

Scheduling a Festival in Solochair

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<p>Chair Tools for: NCMEA Instrumental Auditions 09-10 (10-ncmea-ins)</p> <p>NCMEA Instrumental Auditions 09-10 <input type="button" value="Switch"/></p> <p>Preference Settings</p> <p>Status : closed A</p> <p>Location and Dates B</p> <p>Allow Teacher Editing: ON C</p> <p>Allow Deleting: Teacher: ON Supervisors: Off D</p> <p>Allow Time Swapping: Teacher: Off Supervisors: Off E</p> <p>Instrument Choices/Accompanists/Jazz</p> <p>Solo/Ens Template Letter - Use this to create your letter to teachers giving them info about the festival -</p> <p>AAS Template Letter - Use this to create your letter to teachers giving them info about Area All State - New 8/09</p>	<p>View/Print Tools</p> <p>- MyPrintOuts F Schedules and Other PDFs</p> <p>Totals G Number per Instr, Accomp, District, and Teacher</p> <p>- Label Maker H</p>	<p>Schedule Tools</p> <p>Schedule Directions (.Doc)</p> <p>Schedule Rocket I Build your schedule faster than ever before!</p> <p>Edit Times J <small>with sidebar views</small></p>	<p>Edit Tools</p> <p>- Search /Delete K (& Swap/Transfer)</p> <p>- Edit Entries L</p> <p>- Switch Solo to Ens M (or visa versa) <small>new 3/09</small></p> <p>- Edit Solo Info M</p> <p>- Enter Scores N</p> <p>Audition/Selection Tools O</p>	<p>Miscellaneous</p> <p>Export/Back-up P download tab delimited files for Excel or concert programs # of entries: 1030</p> <p>ChairMail Q Email links to your teachers</p> <p>Manual Entry R Enter Mail-Ins (paper applications)</p>
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- A. Status
- B. Location and Dates
- C. Allow teaching editing
- D. Allow deleting
- E. Time swapping

- F. My Print Outs
- G. Totals
- H. Label Maker

- I. Schedule Rocket
- J. Edit Times

- K. Search/Delete
- L. Edit Entries
- M. Edit Solo Info
- N. Enter Scores
- O. Audition/Selection Tools

- P. Export
- Q. Chair Mail
- R. Manual Entry

A. STATUS

This is the page that sets the “parameters” for your festival. This can only be controlled by the chairperson (i.e. Amanda or Angela).

1. Status of Festival:
 - i. Hide—should say closed if you do not want anyone to see the festival except for yourself. This should be the case when setting up before you allow people to register.
 - ii. Testing—After John Beel tests the festival and you check everything over you will set this as your status. This allows to you register pretend students to make sure the system is working the way you want or so you can “practice” scheduling a few students.
 - iii. Open—Choose this after testing is complete. First delete ALL of your “test” students. Then choose “open”.
 - iv. Closed—Choose this after registration deadline has arrived.
2. Allow Teachers to View Schedule? Yes or NO
 - i. This should stay as NO while people are registering their students.
 - ii. Change to YES once the deadline has arrived, you have changed the status to closed and you have completed making the schedule. (see later page on creating the schedule.)
3. Block Viewing of Schedule for those who haven’t paid
 - i. This should always say YES.
4. Allow teachers to View Entire Schedule?
 - i. This should always say No.
 - ii. Teachers will still be able to view the schedule but it will not show specifics (names, teachers, etc.)
5. Allow Teachers to Print Playing Permits/Applications?
 - i. Choose NCMEA NY
6. Allow Teachers to View Scores?
 - i. NO until after the festival.
 - ii. Change to YES after all scores have been entered. This allows teachers to double check the scores entered into the computer.
7. Allow Teachers to view Ensemble Placement?
 - i. NO until after the scores have been entered and parts have been assigned.

AFTER ANY CHANGES—MAKE SURE YOU CLICK SUBMIT AT THE VERY BOTTOM OF THE PAGE!

B. LOCATION AND DATES

1. Make sure you enter the date of the festival and the DEADLINE for registration.
2. Enter the location of the solo festival.
- 3.** Enter the address for invoices and payment to be mailed to.

AFTER ANY CHANGES—MAKE SURE YOU CLICK SUBMIT AT THE VERY BOTTOM OF THE PAGE!

C. ALLOW TEACHER EDITING

1. Edit Instrument= yes. Change to NO after registration closes.
2. Edit Jazz= yes Change to NO after registration closes.
3. Edit audition= yes Change to NO after registration closes.
4. Edit level = yes Change to NO after registration closes.
5. Edit name= yes
6. Edit grade= yes Change to NO after registration closes.
7. Edit multiple=yes Change to NO after registration closes.
8. Edit accomp=no
9. Edit preferred time=no
10. Edit comments= no
11. Edit solo=yes Change to NO after registration closes.
12. Edit height=yes (vocal only)
13. Edit school=yes

Comments on edit form: Write the deadline date and guidelines for entering solo times, composer, manual info.

AFTER ANY CHANGES—MAKE SURE YOU CLICK SUBMIT AT THE VERY BOTTOM OF THE PAGE!

D. ALLOW DELETING

1. Allow teachers to “CANCEL ONLY”
2. Allow District Supervisors to “NONE”

AFTER ANY CHANGES—MAKE SURE YOU CLICK SUBMIT AT THE VERY BOTTOM OF THE PAGE!

E. TIME SWAPPING

1. NONE
2. **Time swapping should be communicated to the chairperson. He/She will edit the room and/or time information.**

F. MY PRINT OUTS

1. Here you can print
 - i. Completed room schedules
 - ii. Completed teacher schedules
 - iii. Completed district schedules
 - iv. Completed accompanist schedules
 - v. **MULTIPLE ENTRIES LIST BY NAME AND DISTRICT**
 - vi. Scores by Instrument and Level
 - vii. Print Room Averages
 - viii. Print Weighted Score list

G. TOTALS

1. Instrument Totals-Standard
 - i. Shows the totals of each solo and ensemble registered by level
 - ii. Calculates the total times needed for each family by level
 - iii. **Use this to figure out how many rooms you need.**
 1. **Rooms for NCMEA should stay around 6 hours or less.**
 2. **Remember to account for 1 hour lunch and two breaks.**

H. LABEL MAKER

1. Works great for labeling folders, etc. You do need to experiment with it a bit.
2. ****note****There is a way to pull information from the solochair export and have it print directly to our score sheets. Kevin Duncan has the ability to do this or teach you how to do this.

I. SCHEDULE ROCKET

1. Schedule Directions (From John Beel) file:///localhost/Users/admin/Desktop/Schedule_directions.doc
2. Use Full Blast
3. Follow the directions and links that have been carefully laid out for you on the website.
4. Back up your festival (see diagram P)
5. Go to weighting
 - i. Click SUBMIT under the Niagara Setting.
6. Plan your room using the Totals Page. (see diagram G)
7. Assign Rooms
 - i. This can only be accomplished after you have planned your rooms with the Totals Page.
 - ii. Use Option 1 (standard)
 - iii. Enter the # of rooms you need for vocal, jazz, ww, brass, strings, or percussion.
 - iv. Choose SHUFFLE
 - v. Click Continue
8. Manually Adjust Rooms
 - i. This is used for fine-tuning the room assignments before times are entered.
 - ii. Try to aim for similar solo levels or school grade levels to be in the same rooms.
9. Set Teacher District Ratings
 - i. First Start by scrolling down to teachers. Click SUGGEST.
 - ii. As invoices and payments are received...write the date they have been received on top of the invoice.
 - iii. Use this information to rank by Teacher. Adjust the suggested rankings as you see fit. Make sure you rank yourself first and the host school teacher first so that they receive their preferred times.
- 10. CLICK FULL BLAST**
11. Back up your festival (see diagram P)
- 12. ADJUST Room times to make sure every judge has a morning and afternoon break.**
- 13. Scatter judge lunches so that there are groups starting lunch in 15 minute intervals.**
 - i. All flute/clarinet judges eat at 12; double reed/saxophones eat at 12:15, etc.)**
14. Print Multiple Time Slots
 - i. All students doing multiple auditions should have 45-60 minutes between auditions.
 - ii. This takes a lot of care. Make sure that when and if you swap times with another student that you do not swap with someone else on the multiple times list or with someone that emailed a special time request.
15. Edit Times as needed. See diagram J.
16. Back Up Your Festival again!!!
17. Make schedule viewable
 - i. See diagram A
 - ii. It may be a few days before this happens!
18. Turn on Teacher Editing.

- i. Make sure you pay attention to what you clicked yes/no on.

J. EDIT TIMES

1. This is where you go to edit room times
 - i. Adjust breaks and lunches
 - ii. Multiple entries

K. SEARCH/DELETE

1. Search by student
2. By room
3. By time
4. Etc.

L. EDIT ENTRIES

1. Used to ..
 - I. Edit names
 - II. Edit room

M. EDIT SOLO INFO

N. ENTER SCORES

1. This is used on festival day.
2. There should be one person entering scores on the exported excel file. (see diagram P).
3. There should be two people entering scores directly into solochair.
4. One person should be checking for changes on the score sheet and making sure that playing permits are organized and present.
5. Weight the Scores as soon as the festival is complete. This will add the necessary points for each level.
6. Click on NIAGARA.
7. Be sure you save frequently and export the festival upon completion.

O. AUDITION SELECTION TOOLS

1. Follow the instructions listed on the webpage.
2. After entering scores and weighting scores allow teachers to view scores. They will email any level mistakes or score mistakes.
3. Change all mistakes.
4. Go to ENTER SCORES and clicking weight scores again.
5. Enter Ensemble/Parts.

P. EXPORT/BACK UP

1. Here you can export all sorts of .pdf and excel files for back-up of the festival, creation of labels, creation of solo score sheets, and information for concert programs.

Q. CHAIR MAIL

1. Information can be pulled from here to email any number or combination of NCMEA members.

R. MANUAL ENTRY

1. Used for manual entry of student audition registration.

2. In what scenario?

- i. Entering students selected to perform in the orchestra wind section.

1. You will have to create a new entry for the wind/brass/perc. section of the junior and senior high orchestras and sometimes the jazz groups.

2. After manual entry for this situation you may go to audition/selection tools and assign them to the second ensemble.

- ii. A teacher forgets to enter a student for audition or had a student move in from another school.