

# WMTA District Auditions Teachers' Planning Timeline

## Beginning of School Year

- 1) [On the WMTA website](#), find out your closest District Auditions' date, location, and registration due date, for your annual studio calendar for parents and students to see.
- 2) Make sure your WMTA membership is current and up-to-date for the current membership year.

## Late Fall

- 1) Your District Chair will send an informational e-mail, containing all the pertinent information, including where to mail registration fee payment, to everyone in your district.
- 2) Start asking around to your studio parents and students to encourage participation in Auditions.
  - a. If your closest District Auditions conflicts with their schedule for that day, suggest other districts close by with alternative dates.
- 3) Start figuring out what pieces your students will play in Auditions. Check rules for pieces and eligibility at the [WMTA website](#). It allows for much overlap, as pieces can do "double-duty" with other events like Federation, Solo/Ensemble, and Honors Recital.
- 4) Also begin to figure out if your students have interest in performing with multiple separate instruments, or performing duets with other students.
- 5) Using study guides, worksheets, or flashcards, determine what would be each student's theory test level. ([Located on the WMTA website.](#))
- 6) If your student wants to perform in an area other than piano, please contact the District Chair for confirmation. ([on the WMTA website](#)) If your student needs to perform in a different district, contact that District Chair for confirmation that it is acceptable. In almost all cases, the District Chair will need plenty of notice to make sure the judging needs will be met for the requesting student.
- 7) At any time during the registration/preparation stages to Auditions Day, ask your District Chair (Emily Schultz – [emilypianostudio@gmail.com](mailto:emilypianostudio@gmail.com)) if any questions come up. No question too small – it's their job!

## **After January 1 of Audition Year**

- 1) Start a list or spreadsheet of your participating students and their 1) Pieces, 2) Grade, 3) Track, and 4) Theory Test Level. Update as information becomes available or changes. It's very helpful to have this information all in one place.
- 2) Open the [Ovation Teacher's Guide](#), and follow the directions for the actions below, on the Ovation website at [ovation.wmta.net](http://ovation.wmta.net)
- 3) Update your contact information in Ovation, including your street address and e-mail. This information is not available to the outside world.
- 4) Enter your students' info into the database, including full name and current grade.
  - a) If it is a more common surname like Lee, you should use a middle initial. Ovation will not let you enter a name identical to another student already in the system.
  - b) If it is a transfer student from another teacher, you will need to contact the District Chair to move that student under your name in the Ovation system.
- 5) Going into the composition database, make sure all your students' pieces are listed in the database. If not, you will have to enter them in first before you do your student registrations.
  - a) Please pay attention to the [eligibility rules for pieces](#). You will be contacted if a student's piece is deemed ineligible for WMTA events, and you will be asked to swap in a different piece that fits criteria.
- 6) Once a student's program is solidified, and pieces confirmed to be in the database, go ahead and enter the student's registration; including their pieces and theory test level.
- 7) You cannot enter an incomplete registration, but you can go back and edit/change a completed one.

## **Two Weeks Before Registration Due Date**

- 1) Double-check with all parents and students about the Auditions date and ask if they need a AM or PM time, but ONLY because of scheduling conflicts. Enter into their registration.
- 2) Coordinate scheduling requests between siblings or carpools. Enter into the Ovation system.
- 3) Request registration payments from parents.
- 4) If entering students in a different district, request a screenshot of your students' registrations to check for errors. Double-check that you know what address to send the registration fee. (Be careful! Their due date is probably different than that of your home district!)

## **One Week Before Registration Due Date**

- 1) Double-check all students' registrations, including grade, repertoire, scheduling, and especially theory level. YOU WILL NOT BE ABLE TO MAKE CHANGES AFTER THE DUE DATE.
- 2) Double-check your students' track. After the due date, you will only be allowed to downgrade track, if applicable, if the student cannot memorize in time. If not applicable, the student will play for comments only.
- 3) When all registrations are complete and double-checked, print the registration fee form off of Ovation. Attach one check, made out for the total amount, and payable to Wisconsin Music Teachers Assoc.
- 4) Mail to your district's contact person (should be in the original e-mail from late fall).
  - a) Do NOT send anything certified mail.
- 5) If sending students to multiple districts, you will need to be mindful of their different due dates, and send one check and fee form to each district.
- 6) In your home district, be sure to include a note that requests an AM or PM work shift, in your payment envelope. Let them know if you intend on getting a sub for that day, because that affects what jobs are available.
  - a) If you have more than ten students registered, it would be very helpful to the District Chair if you know of any parents or older students who can also help on Auditions Day.

## **1-2 Weeks Before Auditions Day**

- 1) Audition times, student information sheets, and maps should have been e-mailed to you by now, as well as your "job" and work shift for Auditions Day.
- 2) Distribute the student information sheets with their audition times to the students, as well as the maps.
- 3) There may be a teacher/volunteer potluck lunch on Auditions Day. Your District Chair will let you know, and direct you to any list to sign up. This is a great way to enjoy good food and socialize with area teachers, parents, and other volunteers.
- 4) If there are any questions that you (the teacher) cannot answer, the teacher should ask the District Chair. Students and parents are not to contact the District Chair.
- 5) Prepare your students for a successful Auditions Day. Students should be busy working to perfect their pieces and studying theory. Let students and parents know to give themselves extra time to find parking, to find the check-in table, audition room, theory room, practice rooms, and bathrooms.
- 6) The theory test room is on a drop-in basis, and should take 30 minutes or less to complete.

- a) Parents can help their child check in with the theory room teacher, but parents and teachers are not allowed to assist the student(s) with the test without prior authorization from the District Chair.

### **District Auditions Day**

- 1) Show up to work your shift at the appointed time. Allow yourself extra time for parking. Check-in at the front table so they know you are there.
  - a) If there is a potluck, drop off your food/item at the lunch area.
- 2) Enjoy watching the students, including your own, share their talents and knowledge!
- 3) At the end of the day, judging sheets and theory tests will be available to teachers. If you are not there to pick them up, they will be sent to you.
- 4) All scores should be available to view on Ovation immediately after the event.

### **Following Auditions Day**

- 1) You should receive your students' judging sheets, theory tests, and certificates in the mail within 7 business days, if you did not pick them up at the end of the Auditions day.
- 2) Double-check scores with Ovation, just to be sure everything matches up. If there are any discrepancies, contact the District Chair immediately. We are all human and we all make mistakes, but most are easily fixable!
- 3) If your student qualifies for Badger Competition in early May, you will receive a Badger information sheet in your envelope with your students' sheets.
  - a) Follow the instructions, and also go to the Badger Competition page on the [WMTA website](#) for more information on deadlines and scheduling.
- 4) If your student earns a points award from District Auditions, you will be contacted by the Awards Chair within four weeks to pick up your awards (and most likely sooner).
- 5) If your student earns a points award after Badger Competition, you will be contacted by the Awards Chair within four weeks to pick up your awards.
  - a) Winners' trophies, certificates, and judging sheets at Badger Competition are handled and distributed by the Badger Chair, not the District Chairs.
- 6) Keep track of how many awards your students earn at WMTA events! The WMTA Teacher Award of Excellence is a reward for teachers, with a point earned for every award one of their students earns. Certificates and plaques are awarded at the annual State convention, starting at 10, then 50, 75, 100, and increasing in 25-point increments. Submit a list of your students that have won WMTA awards (while under your tutelage) to the WMTA Teacher Award of Excellence Chair to claim your award!