TheDirectorsRoom.com

Welcome to TheDirectorsRoom.com!

TheDirectorsRoom.com has been designed to take the administrative workload normally required in the audition process from your desk and hide it behind the screen.

Once you have your students registered in the system, you can use their information on any audition process which uses TheDirectorsRoom.com!

For auditions specifically, you'll need to read:

- Profile
- Students
- Auditions (all parts)

Please read through the following to get a quick orientation.

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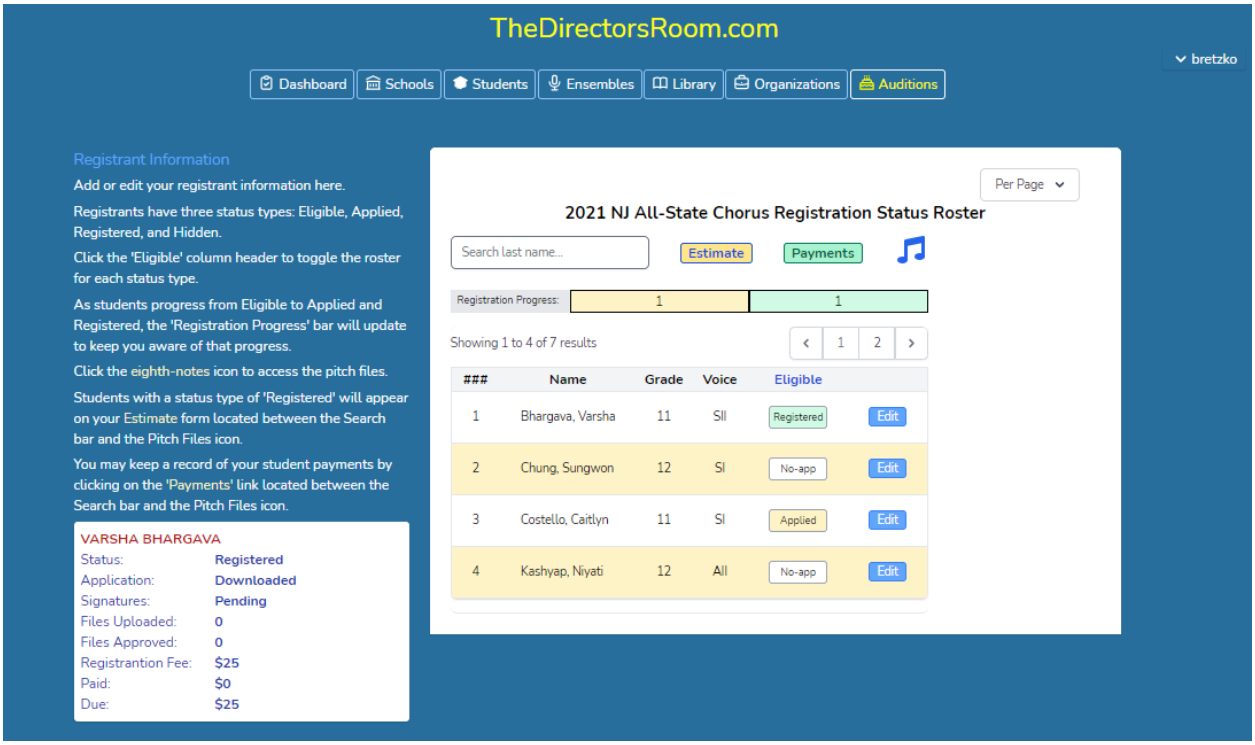

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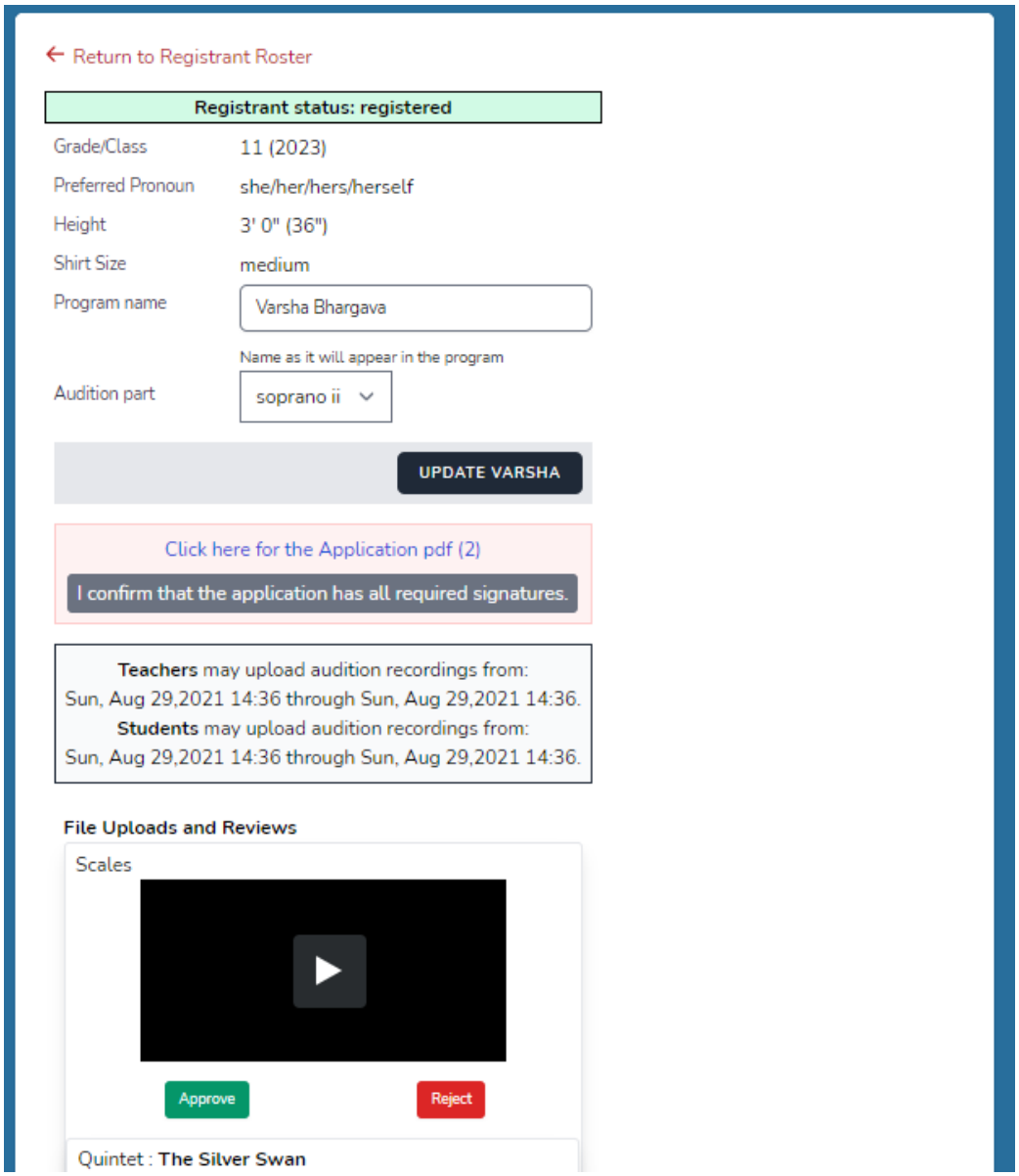

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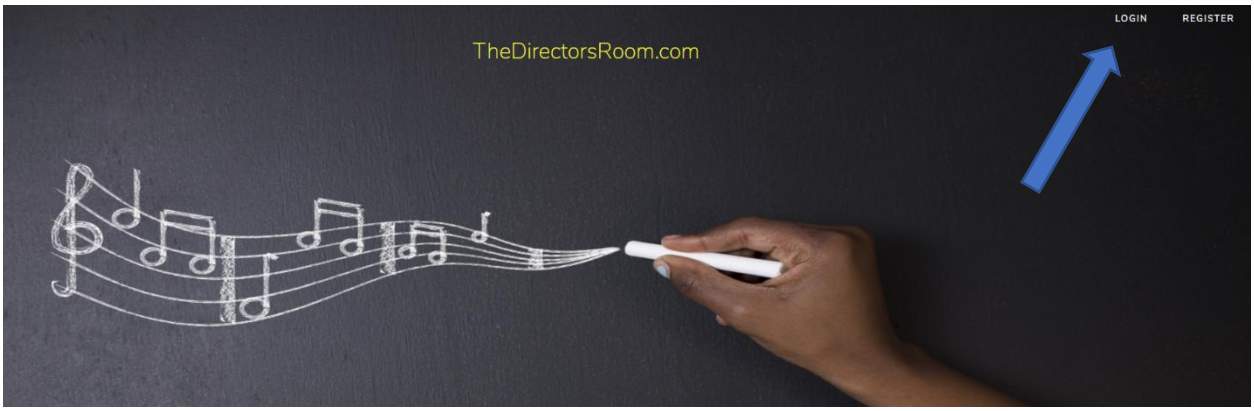
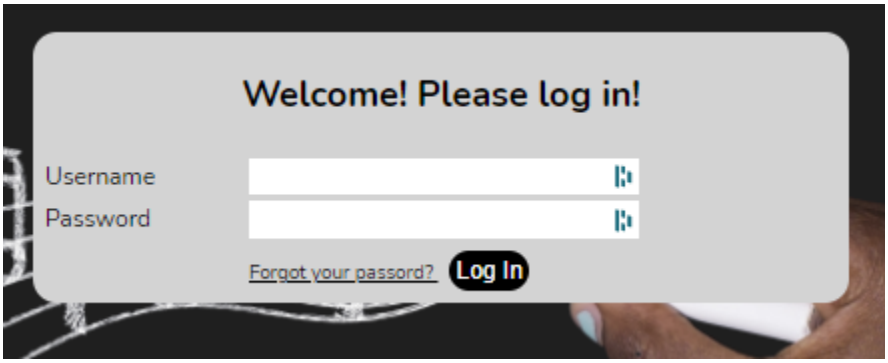
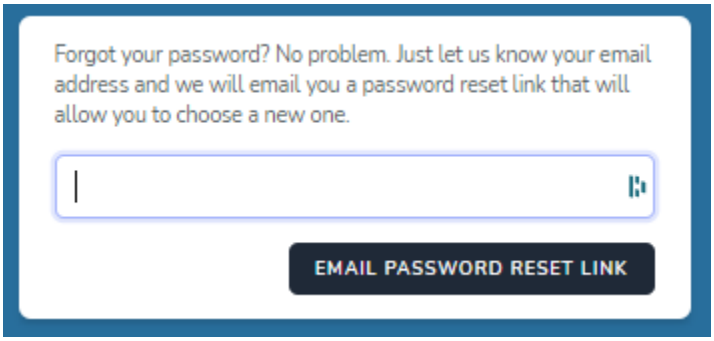


Our main page is simple: You can either Log in or Register:

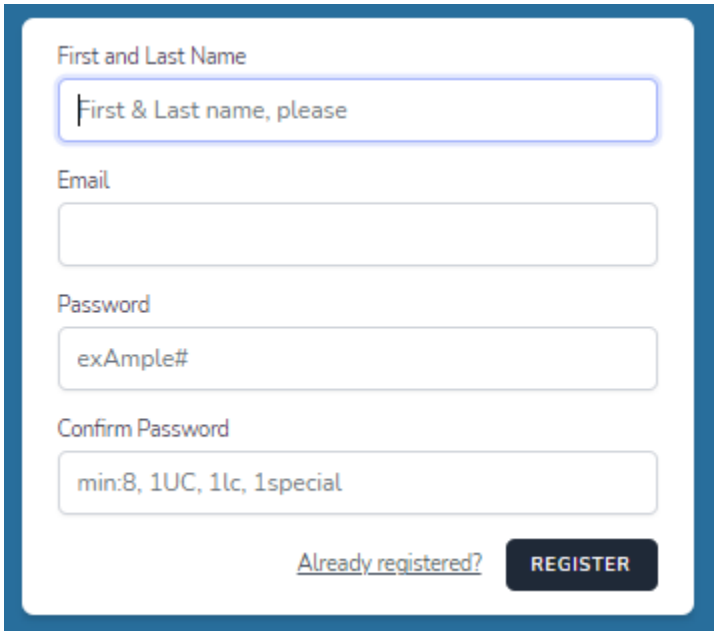
1. **LOGIN**: If you've been directed to our site by an organization, you already have an account! Click the 'LOGIN' link and enter your User Name and Password.



   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.

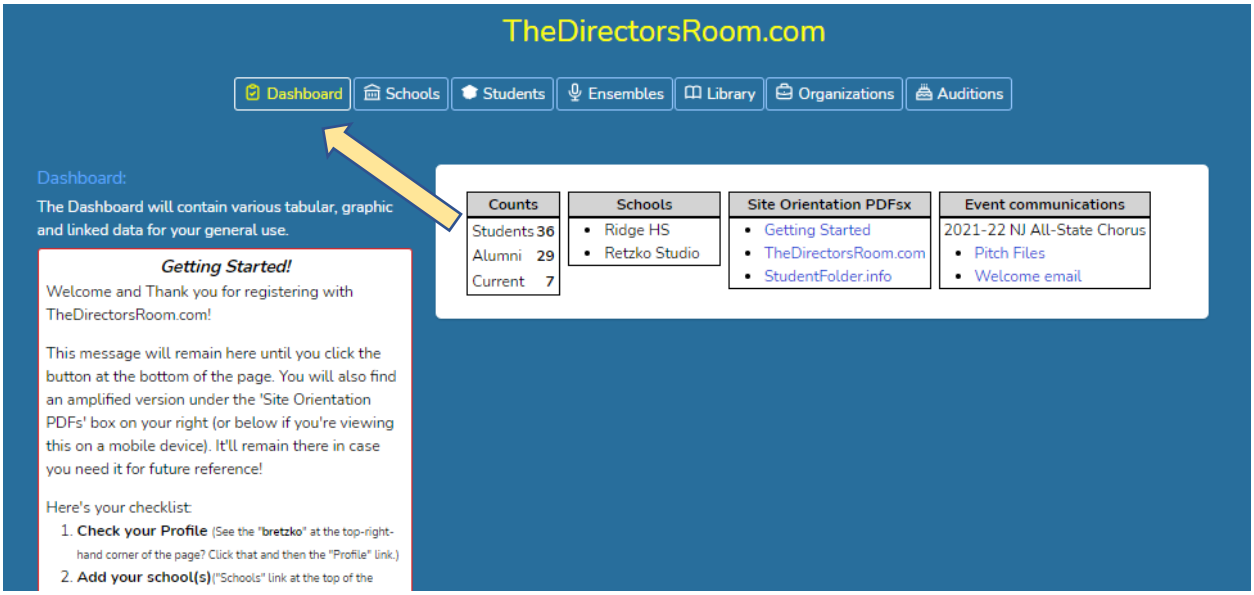


REGISTER: If you've found us on your own, use the REGISTER link to enter your basic information to create an account for yourself.



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

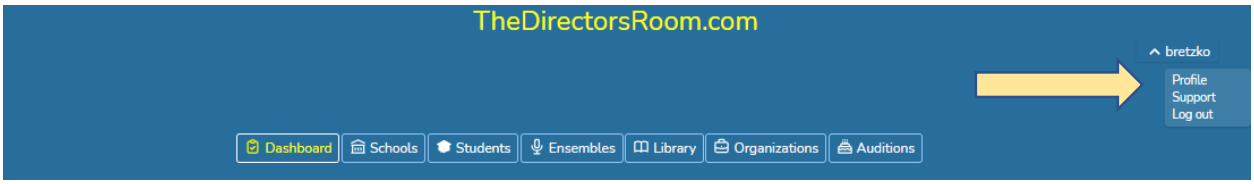
Dashboard



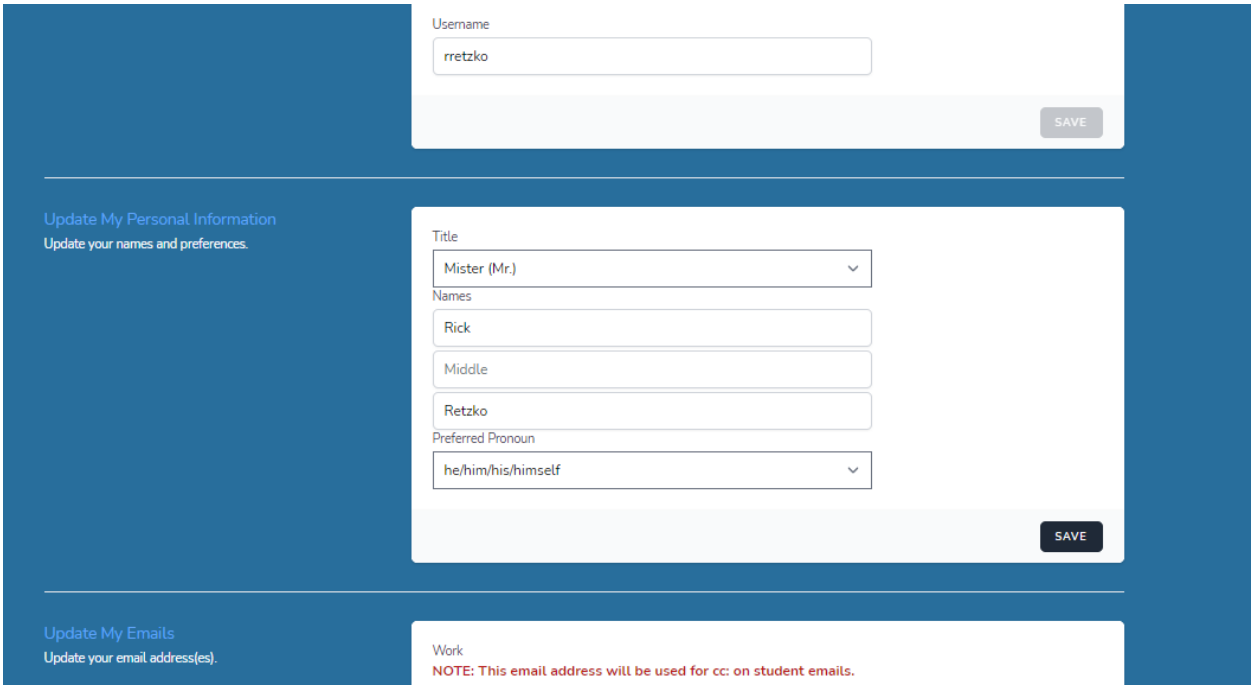
The Dashboard will give you access to important reference materials for both TheDirectorsRoom.com as well as StudentFolder.info. This where you will find the most up-to-date orientation materials.

Profile

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

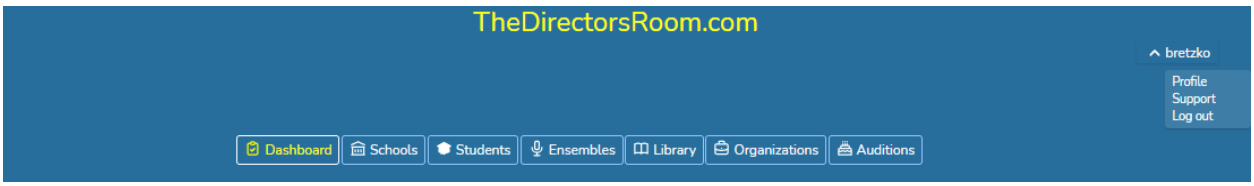


Use the 'Profile' link to change the following: Name, Preferred Pronoun, Emails, Phones or update your Password! Note the 'Preferred Pronoun' setting is used when formatting external documents, for example pdfs or emails.

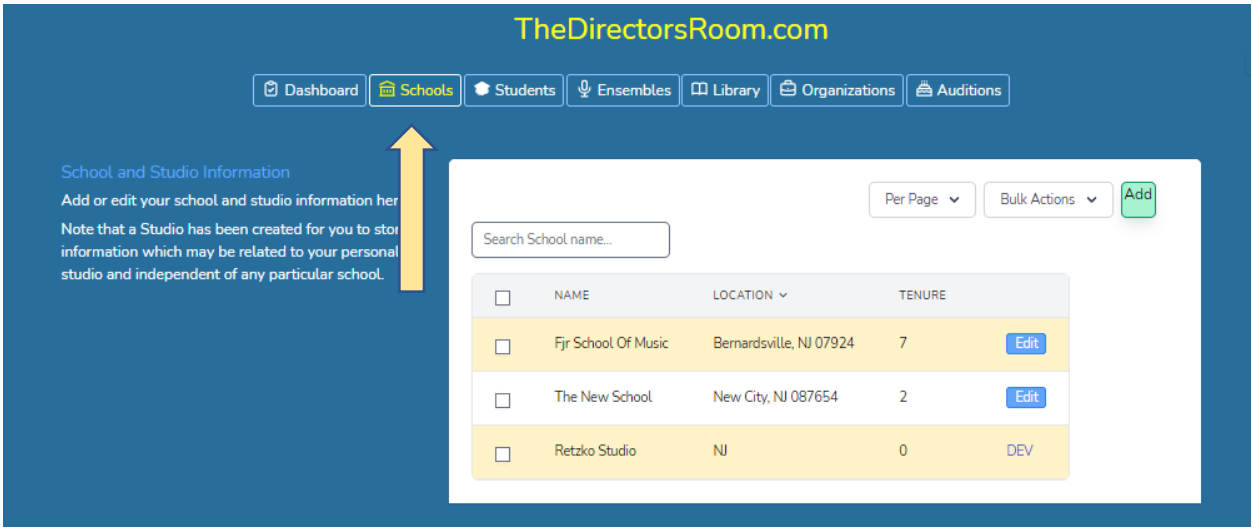


The other two submenu items are:

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



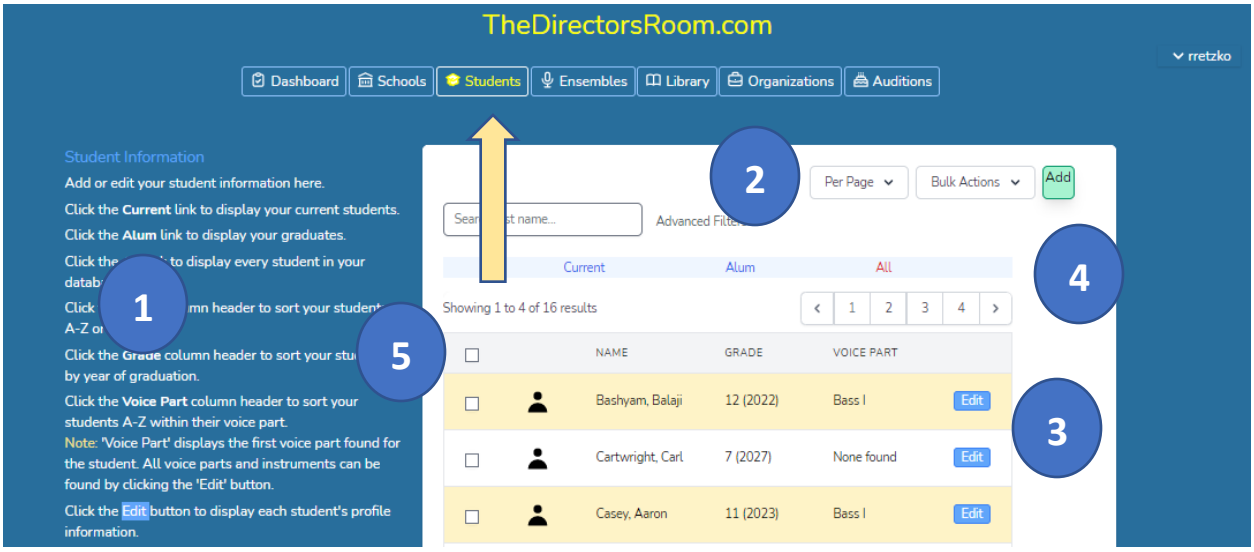
Schools



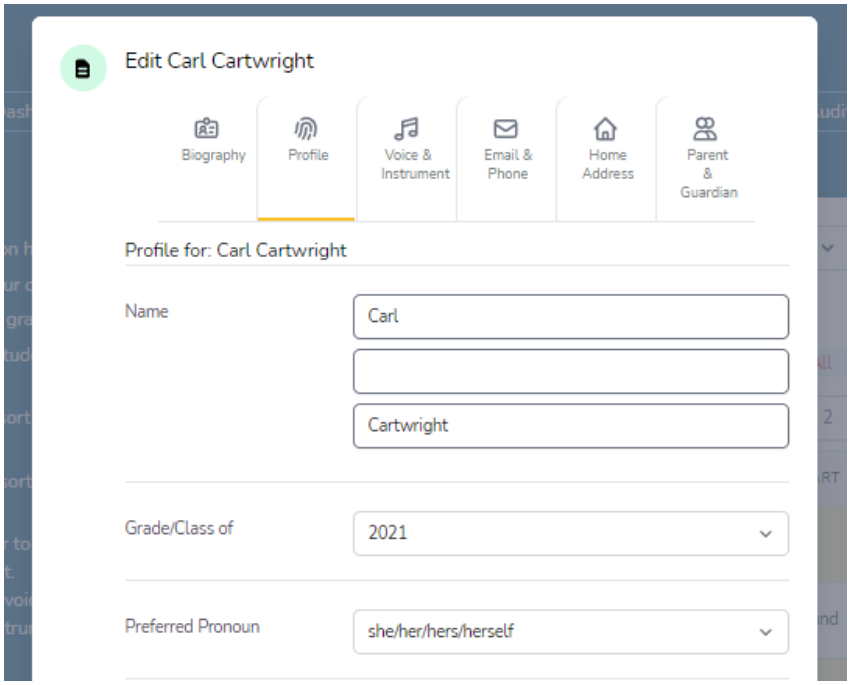
Your students need to be linked to their school and through that school to you. To add a school, click the 'Add' button. If you need to change the information about your school, click on the school's name and this page will display:

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

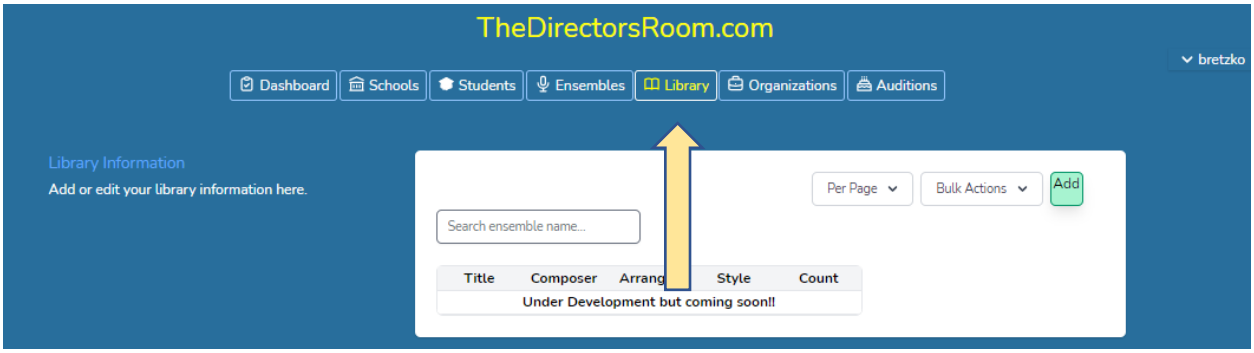


1. You will find a complete 'How to' description of each page on the left-hand side of the screen. Please read this for a better understanding of the page's content and navigation.
2. Per-Page, Bulk Actions, Add
    - Per-Page: Change the number of students who display on the page between 5-50 in increments 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.



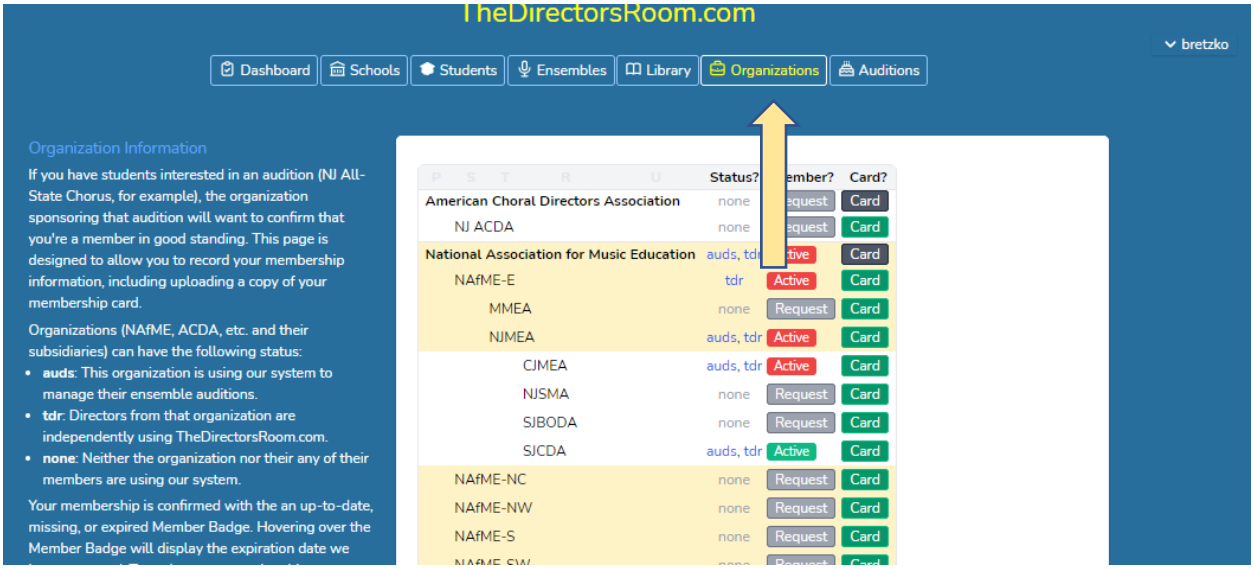
4. Current, Alum, All: Use these links to sort the students which display
5. Click on the column header to sort the table by that column

Library



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

Organizations



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.

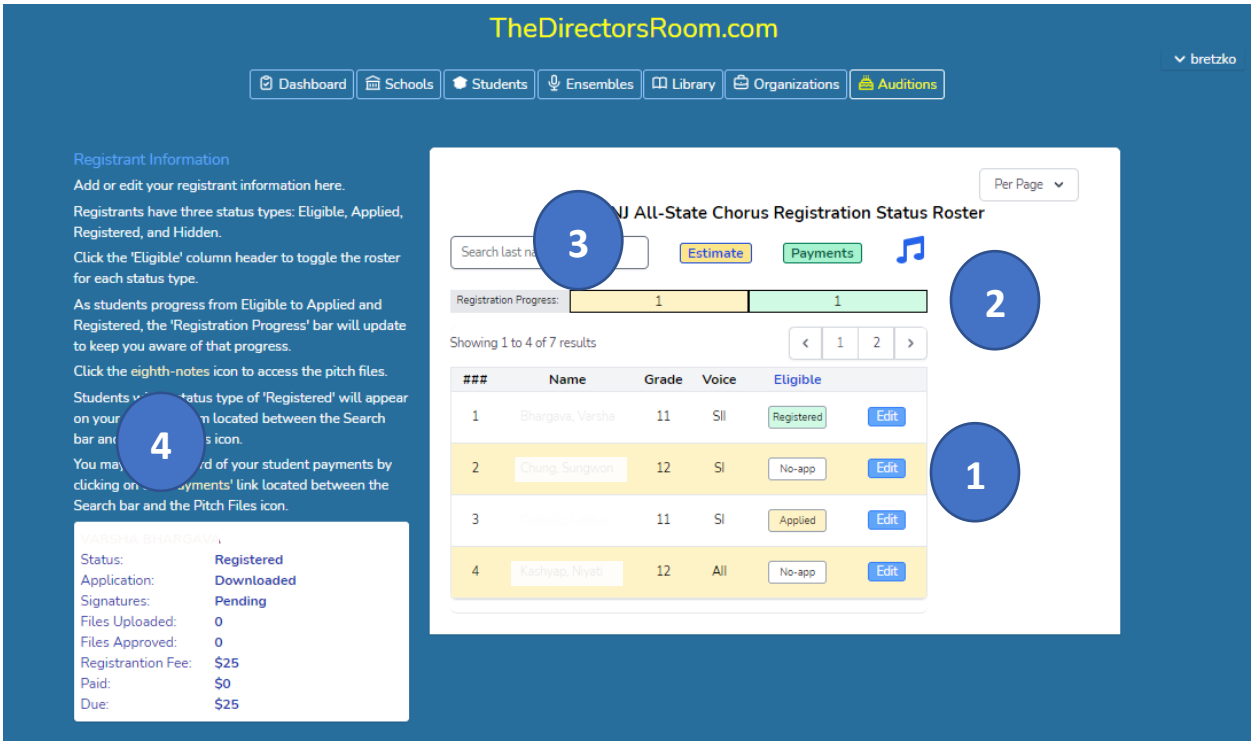
If the system does not have membership information for you, click the 'Request' button under the 'Member?' column to send an email to the organization's membership manager.

Auditions

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.

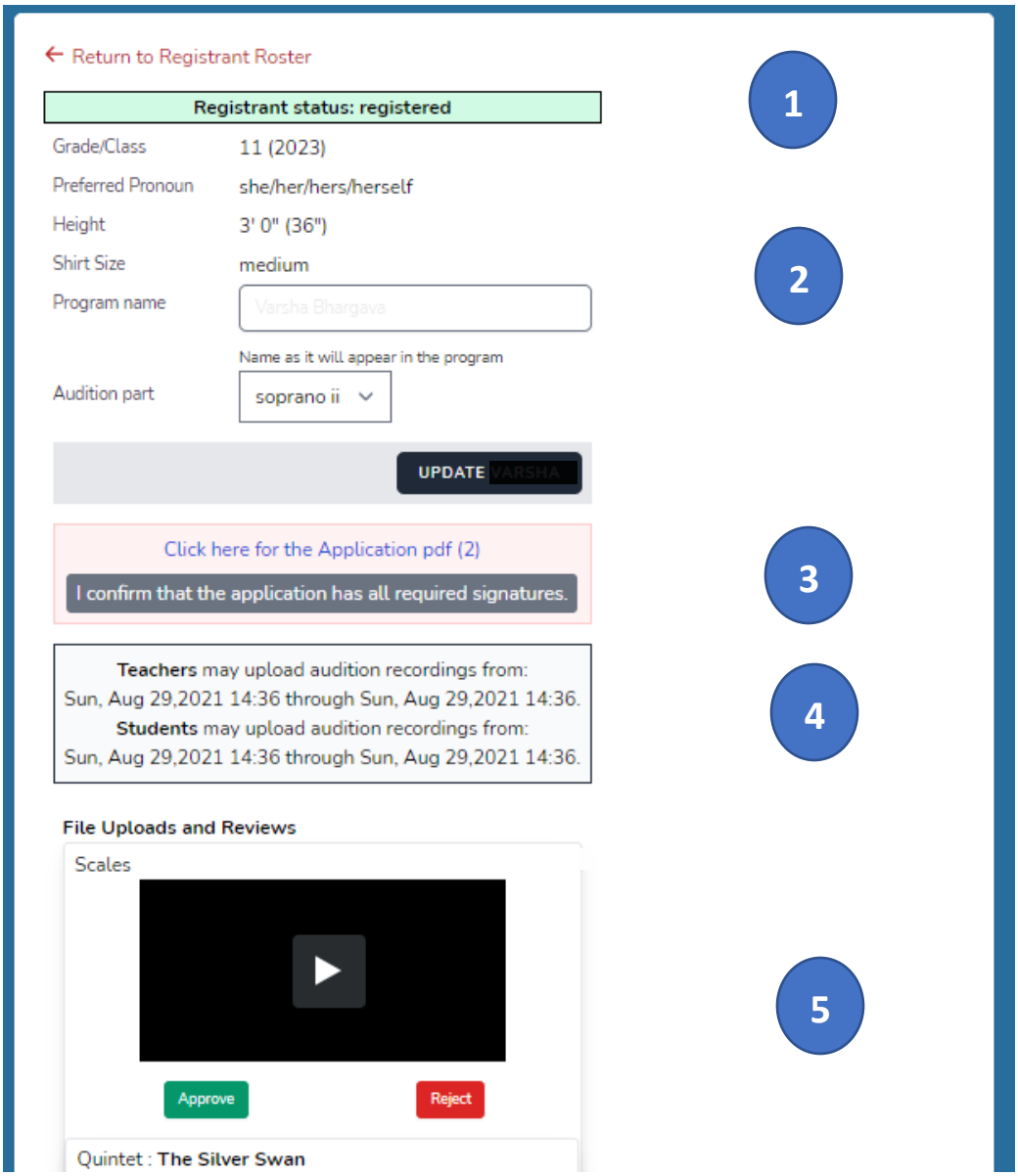
If there's only one open audition, the system will skip this page and take you directly to the eligible student's roster

Auditions: Eligible Student Roster



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

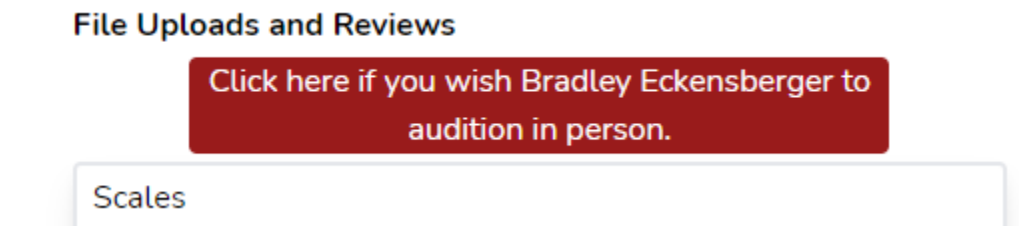


Depending on the complexity of your audition, the student page will vary in content. Generally, you'll want to look for these sections:

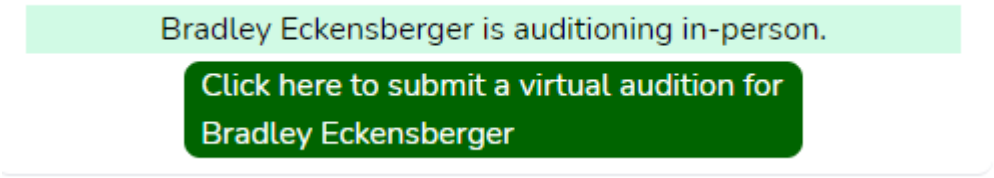
1. Current audition registration status. Beige for applied, green for registered.
2. General audition biographic information including the option to change the student's audition voice part and Program Name.
3. View/download the student's application or eApplication form. This space is also used for 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:



Or



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.