

OCMEA All-County Audition Procedures

Common Procedures

- Each student registration may only be submitted by the student's school music director
- The applicant must be a member in good standing of his/her school ensemble where such an ensemble exists
- A student's school must have paid the district participation fee for the current year.
- Adhere to the quotas for your individual instrument and level
- Only sign up students who are going to follow through with the audition.
- If a student has been **SELECTED** for elementary band or orchestra, they are not eligible to be registered for elementary chorus.
- 9th graders may audition for JH and HS but may only participate in one.
- Contact the audition materials coordinator if you cannot locate any solos or solo lists.
- Prior selection into NYSSMA All-State, Area All-State or other performing groups has NO IMPACT on the audition process and results.
- Students accepted into OCMEA ensembles must attend **ALL REHEARSALS** in their entirety. **NO EXCEPTIONS.** If a student does not fulfill their commitment, they will not be allowed to audition the following year.
- Teachers are responsible for chaperoning their own students at OCMEA events.
- Busing arrangements should be made early. Audition times are usually not posted in time for busing requests to be fulfilled.
- Any child being educated within the boundaries of Orange County may audition for an age appropriate ensemble. Students residing in Orange County, but not being educated in the County will not be eligible for participation.
- Students who are home schooled should contact the music teacher in their assigned public school to be registered for an audition. Please contact 2nd Vice President, Peter Giorgio (pgiorgio@mw.k12.ny.us) if you require assistance as a home school student or string student without an ensemble with the home school student's registration.

Vocal Procedures

- Registration will take place through DaCapo.
- Sopranos and altos must be balanced.
- **HS:** You may only send **10 quartets per school district** (SATB).
- **JH:** You may only send **15%** of your school choral enrollment (SAB)
- **ELEM:** The ensemble chair will notify your district of the number allotted for each district (SA).
- **AUDITION MUSIC:**
- **HS** (SATB) audition pieces are selected from the Conductor's program - **JH** (SAB) from a rotation (see the OCMEA website).
- Tempo markings **MUST** be adhered to.
- **AUDITION PROCEDURES:**
- Two quartets (HS) or trios (JH) will be in the audition room at the same time.
 - 1st time through - all sing and are not judged.
 - 2nd time through - quartet / trio 1 sings and is adjudicated.
 - 3rd time through - quartet / trip 2 sings and is adjudicated.
- **JH and HS:** auditions are all a cappella. The teacher may give starting pitches and count the quartet / trio in, but then must allow students to continue unassisted.

- **JH and HS:** All vocal parts must be present at the audition. If a school cannot fill a part, the judge or another school can fill in.
- Students may audition on the voice part that they sing in their school ensemble, and is appropriate for their vocal health. The decision as to the vocal well-being will be left up to the discretion of their teacher.
- Students will be evaluated solely on their performance of the audition piece with respect to rhythm and pitch accuracy, tone, articulation, diction, and musicality.

Wind and Percussion Procedures

- Scale requirements are posted online (www.orangecmeany.org)
 - All scales must be memorized.
 - All have a chromatic component.
 - All have specific tempos and rhythms.
 - **JH and HS:** Play 3 scales selected by the judge.
- Sight reading is selected by the judge.
- Solo lists can be found online (www.orangecmeany.org)
 - Be sure to check measure numbers and tempos
- Depending on audition numbers, some instruments will play scales and sight reading in a separate room from their solo.
- The only instruments provided at the audition site are timpani and keyboards. You may bring your own keyboard if preferred.
- Students may audition on more than one instrument, with the understanding that they can be put on any instrument.
- The needs of the ensemble are balanced with the students' scores when determining results.
- Flute players with piccolo experience are encouraged to audition on both instruments.

String Procedures

- Scale requirements are posted online. (www.orangecmeany.org)
 - All scales must be memorized.
 - All have specific tempos and rhythms.
- All levels include sight reading.
- Solo lists can be found online. (www.orangecmeany.org)
 - NOTE: Some solos have changed from old printed lists. Always check the OCMEA website for accurate and up to date information.
 - Check measure numbers and tempos.
- Depending on audition numbers, some instruments will play scales and sight reading in a separate room from their solo.
- The needs of the ensemble are balanced with the students' scores when determining results.
- **ELEMENTARY:**
 - 1st and 2nd violins will audition on different excerpts.
 - All elementary strings will be ranked at the audition date by score.
- **Junior High:**
 - All JH violins will audition on the same selection. Placement in the 1st or 2nd violin section is determined by score and the festival chairpersons.
 - All JH strings are auditioning for entrance into the ensemble only.
 - JH students are not seat-ranked at the audition date.

- Seating will take place at the Friday night rehearsal the weekend of the JH festival with excerpts chosen from the concert repertoire.
- **High School:**
 - All HS violins will audition on the same selection. Placement in the 1st or 2nd violin section is determined by score and the festival chairpersons.
 - All HS strings will be re-seated at the first rehearsal with excerpts chosen from the concert repertoire.

DaCapo Online Audition Registration System

Creating an OCMEA DaCapo Account

1. Go to <https://ocmea.dacapomusicfestivals.com/>
2. Click yellow register button
3. Teacher access code: **OCMEAteacher**
4. Director of Music access code: **OCMEAmusdir**
5. Remember the username and password that you just created and login to <https://ocmea.dacapomusicfestivals.com/>
6. When you log in, enter your demographic information.
7. Choose your school district and what building(s) you teach in.
8. Choose a unique username and a strong password.
9. Click the green button to submit your registration.
10. You may print the confirmation page if you choose. Please remember your password.

Register a Student for an Audition

1. After you log in with the username and password you created, click "Register for Audition".
2. From the drop down menus, choose which OCMEA ensemble you are registering students for, and from which school building.
3. Fill in the following fields:
 - a. Evaluation Type
 - b. Instrument
 - c. Student Name
 - d. Grade
 - e. Multiple Auditions: If you know that a student is performing another audition (or, if you want to check to see), click the multiple audition box. If the system notices that a student has been registered for another audition, you will notice the student's name pop up. If you are reasonably confident that this is the correct student, select the check mark next to the student's name. If you are confident that this is not the same student, uncheck the "Multiple Auditions" checkbox.
4. Click the "Register Student" Button.
5. Once a student is registered in DaCapo, please mail their completed OCMEA Commitment Contract / Medical Form to:

Katie Lucas
Twin Towers Middle School
112 Grand Ave.
Middletown, NY 10940

Modify a Registration

1. After you log in with your username and password that you created, click "Register Students" or from the menu on the left, "Registrations, Schedules and Ratings (when available)."
2. If you clicked "Register Students", select the correct festival and school building.
3. If you clicked "Registrations...." select the correct festival.
4. Click the blue "Modify" button next to your students name to make any necessary changes.
5. You may then update the various data fields accordingly.

Switch Times Between Your Students

1. If this function has been allowed, you will be able to switch audition times between your own students. This option will only be available after the schedule has been published for teachers.
2. After you log in with the username and password that you created, click "Registrations, Schedules and Ratings (when available)" from the menu on the left.
3. Beside the time, you will see an icon showing you that this student's time is able to be switched. Students who are performing multiple auditions may not have their times changed with this function.
4. After you click that icon, you will be shown a list of possible students that can switch with that student. Click the link "Switch Time With....." and the time will be switched immediately.

View Schedule Information

1. Once scheduling information has been finalized and all of your students' OCMEA Commitment Contracts / Medical Forms have been received by the audition scheduler, your students audition times will be made available.
2. After you log in with the username and password, you may see various icons beside the festival name.
 - a. The calendar icon means that the schedule has been posted.
 - b. The trophy icon means that results have been posted.
3. If the schedule has been posted, click "Registrations, Schedules and Ratings (when available)".
4. Click the name of the festival for which you'd like to see the schedule. The list of students that you have registered will appear near the bottom half of the screen. You can sort this list by clicking on any heading. You can also search this listing using the search field.
5. If the trophy icon appears, ensemble acceptance information is available and will appear in the rightmost column next to your students.

Elementary Chorus Nomination

1. After you have created your teacher account (see instructions above) login to your account. Remember this is a separate website and login than the DaCapo you may be used to for NYSSMA.
2. Make sure you have included all your demographics (district, school buildings where you teach).
3. Click on "Nominate for Elem Chorus" - the 3rd option on the menu on the left side of the page.
4. Select what school your students attend from the drop down menu.
5. Fill out the information (name as it will appear in the program, voice part, grade and height)
6. Click "Nominate Student"
7. Follow the same process for each student you are nominating.
8. Scroll down to the bottom of the page you will see a full list of all students you entered.

9. If you need to make any adjustments to a student's entry, this can be done by clicking the blue button next to their names. One is to "Modify Student" and the other is to "Delete Student".
10. Send commitment contracts / medical forms to Katie Lucas at the above address.