



**Cal-Western 2017 Regional Conference and Student Auditions
Registration Information and Instructions
Registration Closes December 1, 2016**

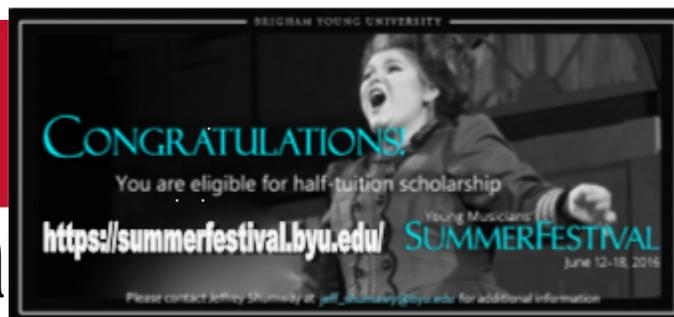
Hello Cal-Western Region Membership!

Welcome to the gateway of the National Student Auditions. By providing this opportunity to our students, they have performance experiences, feedback from industry professionals, and the possibility of competing on the national level and for the \$35,000 in prizes to be awarded next summer in Boulder, Colorado.

Likewise, our Regional Auditions have much to offer. This year, in addition to the modest cash awards given to 1st, 2nd, and 3rd place winners, as well as partial travel scholarships to those advancing to the finals in Boulder, the Awards Committee has sought out additional scholarships for our winners. To date we have the following scholarships to be awarded (if you are aware of other summer programs which might like to contribute, be in touch with ruth@ruthellis.net):

Utah Vocal Arts Academy Summer Programs: \$500 and a featured role in one of their operas to a college male of their choice; one \$500 award and a role to a college female of their choice, and one \$500 award to a high schooler of their choice.

Brigham Young University's SummerFestival: 1st place winners for Divisions 3 and 4 – half tuition. “We look forward to your participation in the vocal section of SummerFestival! Vocal students will receive instruction in the fundamental skills required for healthy singing and effective performance. This instruction will take place in technique and expression classes in the morning and semi-private instruction in the afternoon.”



Registration Instructions

Registration is now open: IT WILL CLOSE DECEMBER 1ST, 2016 at midnight. This deadline is early in the month because reaching everyone over the holidays is quite difficult. Please be aware that this is a hard deadline. *Once registration closes there can be no changes made.* As much as we would like to be accommodating, it simply isn't possible.

Website and Support: We will be using an online service with which NATS has partnered: <http://www.natsauditions.com>. One reason this site is so affordable is that customer support consists of largely of 1-2 NATS volunteers from our region. ***Please make an effort to be as self-sufficient as possible by reading the instructions below.*** Of the 500 emails answered last year, 70% of them would have been unnecessary if the writers had read the instructions. The Website FAQ are, likewise, very helpful. Should these resources fail to answer your questions, contact Ruth Ellis at ruth@ruthellis.net. The [nats.org](http://www.nats.org) page offers helpful information regarding cuts, keys, and much more. http://www.nats.org/Frequently_Asked_Questions_-_NSA.html.

Repertoire Selection: There are national guidelines all student auditions must follow. A careful reading of repertoire requirements will aid your students' preparation of appropriate material. All music will be vetted to prevent on-site disqualifications. Last year's vetting process revealed over 20 errors in repertoire selection which required a late preparation of an alternate piece. Please read the guidelines listed in the attached document "CWR 2017 Categories" so you can properly advise your students.

Maximums: Be aware that teachers may register up to 20 students. If bringing your own accompanist, s/he can play for a maximum of 15 students entries. Each division entered counts as an entry. This is necessary to facilitate scheduling.

Schedule: After the registration deadline closes, details are tracked down, music is vetted and the automated scheduler is run, your student, accompanist, and judging schedules will be emailed to you. (Please allow at least 2 weeks after the registration deadline for our committee to review the schedule, vet the repertoire and make any necessary corrections.)

Teacher Registration Instructions

1. Be current with your National dues. Only members in good standing can participate in the Regional Auditions and Conference. Teri Herron, our Cal-West Regional Treasurer, will verify the standing of each member. If you are just now paying your national dues, please forward the email confirmation you receive to Teri Herron at taherron@gmail.com. After receiving your confirmation, she will activate your account.
2. To register yourself go to <http://www.natsauditions.com>.
 - a. If you do not recall your password from previous visits to this site, see the "Login Instructions" about an inch below the password box.
 - b. If/when you have your password, return to the login screen on the www.natsauditions.com website, enter your "Email" address and "Password" and click on the "Login" button.
3. Go to My Contact Info. Select Cal-Western to be given access to the Regional pages of this site. If you don't do this, you will only be able to see the Chapter pages of this website.

If You Want to Register Your Students

Gather the following information: student's name, complete birth date, phone #, email, category your student entered last year (if applicable) and voice type and division(s) they plan on entering this year, repertoire and composers.

1. Select Cal -Western Region – 2017 Regional Auditions
2. Add new student OR select your student's name from the drop-down menu. Choose Next Step. Enter pertinent information listed above.
3. On the next screen that's displayed, select a category from the drop-down menu. If your student wishes to compete in an additional category, above the student information is a window which will allow you to select a second category. When you have entered all your categories, choose Next Step.
4. Select an accompanist from the red drop down box on the right. Accompanist CAN NOT be left blank.
 - a. If you are bringing your own accompanist, select "Add" and enter your accompanist information including email so we can send them their schedule.
 - b. If you would like to use a staff accompanist, select the Staff Accompanist listed with your category. The fee is \$35.00 and does not cover rehearsal. It does pay for multiple rounds should your student move on to the semi-final or final rounds.
 - c. Choose Next Step
5. Enter your student's repertoire. This is required. Be prepared to list repertoire including title, composer and language. All repertoire will be vetted to prevent on-site disqualification based on inappropriate music selections.
6. Select Add Another Student or Done Entering Students.
7. Judge Profile Page.
 - a. Let us know whether or not you are available to judge or list the name of your substitute judge. If you don't have a colleague in Phoenix willing to judge in your place, you will need to pay the judge replacement fee of \$50.00. These funds go toward compensating your replacement judge. This is a relatively small fee when comparing the cost of attendance and hardly pays for the day the teacher will be donating on your behalf.
 - b. Select your preferred music style to judge (all, musical theater, classical, CCM, musical theater and CCM, musical theater and classical).
 - c. You can also add on an additional ticket to the Stephanie Weiss concert (your registration fee purchases 1 ticket).
 - d. Select Finish.
8. The next screen will show you a list of your students and fees. If all looks in order, select Registration Complete.
9. The www.natsauditions.com website does not communicate with the PayPal website. Please note the amount of money you owe. You will need to type the amount into the PayPal "Price Per Item" box. Select the Buy Now button.
10. You will be redirected to the PayPal website. Enter the amount you owe (numbers only, no \$ signs) and select Continue. You do not need to have a PayPal account to make this payment. Just scroll down to the "Pay With a Debit or Credit Card" section.

If you wish your students to register themselves you will need to

1. Register yourself.
2. Select Judge Profile Page from the blue box on the left.
 - a. Let us know whether or not you are available to judge or list the name of your substitute judge. If you don't have a colleague in Phoenix willing to judge in your place, you will

- need to pay the non-attendance fee of \$50.00. These funds go toward compensating your replacement judge. This is a relatively small fee when comparing the cost of attendance and hardly pays for the day the teacher will be donating on your behalf.
- b. Select your preferred music style to judge (all, musical theater, classical, CCM, musical theater and CCM, musical theater and classical).
 - c. You can also add on an additional ticket to the Stephanie Weiss concert (your registration fee purchases 1 ticket).
 - d. Select Finish.
3. Be sure to communicate clearly with your student(s) as to the divisions(s) they are entering.
 4. Make certain to forward the Student Registration Instructions listed below to your students.

Student Registration Instructions

1. Once your teacher has registered him or herself, go to www.natsauditions.com.
2. Under the Member Log In box in the right-hand corner select Access type > Student > Request New Login.
3. Once you have logged in, on the next screen, select the Cal-Western – 2017 Regional Auditions.
4. Enter your personal information in the form. Choose Next Step.
5. On the next screen that's displayed, select a category from the drop-down menu. If you wish to compete in an additional category, above the student information, is a window which will allow you to select a category. When you have entered all your categories, choose Next Step.
6. Select an accompanist from the red drop down box on the right. Accompanist CAN NOT be left blank.
 - a. If you are bringing your own accompanist, select “Add” and enter your accompanist information.
 - b. If you would like to use a staff accompanist, select the Staff Accompanist listed with your category. The fee is \$35.00 and does not cover rehearsal. It does pay for multiple rounds should your student move on to the semi-final or final rounds.
 - c. Choose Next Step
7. Enter your repertoire. This is required. Be prepared to list repertoire including title, composer and language. All repertoire will be vetted to prevent on-site disqualification based on inappropriate music selections.
8. Select Add Another Student or Done Entering Students.
9. The next screen will show you a list of your fees. If all looks in order, select Registration Complete.
10. The www.natsauditions.com website does not communicate with the PayPal website. Please note the amount of money you owe. You will need to type the amount into the PayPal “Price Per Item” box. Select the Buy Now button.
11. You will be redirected to the PayPal website. Enter the amount you owe (numbers only, no \$ signs) and select Continue. You do not need to have a PayPal account to make this payment. Just scroll down to the “Pay With a Debit or Credit Card” section.

Registering Non-Competing Students for the Conference

1. Go to www.natsauditions.com.
2. Under the Member Log In box in the right-hand corner select Access type > Teacher > Request New Login.
3. When customer service sets up your account, we will indicate that you are non-NATS members which will make it possible for you to pay the \$20.00 reduced fee.
4. Once you have your login, on the next screen, select the Cal-Western – 2017 Regional Auditions. Enter your personal information in the form.

5. Select Registration and then click on the Pay Now button to pay their non-participant fee.