



TheDirectorsRoom.com

Welcome to TheDirectorsRoom.com!

If you are familiar with AuditionForms.com, TheDirectorsRoom.com is new and improved release, designed specifically for the needs of Music Directors. The teacher-focused functionality from AuditionForms.com has been built into this new platform for four reasons:

1. Unique to your role as a teacher of music, **TheDirectorsRoom.com** will provide on-line tools for your use independent of your audition activity.
2. Your students will use their own platform, **StudentFolder.info**, to enter their information into your student roster and to register for their auditions.
3. In giving you TheDirectorsRoom.com and your students StudentFolder.info, the needs of the audition managers are run solely through **AuditionForms.com**.
4. Finally, **RehearsalManager.com**, will address the needs of the rehearsal managers once each ensemble has been chosen.

The products are integrated and overlap like this:

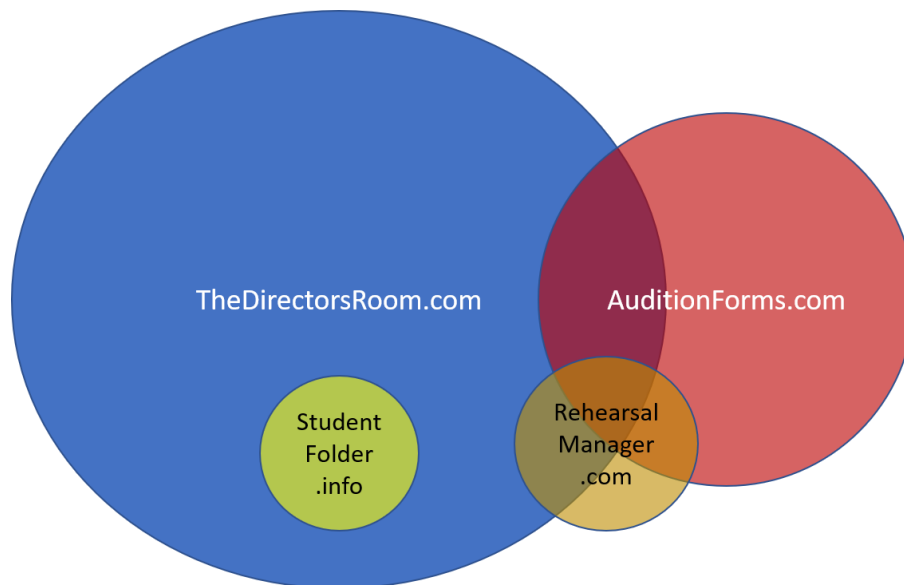




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Our main page is simple: You can either Log in or Register:

1. **LOGIN:** If you've been directed to our site by an organization, you already have an account! Click the 'LOGIN' link and enter your User Name and Password.

- a. No User Name? Click on the "Forgot your Password?" link, enter your email address and you'll receive an email with everything you'll need to get started.

REGISTER: If you've found us on your own, use the REGISTER link to enter your basic information to create an account for yourself.



TheDirectorsRoom.com

First and Last Name
First & Last name, please

Email

Password
exAmple#

Confirm Password
min:8, 1UC, 1lc, 1special

[Already registered?](#) **REGISTER**

Once you've successfully logged in or created an account, the system will display the Dashboard page.

Dashboard

TheDirectorsRoom.com

[Dashboard](#) [Schools](#) [Students](#) [Ensembles](#) [Library](#) [Organizations](#) [Auditions](#)

Dashboard:
The Dashboard will contain various tabular, graphic and linked data for your general use.

Getting Started!
Welcome and Thank you for registering with TheDirectorsRoom.com!

This message will remain here until you click the button at the bottom of the page. You will also find an amplified version under the 'Site Orientation PDFs' box on your right (or below if you're viewing this on a mobile device). It'll remain there in case you need it for future reference!

Here's your checklist:

1. **Check your Profile** (See the "bretzko" at the top-right-hand corner of the page? Click that and then the "Profile" link.)
2. **Add your school(s)** ("Schools" link at the top of the

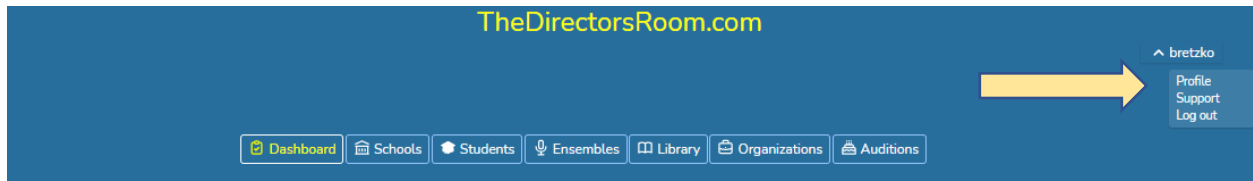
Counts	Schools	Site Orientation PDFs	Event communications
Students 36 Alumni 29 Current 7	<ul style="list-style-type: none">Ridge HSRetzko Studio	<ul style="list-style-type: none">Getting StartedTheDirectorsRoom.comStudentFolder.info	2021-22 NJ All-State Chorus <ul style="list-style-type: none">Pitch FilesWelcome email

The Dashboard will give you access to important reference materials for both TheDirectorsRoom.com as well as StudentFolder.info. This where you will find the most up-to-date orientation materials.



Profile

Click on the Profile link to reveal a submenu as follows:

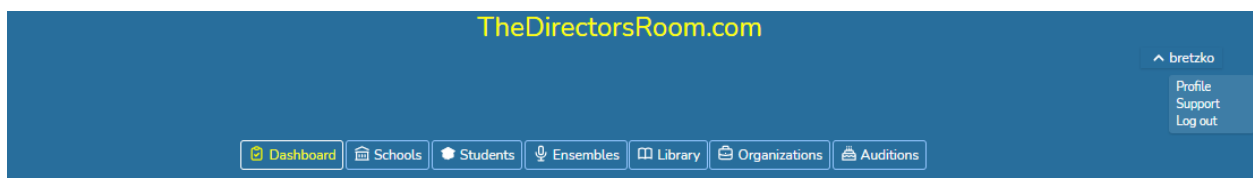


Use the 'Profile' link to change the following: Name, Preferred Pronoun, Emails, Phones or update your Password! Note the 'Preferred Pronoun' setting is used when formatting external documents, for example pdfs or emails.

The screenshot shows the 'Update My Personal Information' form. It has a blue sidebar on the left with the title 'Update My Personal Information' and the subtitle 'Update your names and preferences.' The form fields include: Username (bretzko), Title (Mister (Mr.)), Names (First: Rick, Middle, Last: Retzko), and Preferred Pronoun (he/him/his/himself). There are 'SAVE' buttons at the bottom of the Username and the main form section. Below the main form is a section for 'Update My Emails' with a 'Work' email field and a note: 'NOTE: This email address will be used for cc: on student emails.'

The other two submenu items are:

- Support – Send an email with any questions, comments, or concerns you may have
- Log out – To log out of the system





Schools

School and Studio Information

Add or edit your school and studio information here.

Note that a Studio has been created for you to store information which may be related to your personal studio and independent of any particular school.

Search School name...

<input type="checkbox"/>	NAME	LOCATION	TENURE	
<input type="checkbox"/>	Fjr School Of Music	Bernardsville, NJ 07924	7	Edit
<input type="checkbox"/>	The New School	New City, NJ 087654	2	Edit
<input type="checkbox"/>	Retzko Studio	NJ	0	DEV

Your students need to be linked to their school and through that school to you. To add a school, click the 'Add' button. If you need to change the information about your school, click on the school's name and this page will display:

Schools

TheDirectorsRoom.com uses school location information for ALL teachers at this school. Please only update generic school location information and do NOT include location information which is specific to your location (ex. room number) at the school.

School Name
Fjr School Of Music

Address
45 Dayton Crescent

City
Bernardsville

NJ

Postalcode
07924

Please describe your tenure at Fjr School Of Music. Leave 'End Year' blank if still working there.

2014

Please select the grades you teach at Fjr School Of Music.

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☒ 8 ☒ 9 ☒ 10 ☒ 11 ☒ 12 ☒ collegiate ☐ adult ☐

CANCEL SAVE

Please ensure that the correct grades are selected as these allow the system to determine how and which students are eligible for your auditions.



Students

The screenshot shows the 'Students' page on TheDirectorsRoom.com. The top navigation bar includes links for Dashboard, Schools, Students (highlighted), Ensembles, Library, Organizations, and Auditions. On the left, a 'Student Information' sidebar provides instructions on how to use the page. The main content area features a search bar, a 'Per Page' dropdown, a 'Bulk Actions' dropdown, and an 'Add' button. Below these are tabs for 'Current', 'Alum', and 'All'. A table displays student records with columns for Name, Grade, and Voice Part. Each row has an 'Edit' button. Numbered callouts 1 through 5 point to specific elements: 1 points to the sidebar, 2 points to the 'Per Page' dropdown, 3 points to an 'Edit' button, 4 points to the 'Add' button, and 5 points to the 'Current' tab.

1. You will find a complete 'How to' description of each page on the left-hand side of the screen. Please read this for a better understanding of the page's content and navigation.
2. Per-Page, Bulk Actions, Add
 - Per-Page: Change the number of students who display on the page between 5-50 in increments of 5.
 - Bulk actions: Use this to delete or download student records (.csv file). The system uses the checkboxes on the left-side of the table to determine which students should be deleted or downloaded.
3. Click the 'Edit' button to edit a student's record.

The screenshot shows the 'Edit Carl Cartwright' profile page. The page has a header with a document icon and the title 'Edit Carl Cartwright'. Below the header are six tabs: Biography, Profile (selected), Voice & Instrument, Email & Phone, Home Address, and Parent & Guardian. The 'Profile' tab is active, showing the 'Profile for: Carl Cartwright'. The form includes fields for Name (split into first and last), Grade/Class of (a dropdown menu), and Preferred Pronoun (a dropdown menu).



4. Current, Alum, All: Use these links to sort the students which display
5. Click on the column header to sort the table by that column

Ensembles

TheDirectorsRoom.com

Dashboard Schools Students **Ensembles** Library Organizations Auditions

Ensemble Information

Add or edit your ensemble information here.

Click a column header to sort the table rows.

Click the 'Mbrs' (purple) button to add/edit individual ensemble members.

Click the 'Edit' (blue) button to display an individual ensemble's detailed information.

Click the 'Assets' (green) button to add/edit ensemble assets (ex. folders, uniforms, etc.).

Search ensemble name

Per Page Bulk Actions Add

<input type="checkbox"/>	NAME	TYPE	SINCE	MEMBERS
<input type="checkbox"/>	A Cappella Choir	SSAATTBB	2015	0 Mbrs Edit Assets

You can keep track of your Ensemble activities under this heading. Assign members from your student roster, edit ensemble details, and assign assets (folders, gowns, etc.) to students.

1. Members : Click this link to assign members to your ensemble by school year.

2020-2021 Search member name...

A Cappella Choir has 0 lifetime and 0 school-year members

<input type="checkbox"/>	NAME	VOICE PART	YEARS
No Members found for school year 2020-2021.			

2. Edit: Click this link to edit the ensemble details

Edit A Cappella Choir

Name A Cappella Choir

Abbreviation ACC

Type SSAATTBB

Start year 2015

Description Honors Choir

UPDATE A CAPPELLA CHOIR CANCEL



3. Assets: Click this link to assign ensemble assets to individual members. Use the 'Add' button to add an asset which might not be listed!

A Cappella Choir Asset Types

ASSET

- ☐ Cumberbund
- ☐ Folder
- ☐ Gown
- ☐ Sash
- ☐ Tuxedo Jacket
- ☐ Tuxedo Pants

Add

Library

TheDirectorsRoom.com

Dashboard Schools Students Ensembles Library Organizations Auditions

Library Information
Add or edit your library information here.

Search ensemble name...

Per Page Bulk Actions Add

Title	Composer	Arranger	Style	Count
Under Development but coming soon!!				

The Library is under development, but coming soon! This is where you'll want to keep track of your music library!



Organizations

TheDirectorsRoom.com

Organization Information

If you have students interested in an audition (NJ All-State Chorus, for example), the organization sponsoring that audition will want to confirm that you're a member in good standing. This page is designed to allow you to record your membership information, including uploading a copy of your membership card.

Organizations (NAfME, ACDA, etc. and their subsidiaries) can have the following status:

- **auds:** This organization is using our system to manage their ensemble auditions.
- **tdr:** Directors from that organization are independently using TheDirectorsRoom.com.
- **none:** Neither the organization nor their any of their members are using our system.

Your membership is confirmed with the an up-to-date, missing, or expired Member Badge. Hovering over the Member Badge will display the expiration date we

P	S	T	R	U	Status?	Member?	Card?
					American Choral Directors Association	none	Request Card
					NJ ACDA	none	Request Card
					National Association for Music Education	auds, tdr	Active Card
					NAfME-E	tdr	Active Card
					MMEA	none	Request Card
					NJMEA	auds, tdr	Active Card
					CJMEA	auds, tdr	Active Card
					NJSMA	none	Request Card
					SJBODA	none	Request Card
					SJCDA	auds, tdr	Active Card
					NAfME-NC	none	Request Card
					NAfME-NW	none	Request Card
					NAfME-S	none	Request Card
					NAfME-SW	none	Request Card

The system will know which events you are eligible for through knowing your membership status in an organization. The button under the 'Member?' column will reflect your membership status. The button under the 'Card?' column will allow you to update your membership information.

If the system does not have membership information for you, click the 'Request' button under the 'Member?' column to send an email to the organization's membership manager.



Auditions

Audition	Open	Closed
2021 NJ All-State Chorus	Sun, Aug 29, 2021 13:57	Sun, Aug 29, 2021 13:57
2021-22 Elementary Chorus	Sun, Aug 29, 2021 13:57	Sun, Aug 29, 2021 13:57
2022 New Jersey All-Shore Chorus	Sun, Aug 29, 2021 13:57	Sun, Aug 29, 2021 13:57
60th Annual Junior High Chorus	Sun, Aug 29, 2021 13:57	Sun, Aug 29, 2021 13:57
64th Annual Senior High Chorus	Sun, Aug 29, 2021 13:57	Sun, Aug 29, 2021 13:57

If you belong to multiple organizations which have auditions, clicking the 'Auditions' link will display each organization with open auditions for which you are eligible. Click the link under the 'Audition' column to display that audition's eligible students.

If there's only one open audition, the system will skip this page and take you directly to the eligible student's roster



Auditions: Eligible Student Roster

Registrant Information
Add or edit your registrant information here.
Registrants have three status types: Eligible, Applied, Registered, and Hidden.
Click the 'Eligible' header to toggle the roster for each status type.
As students progress from Eligible to Applied and Registered, the 'Registration Progress' bar will update to keep you aware of that progress.
Click the eighth-notes icon to access the pitch files.
Students with a status type of 'Registered' will appear on your roster located between the Search bar and the Pitch Files icon.
You may view a record of your student payments by clicking on the 'Payments' link located between the Search bar and the Pitch Files icon.

Varsha Bhargava
Status: Registered
Application: Downloaded
Signatures: Pending
Files Uploaded: 0
Files Approved: 0
Registration Fee: \$25
Paid: \$0
Due: \$25

NJ All-State Chorus Registration Status Roster
Search last name: [3] [Estimate] [Payments] [Pitch Files]
Registration Progress: [1] [1] [2]
Showing 1 to 4 of 7 results
1 2 >
Table with 5 columns: ID, Name, Grade, Voice, Eligible. Rows include Bhargava, Varsha (Registered), Chung, Sungwon (No-app), and Keshyap, Niyati (No-app). [1] [2]
[1] Click the 'Eligible' column header to filter the roster by eligibility status (No-app, Applied, Registered, etc.).
[2] Click the 'Edit' button on the student's row to edit that student's audition record.

1. The table will display all eligible students with that student's status displayed under the 'Eligible' column. Click that column header to filter the roster by eligibility status (No-app, Applied, Registered, etc.).
Click the 'Edit' button on the student's row to edit that student's audition record.
2. As your student's move through the audition registration process, the system will display a quick bar graph to let you know how many students have applied (beige) or are registered (green).
3. Estimate, Payment, Pitch Files
 - a. Print your Estimate form with the 'Estimate' button.
 - b. Record your student payments with the Payments button. Note that these payments are only for your recordkeeping but will automatically update if your auditions support payments through PayPal.
4. If you want to do a quick check on the student's audition registration details, click the button under the Eligible column and a summary will appear on the left-hand side of the page.



Auditions: Student Record

← Return to Registrant Roster

Registrant status: registered

Grade/Class 11 (2023)

Preferred Pronoun she/her/hers/herself

Height 3' 0" (36")

Shirt Size medium

Program name

Name as it will appear in the program

Audition part

UPDATE VARSHA

[Click here for the Application pdf \(2\)](#)

I confirm that the application has all required signatures.

Teachers may upload audition recordings from:
Sun, Aug 29,2021 14:36 through Sun, Aug 29,2021 14:36.

Students may upload audition recordings from:
Sun, Aug 29,2021 14:36 through Sun, Aug 29,2021 14:36.

File Uploads and Reviews

Scales

Approve **Reject**

Quintet: The Silver Swan

1

2

3

4

5

Depending on the complexity of your audition, the student page will vary in content. Generally, you'll want to look for these sections:

1. Current audition registration status. Beige for applied, green for registered.
2. General audition biographic information including the option to change the student's audition voice part and Program Name.
3. View/download the student's application or eApplication form. This space is also used for your confirmation of the application's required signature if NOT using an eApplication.
4. Date advisory if the audition is virtual.
5. File upload/review area for virtual auditions.



Auditions: Student Record: Hybrid Auditions

If your event allows both on-site in-person auditions as well as virtual audition, you will find a toggle button after the 'File Uploads and Reviews' section as follows:

File Uploads and Reviews

Click here if you wish Bradley Eckensberger to audition in person.

Scales

Or

Bradley Eckensberger is auditioning in-person.

Click here to submit a virtual audition for Bradley Eckensberger

This will be similarly displayed on your student's StudentFolder.info Events registration page which will allow the student to elect for an in-person or virtual audition.

NOTE: This option ONLY appears when the event has been registered as a hybrid event!

Questions? Click the chat link at the bottom-right-hand corner of any page, or email: rick@mfrholdings.com.

