MSBOA Virtual Solo and Ensemble Festival
Directions for Students

Before recording your solo or ensemble, there are a few very important instructions you must follow in order to have the best chance for success!

SETTING UP YOUR DEVICE:

1. You can use a Windows or Mac computer, Chromebook, or Android phone. **The program will NOT work on an iPhone or iPad!**

2. Check your WiFi capabilities. It is recommended that you have high speed internet service.

3. Number the measures in your original music (adjudicator score) before you scan and save it as a PDF. **Your file must be in PDF form to be uploaded to the website.**

4. You MUST use Chrome for your internet browser.

5. Enable all pop ups for the OpusEvent website. This program uses pop up windows throughout the process.

6. Check your microphone and camera settings. **Be sure to ALLOW OpusEvent access to both**. Be aware that some USB microphones attempt to do automatic volume control. These types of microphones do not work well. If you are having problems with your sound quality, try using your device's built-in microphone.

7. Close all programs on your device except Chrome. Make sure all additional page tabs or windows in your chrome browser are closed as well. You should only have one tab open while recording your event.

FINDING A PLACE TO RECORD:

Now that your recording device is set up, find a good place to complete your performance recording.
1. You should try to record in a larger, well lit room, and stand at least a few feet away from your device.

2. Place your recording device so you can see as much of your embouchure, instrument, fingers, hands, and body position as possible. You want to make sure the judge can see all of these things so they can provide you with feedback on all aspects of your performance (playing, posture, and hand position).

**Once you have found a good position for your device, you are ready to record! Check with your director to be sure you know the exact dates for your recording window. We don't want you to miss anything. Once the window closes, you will no longer be able to submit your recording.

FINDING YOUR PERFORMANCE LINK:

At the beginning of your upload window, you will receive an email with your own personal performance link. This email will come from no-reply@opusevent.com and is unique to you. **DO NOT forward or share your performance link with anyone else.** You will get a separate email and link for each paid event. For ensembles, only the event leader will receive the link. Your link will only work during your official upload window. If you don't see the email, look in your spam or junk folders. If it is still not there, contact your director.

1. Open your email and click on the performance link. A new page will open in your chrome browser labeled Entry Form - Opus Contest.

2. Close your email tab as you should only have the Entry Form tab open in your chrome browser.

3. Enter your email address and your director's last name in the pop up window and click continue.

4. Check the instrument, type of event, and event leader name to be sure it is all correct. If there are mistakes, notify your director immediately.

5. Scroll to the bottom of the page and you will see the **Virtual Performance area**. Complete all parts of the online event listed in the table.

6. If your director was not able to upload the pdf of your numbered original score, you need to do it before you record your performance. It will have a red X next to it.
   If there is a score uploaded, you will see a green check mark next to the Upload button.

7. Click on the **Upload** button. You can either upload or drag and drop the PDF file from your device.

8. After you upload the PDF, You will be redirected to the event information page. Here you can view your file to be sure it is correct. If you accidentally choose the wrong file, go through the process again. It will automatically overwrite the old file and only the newest one will be saved.

RECORDING YOUR PERFORMANCE:

You are now ready to record for your live performance.

1. Click **Live record**.

2. Read all the instructions carefully. Click on the Test button to test your audio and video**.** It is recommended that you test your device at least once before recording. You can change the camera position or volumes and test it again if necessary.

3. When you are happy with your audio and video, you can begin your performance. You will have 6 minutes (360 seconds) of recording time to complete your event. Chamber ensembles will have 12 minutes of recording time. There will be a timer counting down your remaining recording time in the live record area.

4. **Click Perform**. When you are absolutely ready, click start exercise.

5. Look at the camera and BRIEFLY introduce yourself; say your name, grade, school, and the title and composer of your piece.

6. <u>**HOLD UP YOUR MUSIC TO THE SCREEN SO IT IS VISIBLE**</u>. Take a deep breath and play your music. Try not to concentrate on the timer. You will not be penalized if the recording stops before the end of your piece. Just relax and play to the best of your ability.

7. **Do not push any other buttons.** If there is still time remaining, smile, bow, and walk out of the frame. Wait for the time to run out. The recording will automatically stop after the allotted time and be uploaded to the website. You cannot restart the recording or try again. It is extremely important that you do not push the Finished Recording button.

8. Be patient. The upload may take a few minutes. You will automatically be redirected to the event information page when the upload is complete.

Congratulations on finishing your MSBOA Virtual Solo & Ensemble performance!

<u>**RECORDING YOUR ADDITIONAL PROFICIENCY REQUIREMENTS:**</u>

If you are doing a proficiency solo event, you will have a second Live Record button. This is where you will record additional proficiency requirements. Your director will have the requirements you will need to know for your proficiency level.

1. Click **Live Record**. You will be given the option to test your audio and video again. Click Test and follow the same steps as before. When finished, click **Perform**.

2. Click **Start Exercise**. You cannot restart, so be sure you are ready to go before clicking on the start exercise button.
   *If you are performing a timpani proficiency solo, this is where you will record your etude.

3. All other proficiency soloists will see a list of 5 scales or snare rudiments, and instructions on how to perform them. <u>Wind players will need to choose WHETHER to TONGUE OR SLUR your scales.</u> You will have 3 minutes (180 seconds) to complete your proficiency requirements. The clock in the upper right corner will be counting down your remaining performance time.
   *We recommend you play the scales or rudiments in the order listed so you don't miss any of them.

4. Announce the name of the scale or snare rudiment, then play it.

5. Announce the next scale or rudiment, then play. Repeat this until you have announced and played all 5.

6. After 3 minutes, the recording will automatically be uploaded to the website. If there is remaining time, smile, bow, and walk out of the frame. Wait until the recording stops on its own and is uploaded to the website. **Do not push any other buttons.**

7. Once again, you will be automatically redirected to the event information page. When you scroll to the bottom, you should see a green check mark next to the upload and live record buttons. If everything has a green check mark, you are good to go!

Congratulations on finishing your MSBOA Virtual Solo & Ensemble performance!

Don't be afraid to ask your director questions about the virtual festival process. We are all working together to make this a great experience for you. All of the directors in MSBOA are proud of your efforts! Good luck on your performances!