

**TEACHER &
TEACHER/JUDGE
2015 Initial
Edition**

WELCOME TO

OVATION



User's Guide to the Online Ovation Event Database

For Teachers and Teachers/Judges

<http://ovation.wmta.net/>



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WELCOME TO OVATION

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I. LOGIN TO OVATION

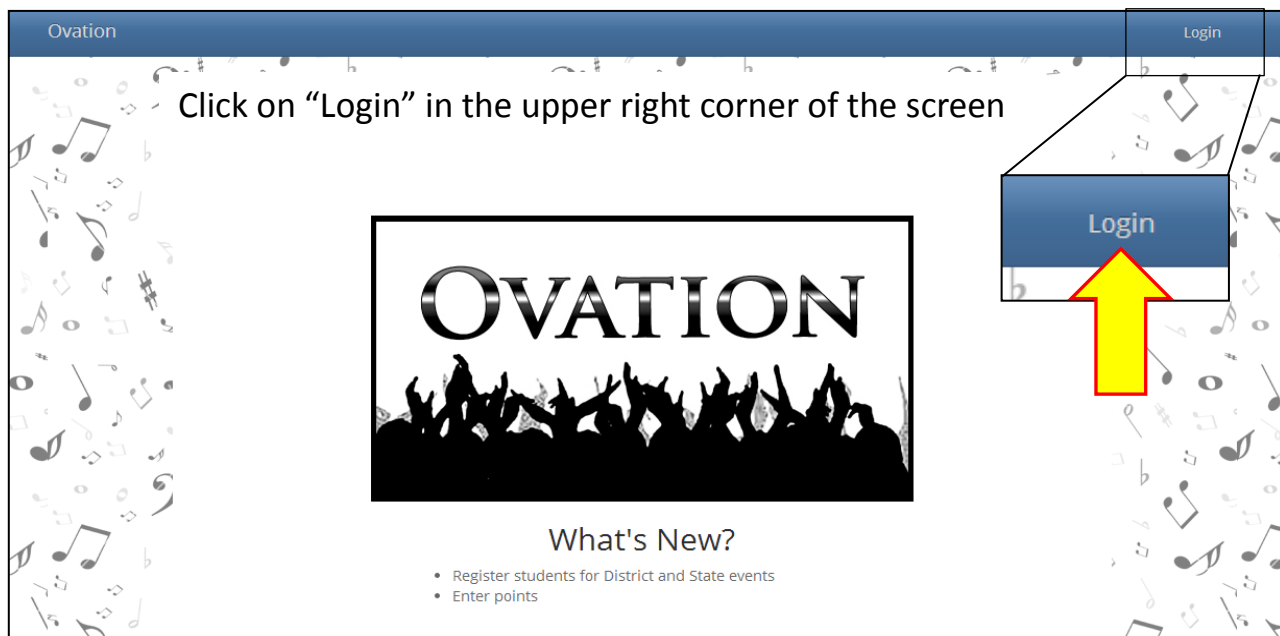
- When the Ovation website opens, the screen in the Figure below appears.
- Only MTNA/WMTA members in good standing may enter the site.
- “Good Standing” means annual MTNA membership has been renewed in a timely manner.
- Those remitting membership dues late or new members who join after October 15th of any year should contact the State Office if they are unable to login.

Enter the site using the following login protocol:

Username = first-initial-last-name, i.e., Jane Smith is *jsmith*

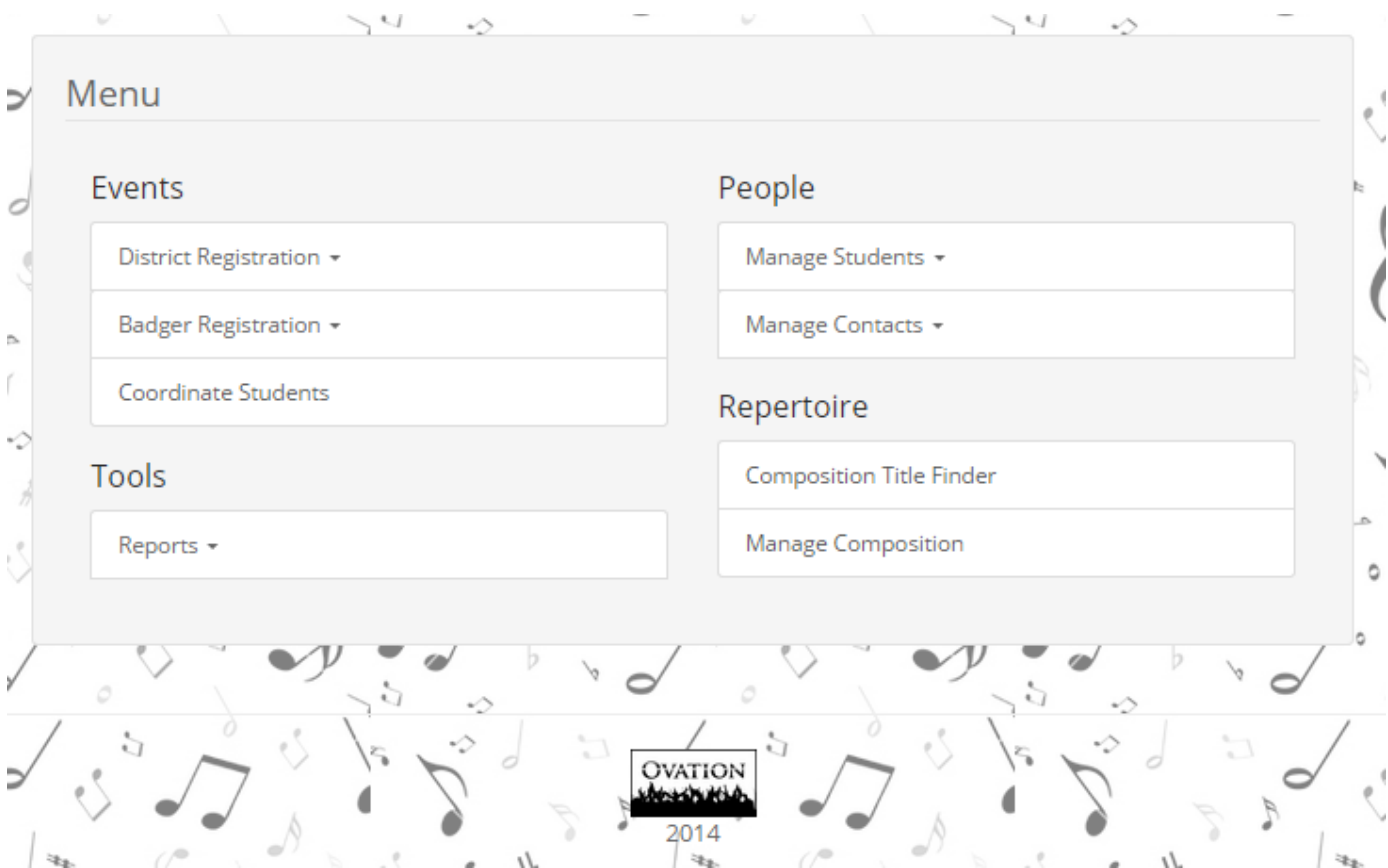
Password = MTNA ID number, i.e., *9054401*

Note: MTNA ID numbers come in all lengths, some as short as 4 digits, some as long as 8 or 9 digits. If your ID begins with a ‘0’, omit it from your password.

A screenshot of the Ovation website login form. The form is titled "Login" and has two input fields: "Username" and "Password". Below the "Password" field is a link that says "Trouble logging in?". At the bottom of the form is a blue "Login" button with a white arrow pointing to it.

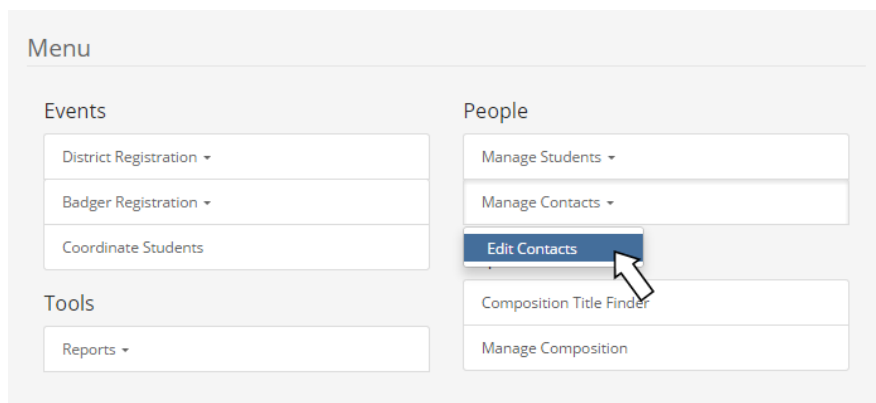
I. LOGIN TO OVATION MENU SCREEN

The Figure below shows the opening Menu Screen for Ovation. These menu options will appear for general Teachers and Teachers who also participate as Judges for WMTA events.



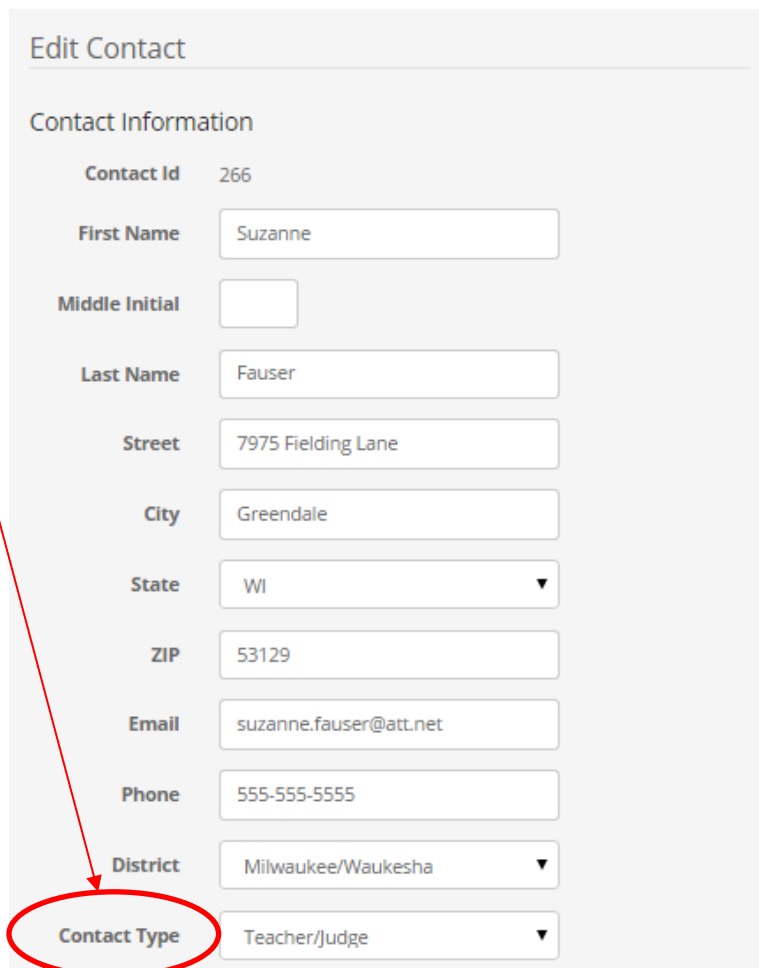
I. MANAGE YOUR CONTACT INFORMATION

- In the Menu Screen, click on **Manage Contacts**
- Choose **Edit Contacts** from the drop down menu. Your main contact information will appear.



The screenshot shows a 'Menu' screen with three sections: 'Events', 'People', and 'Tools'. The 'Events' section contains 'District Registration', 'Badger Registration', and 'Coordinate Students'. The 'Tools' section contains 'Reports'. The 'People' section contains 'Manage Students', 'Manage Contacts', and 'Edit Contacts'. The 'Edit Contacts' option is highlighted with a blue bar and a white arrow pointing to it.

- Check the information. Correct any mistakes and/or make appropriate updates. Fields without a drop down arrow are free text fields. Type in your changes and click **Submit** at the bottom of the screen.
- **If you are an active judge for WMTA, you must make sure your Contact Type is set to Teacher/Judge.**
- Use the drop down for Contact Type and make this change if it is not already set for you. Most first-time login users who are judges will have to make this change.
- You will not need to re-set your Contact Type each time you login to Ovation!
- If you no longer wish to judge for WMTA, remove the “Judge” from your contact type – or you may find yourself being called upon for services



The screenshot shows the 'Edit Contact' form. The 'Contact Information' section includes the following fields: 'Contact Id' (266), 'First Name' (Suzanne), 'Middle Initial' (empty), 'Last Name' (Fauser), 'Street' (7975 Fielding Lane), 'City' (Greendale), 'State' (WI), 'ZIP' (53129), 'Email' (suzanne.fauser@att.net), 'Phone' (555-555-5555), 'District' (Milwaukee/Waukesha), and 'Contact Type' (Teacher/Judge). The 'Contact Type' field is circled in red, and a red arrow points to it from the text in the adjacent list.

I. MANAGE YOUR CONTACT INFORMATION

JUDGES DETAIL

- When “Judge” is added to your Contact Type, a preference list will appear below this field – image below
- **NOTE:** Ovation will always prompt you if something you have left blank is required.

The screenshot displays a web form titled 'JUDGES DETAIL'. At the top, there is a 'Contact Type' dropdown menu currently set to 'Teacher/Judge'. Below this, the form is organized into several sections, each with a label on the left and a list of options on the right:

- Track:** Includes checkboxes for 'District' and 'State', both of which are checked.
- Type:** Includes checkboxes for 'Solo' (checked) and 'Duet' (unchecked).
- Composition Level:** Includes checkboxes for 'Elementary1' (checked), 'Elementary 2' (checked), 'Elementary 3' (checked), 'Intermediate1' (checked), 'Intermediate 2' (checked), 'Intermediate 3' (unchecked), 'Advanced 1' (unchecked), and 'Advanced 2' (unchecked).
- Instruments:** Includes checkboxes for 'Brass' (unchecked), 'Guitar' (unchecked), 'Organ' (unchecked), 'Percussion' (unchecked), 'Piano' (checked), 'String' (unchecked), 'Voice' (unchecked), and 'Woodwind' (unchecked).
- Time Preference:** Includes checkboxes for four time slots: '8:00 AM to 9:30 AM' (checked), '10:00 AM to 11:30 AM' (checked), '12:30 PM to 2:00 PM' (checked), and '2:30 PM to 4:00 PM' (checked).

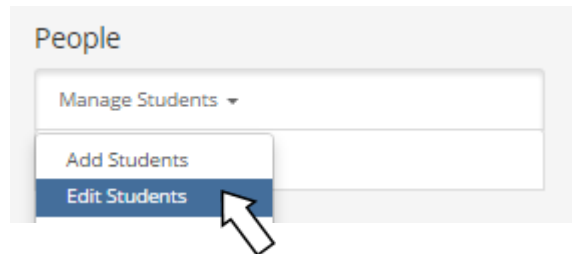
At the bottom of the form, there are two buttons: a blue 'Submit' button and a grey 'Clear' button. A white arrow points to the 'Submit' button. A green notification box with a checkmark icon is visible, stating 'The contact Information was successfully updated.'

- Select your judging preferences by clicking on the appropriate check-boxes.
- **NOTE:** if you select more than one instrument, your level preferences will apply to all instruments.
- Select only **your primary** instrument if you judge additional instruments at different levels.
- To set different levels for secondary instruments, you must contact the State District Chair or an Ovation Administrator.
- Once you are satisfied with all the information on this screen, click **Submit**.
- If changes were made, a message will appear that the information was saved.
- **NOTE:** The **Clear** button will remove information from fields so that a fresh start can be made.

I. MANAGE YOUR STUDENT INFORMATION

VIEWING AND EDITING EXISTING STUDENTS

- In the Menu Screen, click on **Manage Students**
- If you are an existing WMTA teacher and have participated in District Auditions, your existing student data should already be loaded into Ovation.
- You open the editing dialogue by choosing **Edit Students** from the drop-down.



- The dialogue below will appear. The Student Search box operates the same as the Contact Search.
- You can enter a first name, last name or Student ID and click **Search**. You may want to make note of your Student ID numbers as you learn them. In the example below, a last name was entered and two students (brothers) have appeared.
- Select one of the students by clicking on **Select** next to his/her Student ID.

Edit Students

Student Search

Student Id

First Name

Last Name

[Search Tip](#)

	StudentId	FirstName	LastName	ComboName
Select	471	Raymond	Arndorfer	Arndorfer, Raymond
Select	472	Russell	Arndorfer	Arndorfer, Russell

IMPORTANT NOTE- FINDING ALL OF YOUR STUDENTS

Leaving the fields empty and clicking on the Search box will return the list of all students linked to your login ID.

You can verify all students assigned to you in Ovation by doing this. If you are missing a student, contact your District Chair immediately.

This tip is also explained in the "Search Tip" hint (blue link under Last Name field)

I. MANAGE YOUR STUDENT INFORMATION

VIEWING AND EDITING EXISTING STUDENTS

Edit Students

Student Information

First Name	<input type="text" value="Raymond"/>
Middle Initial	<input type="text"/>
Last Name	<input type="text" value="Arndorfer"/>
Grade	<input type="text" value="8"/>
District	<input type="text" value="Milwaukee/Waukesha"/>
Current Teacher	<input type="text" value="Fauser, Suzanne"/>
Previous Teacher	<input type="text"/>
Legacy Points	0
Total Points	12

Note: Any Legacy Points (pre-Ovation) and the Total Points the student has currently earned (cumulative), is shown at the bottom of the screen. This is a quick way to check your student totals.

More detail about points earned is in the Student History report – shown later in this guide.

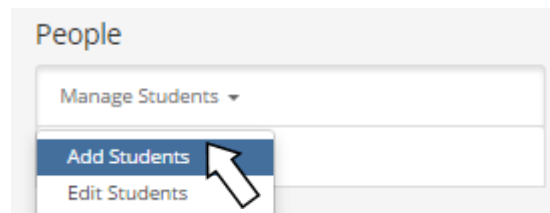
These points cannot be edited by you. Contact your District Chair if you believe there to be an error.

- In this example, student 471, Raymond Arndorfer, was selected. Raymond's basic information can be verified and edited if necessary. (Points can only be changed by a District Chair or System Administrator).
- The system will update student Grade automatically. It is not necessary to make a change manually unless there is an error.
- If you make a change to the student information, click **Submit** to save it.
- A message should appear that the information was saved.
- **NOTE:** the **Submit** and **Clear** buttons work in these screens just as they do in the Manage Contacts screens and throughout the Ovation! system.
- **IMPORTANT FOR ALL TEACHERS:** If you cannot find one of your students, do NOT create a new student contact until after you have contacted your District Chair. It is possible the student history is assigned to the wrong teacher. Have your District Chair check to verify the student does not already exist in Ovation before creating him/her as a new student.

I. MANAGE YOUR STUDENT INFORMATION

ADDING NEW STUDENTS

- Adding New Students, first time District Audition participants, is done by selecting **Add Students** from the Manage Students drop down in the Menu Screen.
- **IMPORTANT NOTE ABOUT TRANSFER STUDENTS:** If your 'new' student is a transfer from another WMTA teacher and has participated in District Auditions in the past, contact your District Chair to have this student moved to You as his/her Current Teacher. Do **NOT** create this student until you have contacted your District Chair.
- **DOES YOUR STUDENT PARTICIPATE WITH MULTIPLE INSTRUMENTS?:** If so, read the important notes on page 10 before creating his/her ID.



- When the Add Students dialogue appears, enter all information prompted for the new student.
- **NOTE:** the only time Legacy Points should be granted to a student is in the case where the student had participated in a District Audition and earned points, but – for whatever reason – is NOT in the Ovation system. Points should not be added to this field without the permission of your District Chair.
- Once you have finished, click on the **Submit** button to add this student to the Ovation database. A confirmation will appear that the student has been added.

A screenshot of the 'Add Students' form. The form is titled 'Add Students' and contains a section for 'Student Information'. The fields are: First Name, Middle Initial, Last Name, Grade, District (dropdown), Current Teacher (dropdown), Previous Teacher (dropdown), and Legacy Points (text box with '0'). At the bottom right of the form are two buttons: 'Submit' (highlighted in blue) and 'Clear'. A white arrow points to the 'Submit' button.

Note: "Previous Teacher" is not a required field.

Note: Do not add Legacy Points without the permission of your District Chair.

✓ The new student was successfully added and has an id of 5682

I. MANAGE YOUR STUDENT INFORMATION

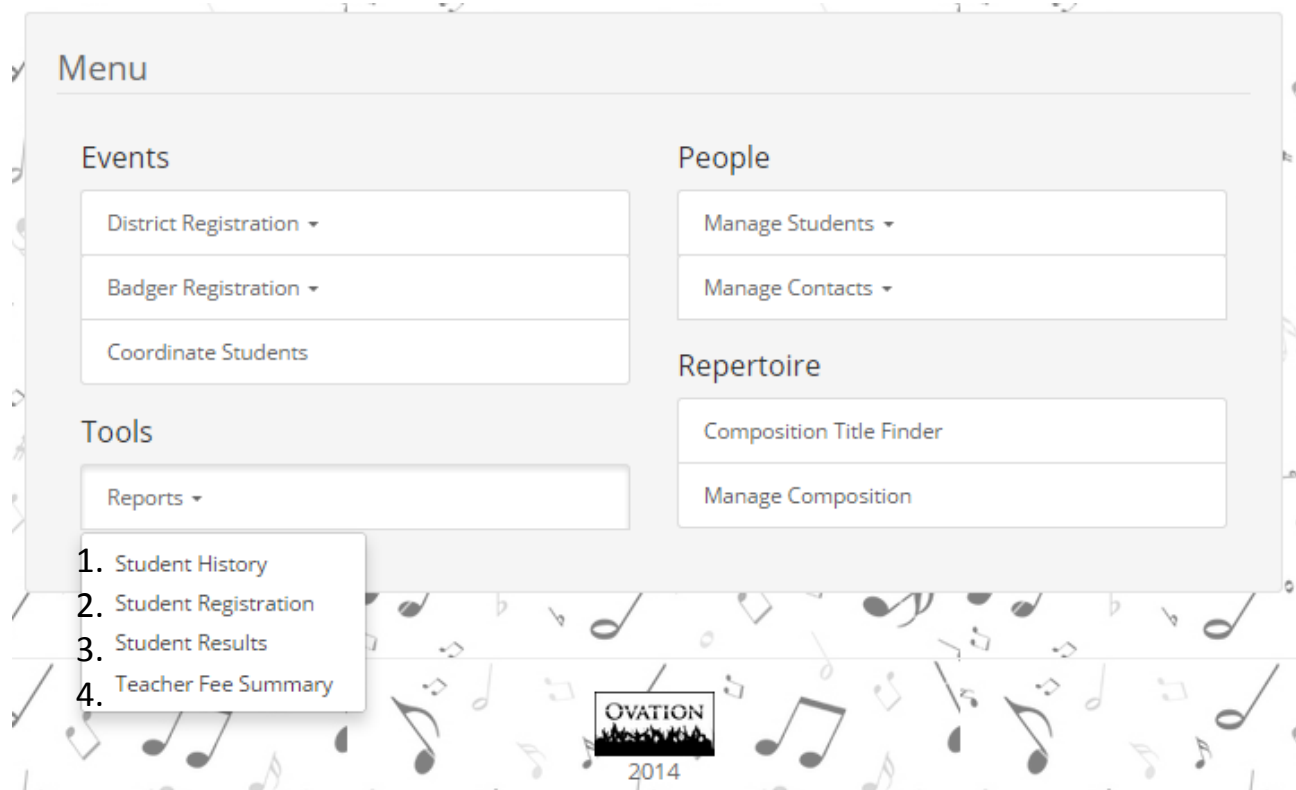
ADDING NEW STUDENTS

IMPORTANT NOTE FOR STUDENTS WHO PARTICIPATE IN MORE THAN ONE INSTRUMENT

- Students who participate in WMTA District and Badger Events with more than one instrument must have **multiple unique Student IDs**, one for each instrument.
 - This is required so that
 - Event registrations and point histories can be tracked separately for each instrument
 - Individual teachers of the instruments have control over the correct data
- Guidelines for these students are as follows:
 - The Teacher of the Instrument creates the Student ID associated to the instrument taught, i.e., Voice Teacher creates Vocal ID, Piano Teacher creates Piano ID, Cello Teacher creates String ID, etc..
 - PLEASE discuss this with your students who study more than one instrument and participate in WMTA.
 - If the same Teacher teaches all instruments, this teacher must create each unique Student ID.
- There is only **ONE** Special Instruction when entering Student Information for multiple instrument participants:
 - Insert the Instrument into the student's **FIRST NAME** using a hyphen, i.e.:
 - Suzy Smith is a piano student
 - FIRST NAME = **Suzy-Piano**
 - LAST NAME = Smith
 - Suzy Smith is also a voice student
 - FIRST NAME = **Suzy-Voice**
 - LAST NAME = Smith
 - Identifying the instrument in the First Name will help in selecting the correct Student ID when registering for events.

I. VIEWING & DOWNLOADING REPORTS

- **At the writing of this guide**, there are four different reports in the Reports Menu. More will be added as the Badger Competition features of Ovation are activated.



1. **Student History:** shows the entire Audition history of all students assigned to your Contact ID **HIGHLY RECOMMENDED** – to run this report and review all your student data, reporting any errors to your District Chair for correction.
2. **Student Registration:** Run after registering students for District Audition to show a summary of all registration details for each student registered in the active Audition year
3. **Student Results:** Shows a summary of the District Audition results for all students who were registered in the active Audition year
4. **Teacher Fee Summary:** replaces the old WMTA Audition Fee Summary form, showing how many students you have registered - in what track and type – and how much you owe your District Chair

I. VIEWING & DOWNLOADING REPORTS

- No matter what report you wish to view or download, the procedure is essentially the same. An example for you to try is shown on the following pages:
- **Example: Student History:** Select Student History in the Tools-Reports drop-down
- You will be prompted to select the parameters of the report. Each type of report in Ovation may require or allow different filtering, depending upon what you want to view
- In this report, your District and Name will auto-load – these are the only options for users with Teacher or Teacher/Judge permissions
- Parameters you may chose include:
 - Student – select one student or leave blank to return all of your students
 - Audition Year – select a year of interest or leave blank to return all years
- Click Search when you have set the desired parameters
- Note the reminder in blue text to

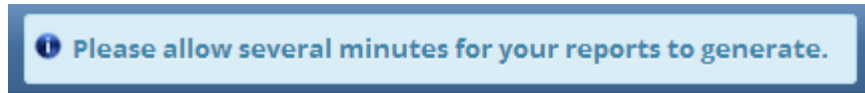
Please be patient after clicking 'Search'. Your reports may take several minutes.

Student History

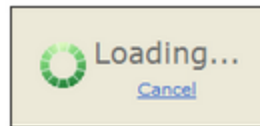
Did you forget what report you are generating?
Just below the dialogue box, the report title will appear.

I. VIEWING & DOWNLOADING REPORTS

- The following will occur:
- You will see a reminder to allow several minutes for your reports to generate. This reminder will appear in the upper left corner of the screen.



- As the reports are generating, you may see this image appear in the body of the report view.



- Once the report has loaded, you will see a preview of it appear like the example shown below. The report title will be above the box – as was pointed out on the previous page.
- The forward and backward arrows in the red box can be used to preview different pages of the report. Please note that this is just the report preview. The report cannot be seen in full in this view. The preview mode can be used to verify you have pulled the parameters you desire to see.
- At the top of each report preview, system information about the report will appear (green box). This is informational only: part of the reporting program.

audition Org Id teacher Id

student Id year

View Report

1 of 2 ?

Find | Next

Student: Burchall, Emma
Id: 3011

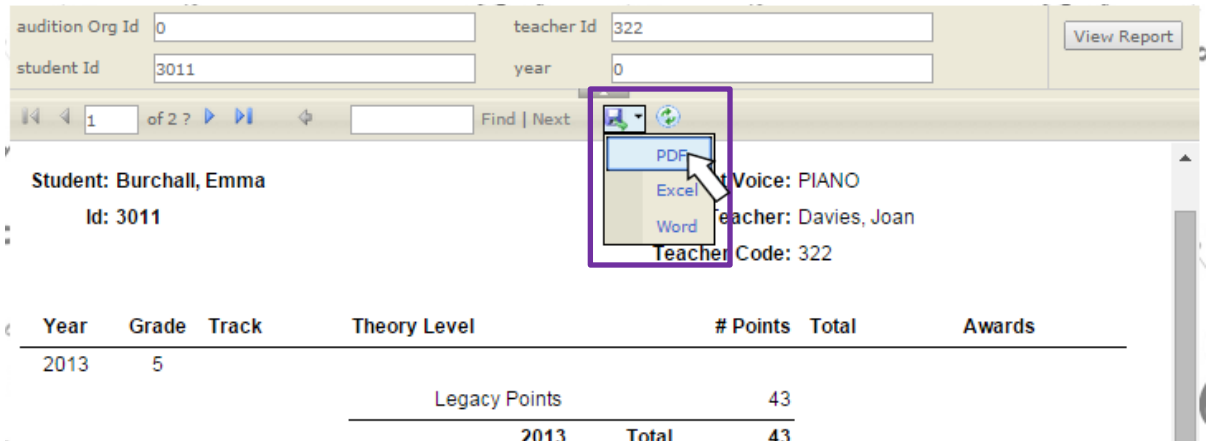
Instrument/Voice: PIANO
Teacher: Davies, Joan
Teacher Code: 322

Year	Grade	Track	Theory Level	# Points	Total	Awards
2013	5					
			Legacy Points	43		
			2013 Total	43		
2014	6					
			Legacy Points	15		
			2014 Total	15		
					58	50 Point Level Award

I. VIEWING & DOWNLOADING REPORTS

Saving and Printing the Report

- Clicking on the file download drop-down will give you three file type choices for the download: **PDF (most used)**, Excel or Word – purple box.



audition Org Id: 0 teacher Id: 322 View Report

student Id: 3011 year: 0

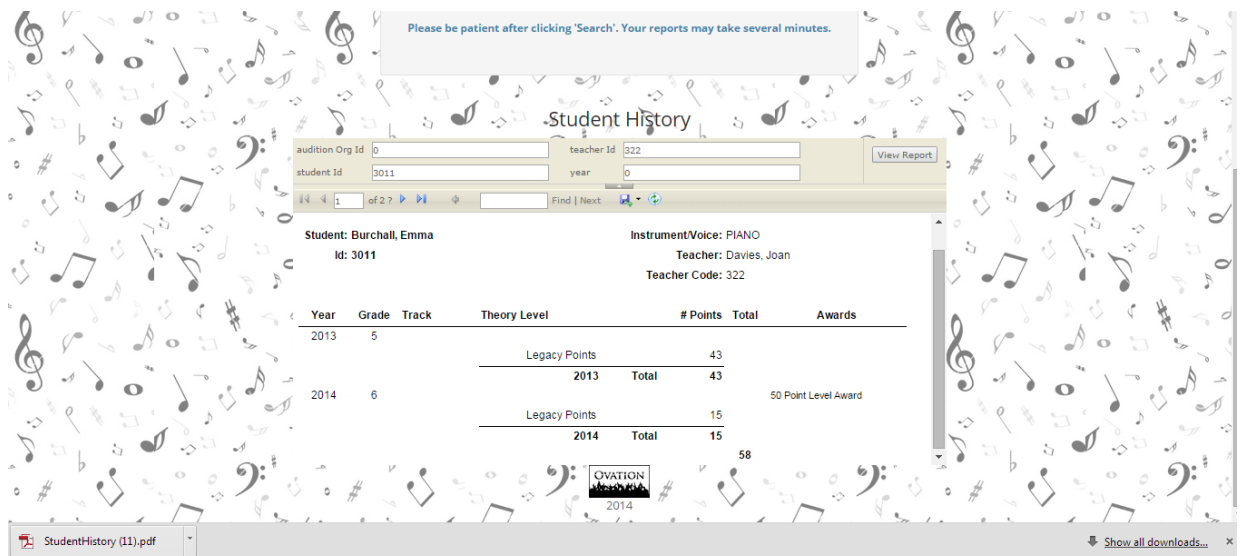
1 of 2 Find | Next

Student: Burchall, Emma
Id: 3011

Instrument/Voice: PIANO
Teacher: Davies, Joan
Teacher Code: 322

Year	Grade	Track	Theory Level	# Points	Total	Awards
2013	5					
Legacy Points				43		
2013			Total	43		

- Select the desired file type.
- Very soon after you select the file type, one of two things will generally happen: a link to the downloaded file will appear in the bottom left corner of the screen or the file will simply open. If you have downloaded more than one file, you can access all the files using the drop-down in the right lower corner of the screen.



Please be patient after clicking 'Search'. Your reports may take several minutes.

Student History

audition Org Id: 0 teacher Id: 322 View Report

student Id: 3011 year: 0

1 of 2 Find | Next

Student: Burchall, Emma
Id: 3011

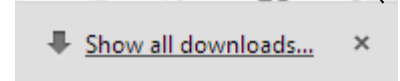
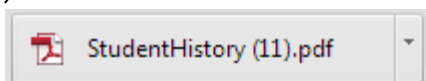
Instrument/Voice: PIANO
Teacher: Davies, Joan
Teacher Code: 322

Year	Grade	Track	Theory Level	# Points	Total	Awards
2013	5					
Legacy Points				43		
2013			Total	43		
2014	6					
Legacy Points				15		50 Point Level Award
2014			Total	15		
				58		

Ovation
2014

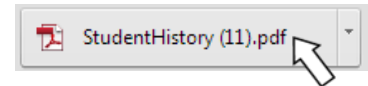
StudentHistory (11).pdf

Show all downloads...

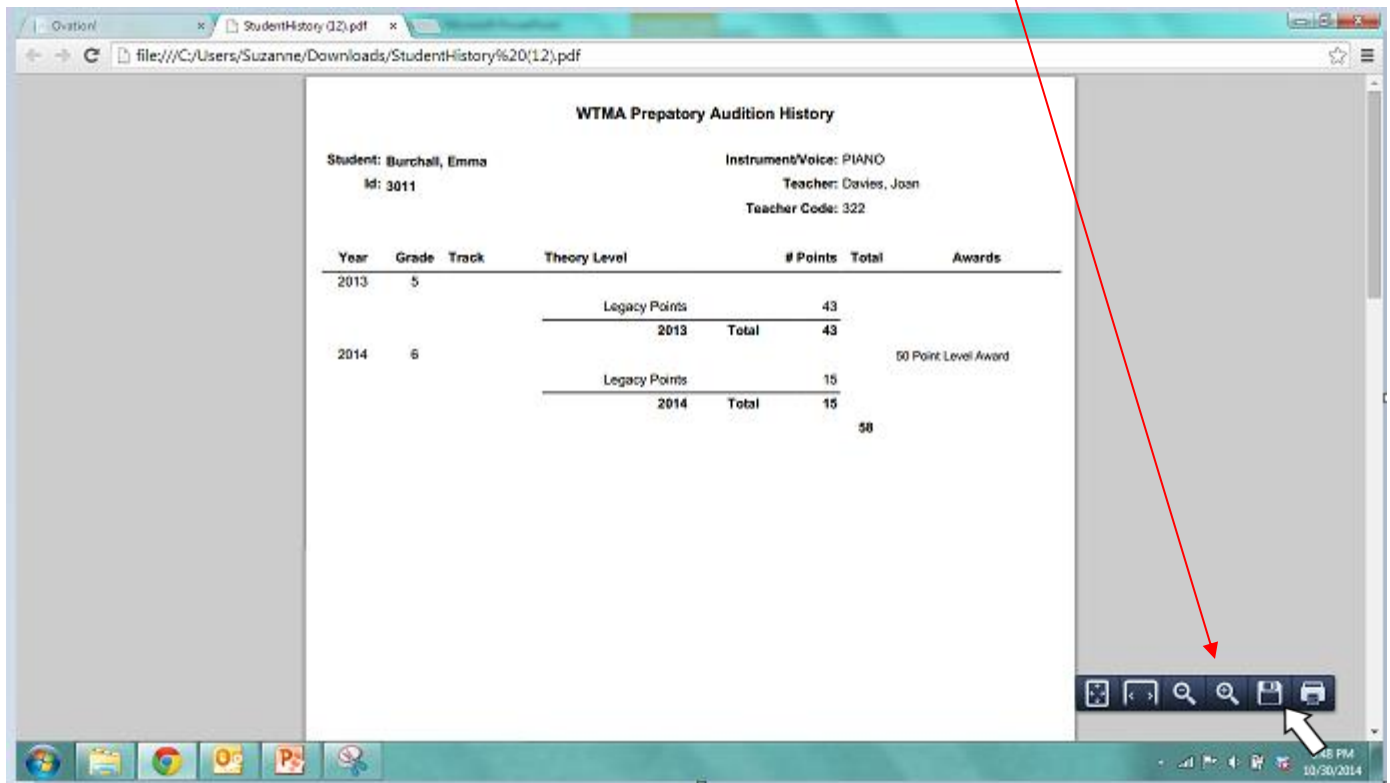


I. VIEWING & DOWNLOADING REPORTS

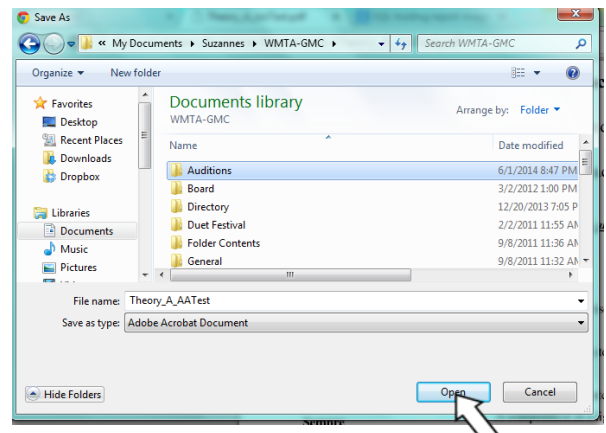
- If the link appears, click on it to bring the file up in your browser.



- Save the file from your browser to your computer. The screen shot below shows how this works in Google Chrome. Hovering your cursor (mouse arrow) in the bottom right area of the screen will bring up a small toolbar, on which the file save icon appears.



- Clicking on the file save icon will bring up the typical file save dialogue on your computer. Ovation will auto-name the file, but you may change the filename to suit your own needs and/or those of your own file organization techniques.
- In Windows 7, saving the file will occur when you click on the “Open” box.
- Once you save the file, you can return to Ovation.
- You can also choose to print from your browser by clicking on the printer icon.



II. USING THE COMPOSITION DATABASE INTRODUCTION

One of the things that makes the WMTA Annual Event very special is the freedom Teachers have in selecting a repertoire program for their students. So long as a few simple rules are met, Teachers are allowed to choose from the endless supply of repertoire across all styles and periods. WMTA is committed to helping develop well-rounded students in this way.

As such, this freedom comes with some level of challenge and responsibility:

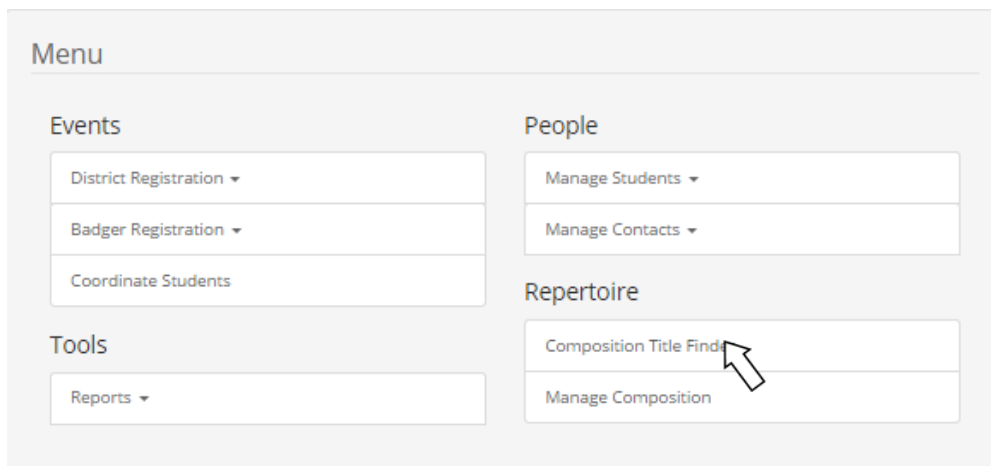
- **Challenge** to the District Chairs to confirm that appropriate selections are used.
- **Responsibility** to Teachers for presenting composition information accurately.

Ovation was designed to meet needs of both the Teacher and the District Chair. By building and maintaining a comprehensive database of compositions, Ovation provides a tool for Event Chairs to more efficiently review and schedule the auditions. Teachers can use this tool to research repertoire titles, composers, periods, levels, performance times and frequency of use in WMTA Events.

This section of the User's Guide introduces Teachers to the **Composition Title Finder** and **Manage Composition** functions of Ovation.

Composition Title Finder – Used to scan the composition database for existing titles and find out details about the titles, such as Composer, Period (Style), Level, Performance Time, and the frequency (number of times) the title has been used in a WMTA District Audition since 2014.

- To use this tool, click on Composition Title Finder in the Main Menu



II. USING THE COMPOSITION DATABASE

COMPOSITION TITLE FINDER

- The following screen will appear, where users can enter text from a title of interest and the composer – to return information about all repertoire in the database that matches.

Composition Title Finder

Title Search String *

Composer

Submit

Clear

HINTS and EXAMPLES to use this tool:

- If you are interested in ALL titles by a specific composer:
 - Select the composer from the Composer drop-down.
 - Do NOT enter any text into the Title Search String Field.
 - Click on **Submit**.

EXAMPLE: A teacher wants to see all the titles by Dennis Alexander that exist in the database. After selecting Dennis and clicking Submit, the following table appears (only the top of the table is shown here):

Composition Title Finder

Title Search String *

Composer

Alexander, D. ▼

Id	Title	Composer	Period	Level	Time	Times Used
7	Along the River Seine	Alexander, D.	Classic 20th Century	A2	0.5	0
9	Appaloosa Spirit	Alexander, D.	Trans 20th/21st Century	I2	2.5	0
3459	Arioso in D Major	Alexander, D.	Trans 20th/21st Century	I2	2	1
4188	As Morning Dawns	Alexander, D.	Trans 20th/21st Century	E1	1	1
4729	Astronaut Wannabe, A Minor	Alexander, D.	Trans 20th/21st Century	I1	1	1
4192	At the Father-Daughter Dance	Alexander, D.	Trans 20th/21st Century	E1	1	1
4411	Autumn Moods	Alexander, D.	Trans 20th/21st Century	E2	1	1
3753	Ballad	Alexander, D.	Trans 20th/21st Century	E2	2	1
2049	Bells of San Miguel	Alexander, D.	Trans 20th/21st Century	E2	1.5	1
2050	Big Chief Running Bear	Alexander, D.	Trans 20th/21st Century	E2	1	0
10	Broadway Magic	Alexander, D.	Classic 20th Century	A2	0.5	0
1629	Carillon Bells	Alexander, D.	Trans 20th/21st Century	E1	0.5	1

II. USING THE COMPOSITION DATABASE COMPOSITION TITLE FINDER

HINTS and EXAMPLES cont..

- If you are interested in a specific composition by a specific composer:
 - Select the composer from the Composer drop-down.
 - Enter a keyword into the Title Search String field.
 - Click on **Submit**.

EXAMPLE: A teacher wants to see all the titles by Dennis Alexander that contain the word “Morning”. After entering ‘Morning’ into the Title Search String field and selecting Dennis, she clicks **Submit**. The following table appears showing there is only one title in the database that fits the criteria:

Composition Title Finder

Title Search String *

Composer ▼

Id	Title	Composer	Period	Level	Time	Times Used
4188	As Morning Dawns	Alexander, D.	Trans 20th/21st Century	E1	1	1

- If you are interested in seeing all titles with a specific keyword in the title:
 - Do NOT select any composers from the Composer drop-down.
 - Enter a keyword into the Title Search String field.
 - Click on **Submit**.

EXAMPLE: A teacher knows of a piece called “A Morning in May”, but cannot recall who the composer is. She would like to confirm the composer and see if the title exists in the database. She enters ‘Morning’ into the Title Search String field and clicks on **Submit**. The table on the following page appears.

She finds the piece “A Morning in May” by J. Yeager, but notices right away that the Period assigned to the piece is incorrect, as are the Level and Time (red box in Table).

II. USING THE COMPOSITION DATABASE COMPOSITION TITLE FINDER

HINTS and EXAMPLES cont..

Composition Title Finder

Title Search String *

Composer

Id	Title	Composer	Period	Level	Time	Times Used
955	A Morning in May	Yeager, J.	Classic 20th Century	A2	0.5	0
879	A Pleasant Morning	Streabogg, J.	Romantic	E2	1	1
4188	As Morning Dawns	Alexander, D.	Trans 20th/21st Century	E1	1	1
4053	As Morning Dawns	Alfred	Trans 20th/21st Century	E2	1	1
4321	Monday Morning	Rahbee, D.G.	Trans 20th/21st Century	I2	1.5	1
4677	Monday Morning Blues	Rejino, M.	Trans 20th/21st Century	E2	0	1

In order to correct database errors – and before the title should be used in an Audition registration – the teacher should send an email to

WMTACompositionHotline@gmail.com (no caps needed)

describing what should be corrected. The email might say:

Please update Composition 955, A Morning in May by J. Yeager to Trans 20/21 Century, with a Level of E3 and performance time of 1.5 minutes.

A Composition manager will make the change and respond to the teacher that her request was completed.

EXAMPLE: The same teacher notices that two occurrences of “As Morning Dawns” appear in the database, but under two different composers: Dennis Alexander and Alfred (purple box).

Users of this database should be aware that titles MAY appear under both the original composer AND a collection in which it appears. In this case, Dennis is the known composer and the piece also appears in an Alfred Pedagogy collection. Both composition IDs are valid, they do mean the same piece, and should have the same Level and Time associated. Either composition can be selected for a District Audition. Teachers may choose either, depending upon how the piece is presented to the judge at the Audition. No request to remove one title as a duplicate is necessary.

II. USING THE COMPOSITION DATABASE MANAGE/ADD COMPOSITION

- After searching existing titles, you may find that some selections you plan to use in your students' Auditions are not in the database.
- To ADD titles to the Ovation Composition Database select **Manage Composition** in the Main Menu.

Menu

Events

- District Registration ▾
- Badger Registration ▾
- Coordinate Students

People

- Manage Students ▾
- Manage Contacts ▾

Repertoire

- Composition Title Finder
- Manage Composition

Tools

- Reports ▾

- In the top section of the page is another **Composition Search** tool. This can be used to confirm again that a title is or is not in the database. You do not have to use it – especially if you have already confirmed using the Title Finder (this Search is just another way to look for a specific title using quick drop-downs). See Page 21 for a detailed description of how to use this area – or skip to page 22 to add a new title.

Add Composition

Composition Search

This section is for verifying that the composition you are about to enter does not already exist. Please confirm the composition is not in the system before you proceed with adding it.

Composer ▾

Title ▾

Style ▾

Clear

Composition Information

Please include all known information, especially for Masterworks.

Title

Key ▾ ▾ ▾

Movement

Tempo

Catalog No. ▾

Composer ▾

Playing Time

Minutes Seconds ▾

Style ▾

Level ▾

☐ 16 measures, not including repeats?

Submit Clear

- Use the **Composition Information** section to ADD the title to the database. Refer to Page 22 for specific instructions to complete this section and add a new title to the database.

II. USING THE COMPOSITION DATABASE MANAGE/ADD COMPOSITION

- Using the Search Tool under **Manage Composition**
 - Select the **Composer** of the composition of interest using the drop-down. In the example below, Bach Notebook, A.M. (Anna Magdalena), has been selected.
 - Click on the drop-down arrow in the **Title** field and the list of all compositions in the database - by that composer - will appear. In the example below, the very popular Minuet in G Major, BWV114, has been selected.
 - IMPORTANT NOTE:** A collection title (such as the Bach Notebook) may be used as a composer name, especially in cases where the explicit composer name may be unknown.
 - IMPORTANT NOTE:** The style filter may also be used to search for titles, but be aware: there are a few composers who have composed selections in more than one style, for example, Rachmaninoff has compositions in both the Romantic and Classic 20th Century styles.
 - NOTE:** Make sure to search the entire drop down for the piece title. Keep in mind these titles are entered by all users of the database and may not match exactly to how you would have entered the piece.
 - NOTE:** Check all descriptive numbers to verify the piece. Some Masterworks have the same or similar titles, but the catalog number will be different.

Composition Search

This section is for verifying that the composition you are about to enter does not already exist. Please confirm the composition is not in the system before you proceed with adding it.

Composer: Anderson, L.

Title: **Bach Notebook, A.M.**

Style:

Composition Info:

Title:

Key:

Clear

Composition Search

This section is for verifying that the composition you are about to enter does not already exist. Please confirm the composition is not in the system before you proceed with adding it.

Composer: Bach Notebook, A.M.

Title:

Style:

Composition Info:

Title:

Key:

Movement:

1702: Polonaise in G Minor, BWV 125 or 119
2357: Aria, BWV 512
2358: Aria, BWV 514
2359: Aria, BWV 515
2360: March in E-flat Major, BWV Anh. 127
2361: Minuet in B-flat Major, BWV Anh. 118
2362: Minuet in A Minor, BWV Anh. 120
2363: Minuet in F Major, BWV Anh. 113
2364: Polonaise in G Major, BWV Anh. 130
2365: Polonaise in G Minor, BWV Anh. 123
3394: Minuet, G Minor, BWV Anh 115
3517: Minuet in G Major, BWV 114
3638: Musette, BWV 126
3702: Minuet in G Major No. 2, G
3703: Menuet in D Minor, D Minor, BMV 132
4242: Minuet G Major, Moderato, BWV 114

II. USING THE COMPOSITION DATABASE MANAGE/ADD COMPOSITION

- **Adding a new Title to the Database – It's Easy!**
 - To enter a new piece into the database, use the Composition Information section of the screen
 - Enter all descriptors for the composition you wish to add to the database.
 - **Required** entries for each composition are:
 - Title
 - Composer
 - Playing Time
 - Style
 - Level* (see [pages 24-26](#) for leveling guideline)
 - Optional entries for each composition are – USE for All Masterwork entries:
 - Key
 - Movement
 - Tempo
 - Catalog No.
 - Click Submit when done.

EXAMPLE Entries are show on the next page (Page 23)

Composition Information

Please include all known information, especially for Masterworks.

Title

Key

Movement

Tempo

Catalog No.

Composer ☐ New

Playing Time

Minutes Seconds 0

Style

Level

☐ 16 measures, not including repeats?

- **New Composer?**
- MAKE SURE YOU HAVE SPELLED THE COMPOSER NAME CORRECTLY and thoroughly search the drop down list of composers before clicking on **New** and entering a new name.
- Collection titles (such as Alfred 1A) may be used as the composer, if the explicit composer is unclear or unknown.

II. USING THE COMPOSITION DATABASE MANAGE/ADD COMPOSITION

Composition Information

Please include all known information, especially for Masterworks.

Title:

Key:

Movement:

Tempo:

Catalog No.:

Composer: ☐ New

Playing Time

Minutes: Seconds:

Style:

Level:

☒ 16 measures, not including repeats?

Composition Information

Please include all known information, especially for Masterworks.

Title:

Key:

Movement:

Tempo:

Catalog No.:

Composer: ☐ New

Playing Time

Minutes: Seconds:

Style:

Level:

☒ 16 measures, not including repeats?

- All the entries shown here for new compositions will be accepted
- Note: Each must have a **Title, Composer, Playing Time, Style** and **Level**.
- **The system will force you to validate that your new entry has 16 measures. You must check this box before submitting your entry**

Composition Information

Please include all known information, especially for Masterworks.

Title:

Key:

Movement:

Tempo:

Catalog No.:

Composer: ☒ New

Last Name:

F.I.:

M.I.:

Playing Time

Minutes: Seconds:

Style:

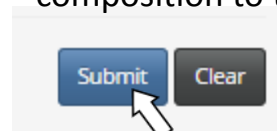
Level:

☒ 16 measures, not including repeats?

In order for the Catalog No. drop down to activate, you must enter a number or text into this field first.

If the New Composer box is checked, a dialogue will appear to add the composer to the database.

- Click on **Submit** to save the new composition to the database.



II. USING THE COMPOSITION DATABASE REPERTOIRE LEVELING GUIDELINE

- The guideline below of Keyboard repertoire is provided for reference.
- Select a level for the composition you are adding based on the best match to the descriptions here. Use best judgment for all other instrument types.
- The purpose of leveling each composition is to align the student program with the judges preferences: to ensure a best judge-student match possible.

WMTA Ovation Level	Collections	Repertoire Examples
Elementary 1	<ul style="list-style-type: none"> • Method series through level 1 • Snell Preparatory • Festival Collection 1 	
Elementary 2	<ul style="list-style-type: none"> • Method series levels 2-3 • Masterwork Classics levels 1-3 • Celebration Series Preparatory - 1 • Developing Artist Preparatory - 1 • Snell Preparatory - 1 • Festival Collection 1-2 	<ul style="list-style-type: none"> • Duncombe Sonatina in C • Clementi Arietta op. 42, no. 5 • Hook Minuetto, op. 37, Lesson 2 (aka Minuet in C) • Mozart Minuet in F, K.2 • Diabelli Bagatelle • Goedicke A Song, op. 36, no. 3 • Kohler Children's Song • Schytte Deep Singer, op. 108, no. 12 • Kabalevsky Polka, op. 39, no. 2
Elementary 3	<ul style="list-style-type: none"> • Method series levels 4+ • Masterwork Classics 3 • Celebration Series 2 • Developing Artist 1-2 • Snell 1-2 • Festival Collection 2 	<ul style="list-style-type: none"> • Rameau Menuet en Rondeau • Handel Impertinence • Clarke King William's March • Beethoven Ecosaise, Russian Dance • Schumann Soldiers March • Shostakovich March from Six Pieces • Kabalevsky Valse, op. 27, no. 1

II. USING THE COMPOSITION DATABASE REPERTOIRE LEVELING GUIDELINE

WMTA Ovation Level	Collections	Standard Repertoire Examples
Intermediate 1	<ul style="list-style-type: none"> • Masterwork Classics 3-4 • Celebrations Series 3-4 • Developing Artist 2-3 • Festival Collection 3 • Snell 2-4 	<ul style="list-style-type: none"> • Dances from AMB Notebook • Early Sonatinas (Clementi 36/1; Beethoven G) • Haydn Scherzo from XVI:9 • Burgmuller Ballade • Schumann The Wild Horseman • Kabalevsky Clowns • Khachaturian Andantino • Schumann Melody, op. 68, no. 1
Intermediate 2	<ul style="list-style-type: none"> • Masterwork Classics 5-6 • Celebration Series 5-6 • Developing Artist 4 • Festival Collection 4 • Snell 5-6 	<ul style="list-style-type: none"> • Bach dances, first preludes • Beethoven Sonatina in F • Schumann A Little Romance • Chopin Waltz in Am, op. posth. • Kabalevsky Sonatina in A minor, op. 27, no. 18 • Copland The Young Pioneers
Intermediate 3	<ul style="list-style-type: none"> • Masterwork Classics 7-8 • Celebration Series 7-8 • Developing Artist 4 • Festival Collection 5-6 • Snell 7-8 	<ul style="list-style-type: none"> • Bach Little Preludes and Inventions • Kuhlau Sonatina in C, op. 20, no. 1 • Beethoven Fur Elise • Sonatas: Mozart k. 545 • Beethoven 49/1 and 2 • Schumann Knight Rupert • Kabalevsky Rondos, op. 60 • Debussy The Little Shepherd
Advanced 1	<ul style="list-style-type: none"> • Masterwork Classics 9 • Celebration Series 8-9 • Festival Collection 7 • Snell 9 	<ul style="list-style-type: none"> • Bach Sinfonias, Prelude and Fugue, No. 2, Vol. 1 • Beethoven Sonata op. 79 • Haydn Sonatas in Em, D • Mozart Fantasia in Dm • Chopin Nocturne, op. 9, no. 1 • Grieg Notturmo • Debussy La fille... • Bartok Bear Dance

II. USING THE COMPOSITION DATABASE REPERTOIRE LEVELING GUIDELINE

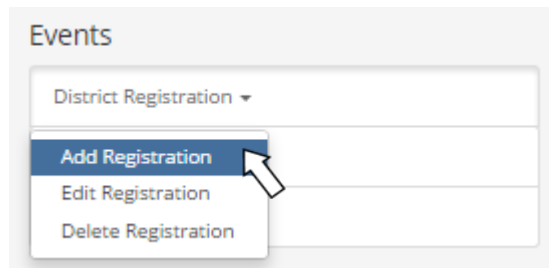
WMTA Ovation Level	Collections	Standard Repertoire Examples
Advanced 2+	<ul style="list-style-type: none"> • Masterwork Classics 9-10 • Celebration Series 10 • Snell 9-10 • + anything more difficult 	<ul style="list-style-type: none"> • Bach WTC, Suites • Beethoven Sonata op. 2, no. 1 • Haydn Sonata in C • Mozart Rondo in D • Brahms Intermezzi • Schumann Aufschwung • Rachmaninoff Prelude in Gm, op. 23, no. 5

III. REGISTERING STUDENTS FOR DISTRICT AUDITION

- If you have
 - Checked your Contact Information
 - Verified your existing Student Information
 - Added your New Students
 - Checked for all program Repertoire you are using
 - Added any new Repertoire you need
- AND your District Chair has notified you that registrations are open
you are ready to register your students for the District Audition event.

NOTE: If you have not completed all the steps above for all of your students and their audition literature selections, please go back and finish those activities before moving on in this guide.

- In the main Menu, select **District Registration**. Then select **Add Registration** from the drop down.



- A Student Search box will appear, similar to that used before in the Manage Students/Contacts screens. This is where it may be beneficial to have all Student ID numbers at hand, to make the searches quick.
- Search for the first student you wish to register. Click on the blue **Select** text

Add District Registration

Student Search

Student Id

First Name

Last Name

Search Tip

	StudentId	FirstName	LastName	ComboName
Select	5671	AARON	ALLMAN-MILW	ALLMAN-MILW, AARON

USEFUL NOTE – RECALL:

Leaving the fields empty and clicking on the Search box will return the list of all students linked to your login ID.

III. REGISTERING STUDENTS FOR DISTRICT AUDITION

- After you select the student you wish to register, several boxes will appear. You must go through and complete all the required information in these boxes to complete the registration – as shown in the figures below.
- No action should be required in the **Student Information** box. If you verified your student information earlier, it should all be correct.
- In the **Audition Information** box, you must select all the appropriate information for this student. The drop down menus provide your options. The two figures below show a “before and after” view of the example student, Aaron Allman-Milw.
 - **Audition Site** is the District where the student will perform
- **NOTE ABOUT OUT-OF-DISTRICT REGISTRATIONS:** Before you select a district other than your home district - for an out-of-district student registration - please contact the District Chair of the affected District for permission to participate there. The system WILL allow you to choose any district, however, common courtesy insists that you obtain permission for an out-of-district registration.
- **Theory Level:** Ovation will guide you as to what Theory levels are available to each student, based on their age, track, and instrument. If you believe your student should be allowed a different Theory level than the choices offered, contact your District Chair.

Figure showing empty Information fields

The screenshot shows the 'Student Information' and 'Audition Information' sections. The 'Student Information' section has pre-filled fields for Student Id (5671), Name (ALLMAN-MILW, AARON), Grade (0), District (Milwaukee/Waukesha), and Teacher (FAUSER, SUZANNE). The 'Audition Information' section has empty dropdown menus for Audition Site, Instrument, Accompanist, Audition Type, Audition Track, and Theory Level. The Audition Date is pre-filled as 8/29/2014.

Figure showing completed Information fields

The screenshot shows the same registration form as Figure 1, but with the 'Audition Information' section completed. The dropdown menus are now populated: Audition Site is 'Milwaukee/Waukesha', Instrument is 'Piano', Accompanist is a greyed-out field, Audition Type is 'Solo', Audition Track is '02', and Theory Level is 'EA'. The Audition Date remains 8/29/2014.

IMPORTANT:

For theory levels EA and EB, a second box will appear to specify which clef should be assigned to the student. It may take a moment for this box to appear after selecting EA or EB.

III. REGISTERING STUDENTS FOR DISTRICT AUDITION

- The student program is the next section to complete.
- Select the Composer of the first selection.
- Click on the drop down arrow in the Title field (Figure 1). All of the compositions for the selected composer will appear (not shown in Figure).
- Scroll down and select the correct composition – you have either verified it is in the database or you have created it, so it should appear here.
- Now click on **Add**. The selection will appear in the lower table (Figure 2).
- **Click on the CLEAR Button** (Figure 3).

Figure 1
Appearance before clicking
on Title drop down.

Figure 2
Appearance after
clicking on **Add**

Composition	Composer	Style	Level	Time
<input type="checkbox"/> Night Wind	Bober, M.	Trans 20th/21st Century	E1	0.75

Figure 3
Appearance after
clicking on **Clear**

Composition	Composer	Style	Level	Time
<input type="checkbox"/> Night Wind	Bober, M.	Trans 20th/21st Century	E1	0.75

- Repeat the same steps above for the remaining compositions in the student program. When complete, this box might look like Figure 4 below.

Composition	Composer	Style	Level	Time
<input type="checkbox"/> Night Wind	Bober, M.	Trans 20th/21st Century	E1	0.75
<input type="checkbox"/> Wild Windy Day	Bowman, C.	Trans 20th/21st Century	E1	0.75

Warnings/Errors

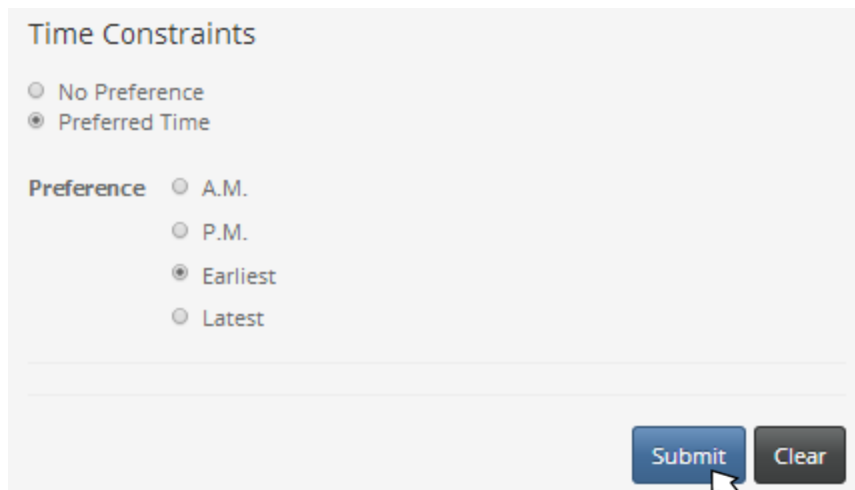
- Ovation will return an error if your State track student does not have at least one Baroque or Classical piece in his/her program.

* USERS: VERY IMPORTANT *

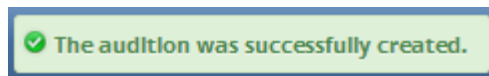
If there are any errors in the Composition information, especially **wrong level assignment or playing time**, go ahead and select it, but send an email detailing suggested corrections to WMTACompositionHotline@gmail.com

III. REGISTERING STUDENTS FOR DISTRICT AUDITION

- The final step in registering a student is to select Audition time preference.
- PLEASE use discretion in applying this constraint. Preferences are for cases where there is a bona-fide need, not simply a desired convenience.
- If the student has no time preference, leave the 'No Preference' check button highlighted.
- If the student requires an AM, PM, Earliest of the Day, or Latest of the Day slot, select 'Preferred Time' and the appropriate preference.
- These are the only preferences allowed by the Ovation system.
- Specific time requests (such as 10:30am) are not honored by Ovation!



- Review all of the registration information you have entered for your student.
- If it is correct, click on **Submit**.
- You will receive a message that the registration has been successful.



- Repeat the registration process for the next student.

IMPORTANT NOTE: All registrations may be edited prior to the District Freeze Date. Should your student audition information or program change, it may be modified. Use the instructions later in this manual to edit an Audition Registration

III. REGISTERING STUDENTS FOR DISTRICT AUDITION REGISTERING DUETS

- This process is similar to registering a solo.
- Ovation! will automatically generate the Duet Partner registration, based on the information provided in the first partner's registration.
- When Duet is selected for the first partner, Ovation! will ask for the second partner's name. The Figures below walk through the steps:

Figure 1
Appearance after choosing
Audition Type of 'Duet'

Student Information

Student Id5681
NameJACKSON-MILW, JOE
Grade7
DistrictMilwaukee/Waukesha
TeacherBrus, June

Audition Information

Audition SiteMilwaukee/Waukesha
Audition Date8/29/2014
InstrumentPiano
Accompanist
Audition TypeDuet

Choose a Duet Partner

An audition will be automatically generated for the selected student.

Student Id
Search
First Name
Clear
Last Name

Figure 2
Appearance after Searching for Duet
partner

Audition Information

Audition SiteMilwaukee/Waukesha
Audition Date8/29/2014
InstrumentPiano
Accompanist
Audition TypeDuet

Choose a Duet Partner

An audition will be automatically generated for the selected student.

Student Id5682
Search
First Name
Clear
Last Name

	StudentId	FirstName	LastName	ComboName
Select	5682	JACK	JACKSON-MILW	JACKSON-MILW, JACK

Figure 3
Appearance after selecting Duet partner

Audition Information

Audition SiteMilwaukee/Waukesha
Audition Date8/29/2014
InstrumentPiano
Accompanist
Audition TypeDuet

Partner: JACK JACKSON-MILW (5682) Edit Partner

Audition Track
Theory Level

AN IMPORTANT NOTE ABOUT DUETS:

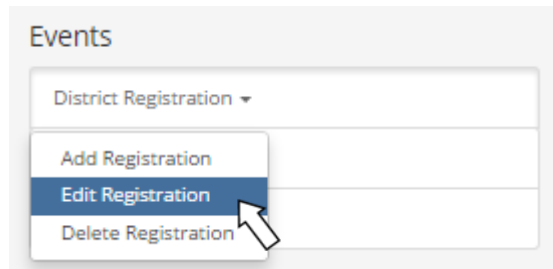
Duet pairs will automatically be coordinated by Ovation! for scheduling other audition times. This means solo audition times for each partner will be best fit within a one-hour time window of the duet.

✓ The auditions for the student and their duet partner were successfully created.

III. REGISTERING STUDENTS FOR DISTRICT AUDITION

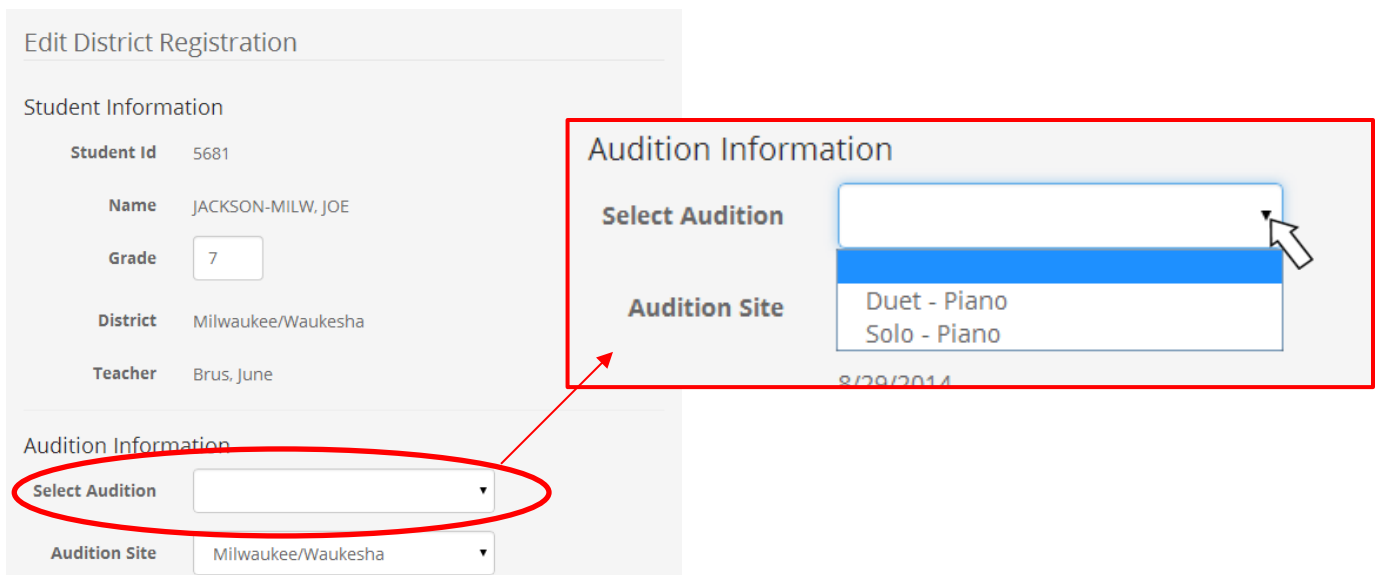
EDIT A REGISTRATION

- Should a student registration need to be edited before the District freeze date, simply go back to **District Registration** in the Menu and select **Edit Registration**.
- Search and **Select** the student you wish to edit.



- In the **Edit District Registration** dialogue that appears, you will **first** be asked to **Select the Audition** you wish to edit – red circled field below in Figure 1 . This drop down will contain the list of Auditions that have been set-up for the student. In most cases there will only be one choice. But, in the case of students who are performing a solo AND a duet, you will have a choice of which registration to edit.
- Click on the Audition to edit. You **MUST** do this step to edit an audition.

Figure 1: Select Audition, showing drop-down for a student with a duet and solo audition

A screenshot of the 'Edit District Registration' form. The form is divided into two main sections: 'Student Information' and 'Audition Information'. The 'Student Information' section includes fields for Student Id (5681), Name (JACKSON-MILW, JOE), Grade (7), District (Milwaukee/Waukesha), and Teacher (Brus, June). The 'Audition Information' section has a 'Select Audition' dropdown menu, which is circled in red. A red arrow points from this dropdown to a larger inset showing the dropdown menu options: 'Duet - Piano' and 'Solo - Piano'. The 'Audition Site' dropdown is also visible, set to 'Milwaukee/Waukesha'.

III. REGISTERING STUDENTS FOR DISTRICT AUDITION

EDIT A REGISTRATION

- Once you have selected the audition to edit, the current information about that specific audition registration will appear:
 - Audition Information
 - Composition Information
 - Time Constraints Information
- You may now change the information in each of these areas of the registration as needed.
- The following figures and explanations will guide you through each area:
- Audition Information – change the information in these fields by using the drop down fields – for a duet partner change, click on [Edit Partner](#) to bring up the Student Search fields for selecting a new partner.

Audition Information

Select Audition	Duet - Piano ▼
Audition Site	Milwaukee/Waukesha ▼
Audition Date	8/29/2014
Instrument	Piano ▼
Accompanist	
Audition Type	Duet ▼
	Partner: JACK JACKSON-MILW (5682) Edit Partner
Audition Track	D2 ▼
Theory Level	IB ▼

III. REGISTERING STUDENTS FOR DISTRICT AUDITION

EDIT A REGISTRATION

- Edit Compositions to Perform: to edit the program selections, check the box of the item to remove and click the **Remove** button (Figures 1 & 2).

Figure 1

Appearance after choosing which selection to remove from the program

Compositions To Perform

Style: Trans 20th/21st Century

Composer: Agay, D.

Title: 3952: Ragtime Doll

Level: I1

Playing Time

Minutes: 3 Seconds: 0

	Composition	Composer	Style	Level	Time
<input type="checkbox"/>	Waltz, from Swan Lake	Tchaikovsky, P.	Romantic	I1	2
<input checked="" type="checkbox"/>	Ragtime Doll	Agay, D.	Trans 20th/21st Century	I1	3

Click second on Remove

Click first on the box

Figure 2

Appearance after clicking on the **Remove** button

Compositions To Perform

Style:

Composer:

Title:

Level:

Playing Time

Minutes: Seconds: 0

	Composition	Composer	Style	Level	Time
<input type="checkbox"/>	Waltz, from Swan Lake	Tchaikovsky, P.	Romantic	I1	2

- Select the piece that will replace the removed composition using the steps already discussed earlier in this guide.
- Time Constraints may also be edited here.
- When all edits are complete, click on the **Submit** button. You should see a message that the audition has been successfully updated

Time Constraints

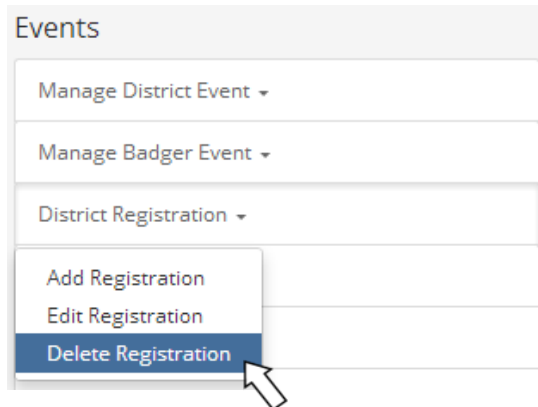
☒ No Preference
☐ Preferred Time

Coordinating Students

Id	First Name	Last Name	Reason
5682	JACK	JACKSON-MILW	DUET

III. REGISTERING STUDENTS FOR DISTRICT AUDITION DELETE A REGISTRATION

- Should a student registration need to be deleted before the District freeze date, simply go back to **District Registration** in the Menu and select Delete Registration.



- Again, you will be prompted to select the audition you wish to delete (Figure 1). In most cases there will only be one choice in the drop down. But, in the case of students who are performing a solo AND a duet, you will have a choice of which registration to delete.
- Select the Audition you wish to delete (red circle), scroll to the bottom of the information and click on **Submit** at the bottom of the screen. You will receive an “Are You Sure?” message (Figure 2). Once you click **OK**, the Audition registration will be removed from the database. See Images below for reference.
- A new Audition for this student may be created, should the student change his/her mind.**

Figure 1

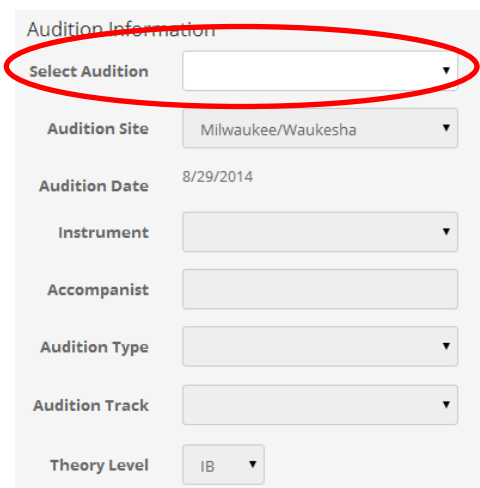
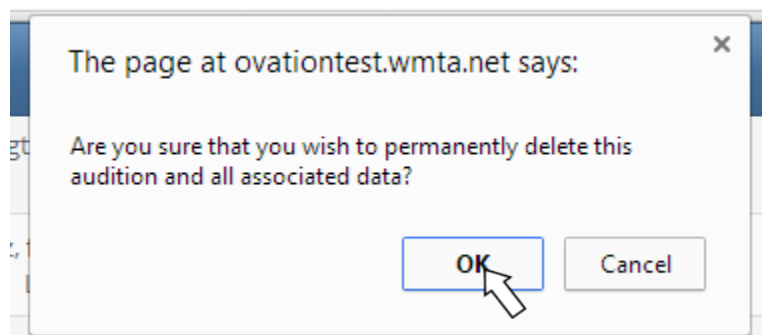
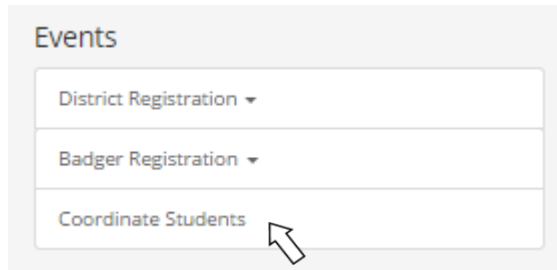
A screenshot of a web form titled 'Audition Information'. It contains several fields: 'Select Audition' (a dropdown menu circled in red), 'Audition Site' (a dropdown menu with 'Milwaukee/Waukesha' selected), 'Audition Date' (a text field with '8/29/2014'), 'Instrument' (a dropdown menu), 'Accompanist' (a text field), 'Audition Type' (a dropdown menu), 'Audition Track' (a dropdown menu), and 'Theory Level' (a dropdown menu with 'IB' selected).

Figure 2



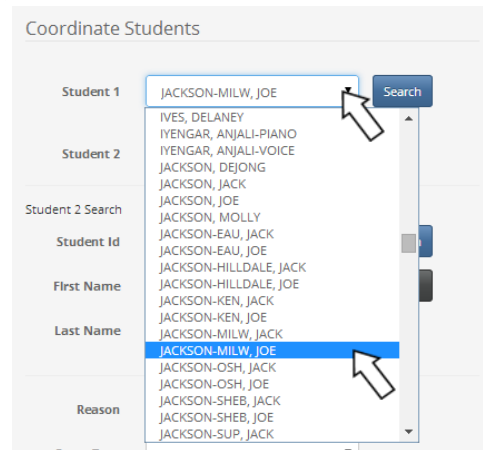
III. COORDINATE STUDENTS: SIBLINGS & CARPOOLS

- Once all of your students who require ride/schedule coordination are registered, you may click on **Coordinate Students** from the Menu.
- NOTE:** You do NOT need to Coordinate Duet Partners. Ovation will automatically coordinate them for you.

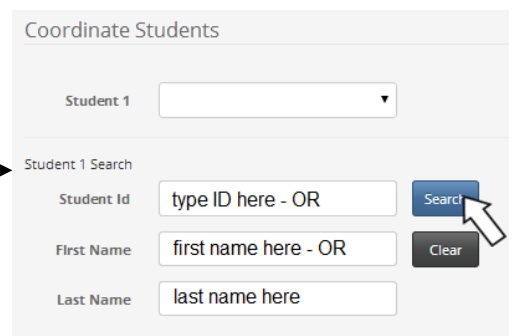
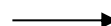
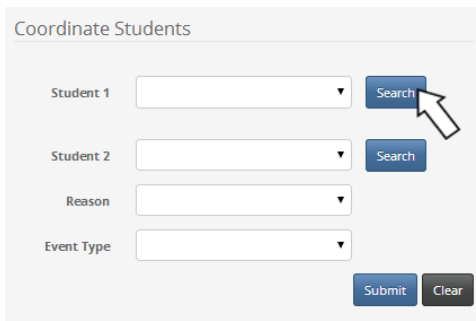


- There are two ways to select students in this dialogue: the **Drop-Down** or the **Search**. Both are describe in the following steps.

- Drop Down Method (Easiest):**
- Click on the drop-down arrow in the Student 1 field
- Scroll up and down the student list using the right scroll bar.
- Click on the desired name when it is highlighted in blue.
- Search and Select Student 2 in the same manner.



- Search Method:** click on the on the Search button next to Student 1.
- The now-familiar search box will appear under the text 'Student 1 Search' (see arrow below). Now you can then use same selection process as described earlier in this manual and again on the next page:



III. COORDINATE STUDENTS: SIBLINGS & CARPOOLS

- Type in the Student ID or first/last name and click Search
- When the name comes up, click on the blue [Select](#) text and let the system respond, filling the Student 1 field.
- Now Search for Student 2 in the same manner

Coordinate Students

Student 1

Student 1 Search

Student Id Search

First Name Clear

Last Name

Coordinate Students

Student 1

Student 1 Search

Student Id Search

First Name Clear

Last Name

	StudentId	FirstName	LastName	ComboName
Select	5682	JACK	JACKSON-MILW	JACKSON-MILW, JACK

- Once both students are selected, complete the coordination process by choosing the reason for the ride coordination and selecting the event.

NOTE: event selection is important, as different ride coordination may be required at Badger State Competition than was required at the District Audition

- Click on **Submit**

NOTE: to coordinate more than two students in the same carpool, enter the coordination screen again and coordinate one student from the first pair with the third student. This will coordinate all three students so their schedule times will be within a reasonable amount of time and they can carpool efficiently.

Coordinate Students

Student 1 Search

Student 2 Search

Reason

Event Type

Submit Clear

After clicking **Submit**, a message will appear in the upper left corner of the page, coordination has been set.

