

Process for Creating/Chairing a Festival

1. Contact John Beel to have the festival set-up. mail@solochair.com
 - a. Include the date you need to open for registration so that he can have enough time to create the festival.
 - b. If any changes have been made to the playing permit/contract make sure you email it to John Beel at this time and specify that you are replacing the current playing permit with the new one.
2. Under Preference Settings: set to testing. (diagram A)
3. Location and Dates
 - a. Fill in appropriate information (diagram B)
4. Start a test
 - a. Enter fake names in different instrument/voice categories.
 - b. Pretend to schedule them and make sure that everything looks “OK”. Become familiar with the program.
 - c. When finished testing you must delete all of your test entries.
 - i. go to Edit Tools “SEARCH/DELETE” (diagram K)
 - ii. Click VIEW ALL
 - iii. Check ALL
 - iv. Delete (scroll to bottom of page).
5. Open the Festival.
 - a. Status (diagram A)--OPEN
 - b. Email all NCMEA members to let them know that the festival is now open. There is an example letter you can download/copy/paste under Preference Settings. Give teachers the email address you would prefer questions be directed. Remind them of the deadlines (close of registration, money in hand, etc.)
 - c. Once teachers begin register you will receive an automated email from solochair each time someone submits registrations. Specify that vocal teachers should email the solochair person the names of students doing both instrumental and vocal solos.
6. Marking Payments
 - a. As invoices are received, be sure to mark the date you received it on top of the invoice.
 - b. Mark in solochair as payments are received.
 - c. Send an email to the teacher(s) daily or weekly to let them know their payment was received.
 - d. If you notice a payment is missing close to the due date, send an email reminder. Sometimes payments can be misplaced or lost in the mail.
7. At one week and at one day before the close of registration and payment due send an email to the members reminding them that the due date is near and that deadlines are deadlines.
8. Deadline has arrived.
9. Status: mark closed.
10. Change Teacher Editing Preferences
 - a. Everything should say NO except Change Name.

Creating the schedule

1. Go to Schedule Rocket (diagram K)
2. Under Schedule Tools, there is a downloadable document for extra help, as well.
3. See Letter I. Schedule Rocket in the “solochair functions” document.
4. You will need LOTS of scrap paper and printouts before you get to this point to help you plan out your rooms.
5. When assigning your rooms:
 - a. Woodwind Rooms are W1, W2, W3 , etc.
 - b. Brass Rooms are B1, B2, B3, etc.
 - c. Percussion Rooms are P1, P2, P3, etc.
 - i. Percussion Snare
 - ii. Percussion Mallets and some snare
 - iii. Percussion Timpani and some snare
 - d. Jazz rooms are J1, J2, J3, etc.
 - i. Jazz Sax
 - ii. Jazz Brass
 - iii. Jazz Rhythm/Percussion/Piano
 - e. Vocal Rooms are V1, V2, V3, etc.
 - i. Three separate festivals exist for vocal. JH, SH, Vocal Jazz
6. Keep a record on scrap paper of what each room is for:
 - a. i.e. W1 is flutes levels 1-3, W 4 is double reed, W5 & W6 are clarinets levels 1-3.
7. Adjust times for breaks and lunches.
 - a. See
8. Double Check the rooms and then have someone else double check them!
 - a. Letter I points 12 and 13 in the “scheduling a festival” document.
9. Print the Multiple Solos form.
 - a. Letter I point 14 in the “scheduling a festival” document.
 - b. Be careful.
 - c. After you adjust times, print the multiple times file again.
 - d. Double check.
 - e. Send the final multiple solos list to the vocal solochair person.
 - f. Vocal solochair person will then make sure that instrumental and vocal times do not conflict.
10. Try to fulfill special requests ONLY after multiple auditions, lunches and breaks are scheduled.
11. Review the entire schedule.
 - a. Go to My Printouts (diagram F).
12. Have the VP of Bands review the schedule.
13. Go to Status (diagram A)
 - a. Allow teachers to view schedule—yes
 - b. Block viewing for those who haven’t paid—yes
 - c. Allow teachers to view entire schedule—no
 - d. Allow teachers to print playing permits—ncmea ny

14. Email county members to inform them that the schedule is done. Ask them to make sure that double auditionees have 45 minutes to an hour in between times.
15. Ask them to double check solo levels and other information.
 - a. Give them 24-48 hours to inform you of problems or conflicts.
 - b. Explain that you did everything possible to accommodate special requests. Multiple solo auditions come first.
16. Print schedules for your own reference and send finalized schedules to VP of Jazz VP of Bands/VP of Jazz/VP of choirs and the person hosting the festival. (Eileen Brusino).

Audition Day

- A. Volunteers
 - a. Secure volunteers to help in the score room
 - b. See Letter N in the “scheduling a festival” document.
- B. Prepare:
 - a. You will need 4-5 laptops.
 - b. Print copies of the schedule for the room and for the festival chairs.
 - c. Export the festival and set it up for manual entry of the scores.
 - d. Bring Boxes for the playing permits to be filed in. One for each group.
 - i. The chairpeople should take them home with them.
 - e. Bring extra manuals
- C. Day of
 - a. Make sure that some is
 - i. Entering scores in excel file
 - ii. Entering scores in solochair—two people
 - iii. Writing score on playing permit and filing it away
 - iv. Checking score sheet for any changes or alteration in solo level
- D. Make sure students who get a festival rating are entered with NS (no score).
- E. Review room averages with committee and decide if any action needs to be taken.
 - a. Room Averages can be found by going to “audition/selection tools”.
 - i. Scroll down the box “For Audition Festivals”. 2. Print Room Averages.
- F. WHEN READY
 - a. After room averages are discussed
 - b. Go to status
 - c. Allow teachers to view scores.
- G. Email teachers and ask them to double check scores. Explain that sometimes there are simple human errors in the score room.
 - a. Give teachers 24 hours to notice and make changes.

Ranking

A. Vocal

17. Print the score ranking
18. Give to group chairpersons
19. Chairperson and conductor collaborate and make decisions about the number of people per part and what the cut-off score is.
20. Chairperson sends the list to the vocal solochair person with the cut-off score.
21. Vocal solochairperson inputs data into solochair by going to Audition/Selection tools.
 - a. Post on solochair.
 - b. Email teachers to let them know members have been posted.

B. Instrumental

22. Download Excel File.
23. Sort by;
 - a. Ensemble
 - b. Weighted score
 - c. Grade
 - d. Last name
24. Sort auditionees by ensemble:
 - a. Separate ensembles into different files or “sheets” within the excel worksheet.
25. Chairperson/Conductor decide instrumentation, look at scores, and email selections/cut offs to the solochair person and VP of ensembles.
26. Solochair Person posts instrumentation when approved by VP.
 - a. Ensembles are posted by going to Audition/Selection tools
 - i. JH Band =Junior High Band
 - ii. EL=Elementary Band
 - iii. And so on....
 - iv. NOTE: when ranking in solochair, pay attention! Solochair does not list them in exact ranking order. Make sure you give each section chair numbers to keep the students in correct seating order.
 - b. Orchestra or Jazz “Extras”
 - i. These students are oftentimes selected for multiple ensembles based on one audition.
 - ii. You have to create a new “entry” for each student so they can be placed in the second ensemble.
 - A. Click on Multiple Entries
 - B. Create profiles for these students.
 - C. Go back to Audition/Selection Tools
 - a. Enter their ensemble in their second listing.
 - i.