

**MSBOA All-State  
On-Line Registration Process  
2018- 2019**

You are strongly encouraged to distribute/collect the Student Worksheet to gather the student/parent information you will need before you begin the registration process.

**Additionally, at the end of the registration process you will be required to pay for all registered auditions by credit card.**

- 1.) **Have all student and parent data ready for input**
- 2.) **Have a credit card ready as you will be required to pay \$15.00 per audition at the end of the registration process**
- 3.) Bookmark <https://audition.opusevent.com/?EventID=171>,
- 4.) Log in using your **MSBOA I.D. and MSBOA Password.**

**To Register Student Applications**

1. Click: “**Director Overview**”  
Update Your Contact Information First:  
Click the blue “Show/Hide” banner and then click “Change/Verify” to enter your cell phone and email address. Click “Save.” **The email address you enter here is where all future communications, including notification of accepted students will be sent.**  
**These are required fields.**
2. Click: Add A School/Location Where You Teach  
Start typing school name and select when it appears. If you teach at multiple schools, add those that you will have students applying from.
3. Click: Add A New Application (select school location)  
Enter Student Information--click **New Student.**
4. Complete all student/parent information on next screen, continue through steps 5-8 that follow by clicking “next.”
5. Select All-State ensemble (category)
6. Select Instrument
7. Click “Other Information”
8. Select Preferred Audition Site/Date
9. Select Preferred Audition Time: Early, Middle, Late
10. Select Grade Level
11. Select Work Preference (for your work assignment)
12. Complete all missing information, grade, etc. Click “Save Changes,” upper right corner of screen.
13. Before uploading an audition application, you must “**Pay Fee.**” You have two choices:
  1. Click “Pay Fee” at the top of the screen to pay for this student’s audition only.

2. Or, go to your “Teacher Overview” to pay for multiple students in one transaction. At the bottom of the Teacher Overview screen, within the “Click to show/hide payments” tab, you’ll see all existing student applications.

To pay for one or multiple student applications, click the “Pay” box to the left of the student or students you want to pay for. Then click “Pay for Selected Applications.” All applications must be paid by credit card. You may pay for all or some auditions with the same card, or a different card for individual students.

### **Important Last Step – Print Your Receipt**

On your Director Overview, near the bottom of the screen, “Click to show/hide payments” to display receipt options. “Print All Receipts” for receipts for each individual. OR, “Print Summary Receipt” for all submitted students in one receipt. You can also “view Pmts” or access a receipt to the right of each student name. **It is very important you do this before your access to the audition site closes.**