecting the correct file, then click "**choose selected file**" at the bottom of the screen. You should now see the file in a green box to the right of the "choose video" button. If you decide to change the video you submit with your application, then you may do this by clicking the choose video button again. Once the application has been submitted then you cannot change the video submitted. If you use more than one recording for your audition (i.e. different excerpts, lyrical and technical, or various percussion recordings) you may add those on the upload video audition #2, 3,4, or 5 "choose video" button.
9. If you are ready to submit your application select "**next**" at the bottom of the screen. If you are not ready to submit then click "**save**" so information you have completed will be saved and you can continue and submit your application later.
10. Preview the information on your application. If everything is correct click "**next**" at the top of the page. If you need to correct information, click "**back**."
11. Pay and submit. Enter your payment information (credit card). After "**verifying**" your payment information, click the "**pay and submit**" button at the bottom of the screen. You should receive a message thanking your for your application and informing you that results will be e-mailed to you by the end of November. You have then successfully submitted your All-State audition.
12. Any time during the submission process you may click the help tab at the left of the screen for help from acceptd technicians.

<u>Recording Tips</u>

Recording using your iPad: Hold your iPad horizontally while recording video, so that video's image is not stretched when you upload it.

Windows users: When transferring files from the iPad to the computer, ensure that the latest version of iTunes is inst**alled: http://www.apple.com/itunes/?cid=OAS--** US-- DOMAINS-- itunes.com

Transferring files: Here's a link from Apple that explains transferring files from the Ipad to Windows/Mac: **http://support.apple.com/kb/HT4083**

<u>Uploading Tips</u>

Formats we support: MPEG, MPG, MP4, OGG, MOV, AVI, WMV, M4V, VOB,
FLV Format we recommend: MP4/ Codec: H.264
This format maintains the visual quality while compressing the file size.
TIP: Try using free programs such as Handbrake or MPEG Streamclip to convert troublesome video files (instructions below).

<u>Converting Videos in Handbrake</u>

Download Handbrake at http://handbrake.fr/downloads.php

Install the application based on your operating system. Note: If you are running Windows, you'll have to select 32-bit or 64-bit. To find out if your computer is running one of these, click the START button, then click CONTROL PANEL. Click SYSTEM AND MAINTENANCE. Finally, click SYSTEM.

Once you run the program, you should see a screen that has a
SOURCE button at the top. Click on the SOURCE button and select your video file.

NOTE: We recommend converting the file type to MP4.

Next, click the BROWSE button (located under the DESTINATION section) and navigate to a folder that you would like to save the completed MP4.

Once you are inside the folder in the file browser, choose a filename.

Click SAVE in that window.

Then, click the START button next to the SOURCE button (you will see the green progress bar in the bottom of the screen.

Once the conversion is done, you should see a file with an MP4 extension on it. Once you see that, you can try uploading the file to MY MEDIA in your Acceptd account.