



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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TheDirectorsRoom.com

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Audition Information

Add or edit your audition information here.

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

Add

11

Auditions: Eligible Student Roster

TheDirectorsRoom.com

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Registrant Information

Add or edit your registrant information here.

Registrants have three status types: Eligible, Applied, Registered, and Hidden.

Click the 'Eligible' column 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 Estimate form located between the Search bar and the Pitch Files icon.

You may keep 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

2021 NJ All-State Chorus Registration Status Roster

Search last name...

EstimatePayments

Registration Progress:11

Showing 1 to 4 of 7 results

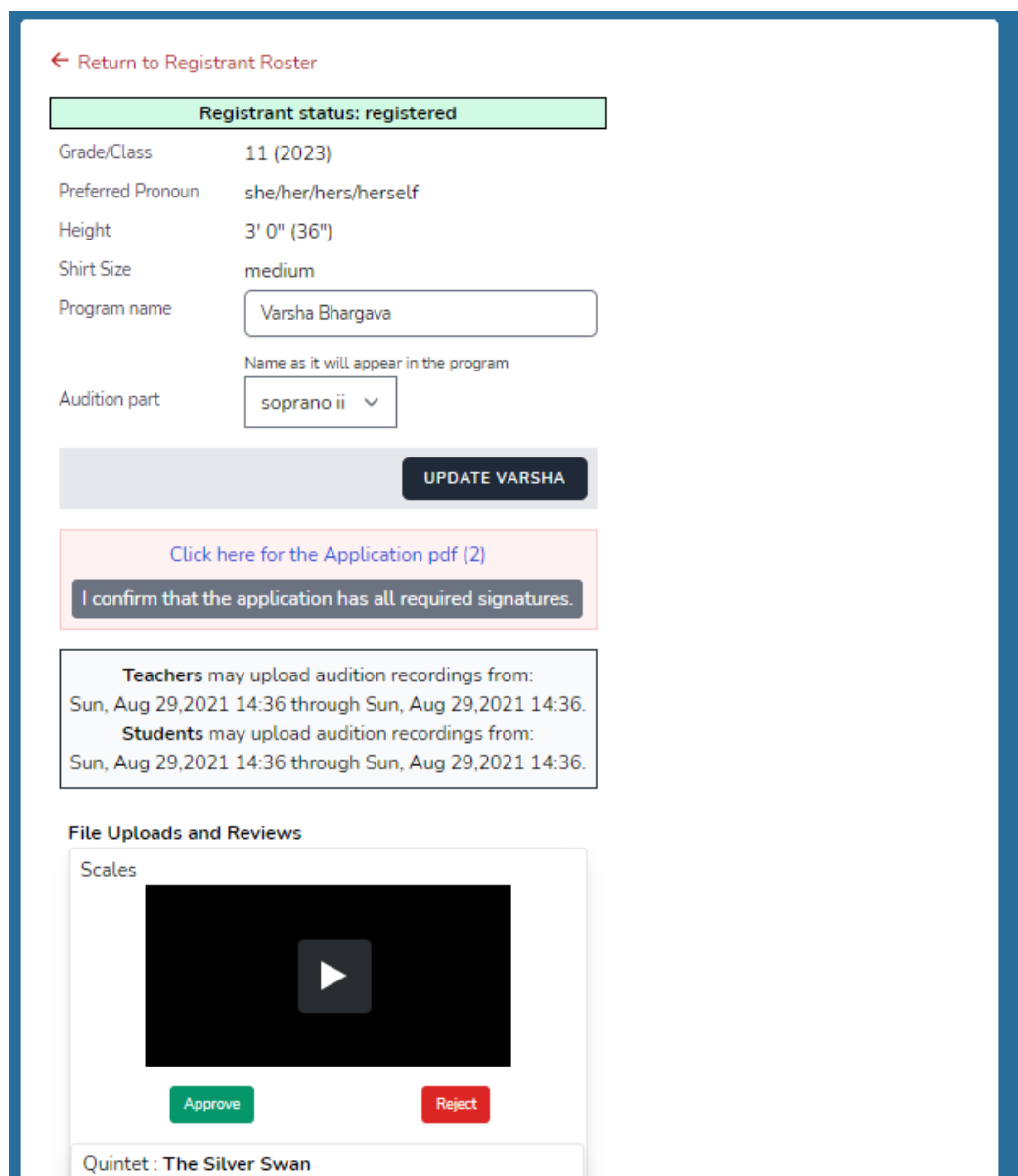
###	Name	Grade	Voice	Eligible
1	Bhargava, Varsha	11	SII	RegisteredEdit
2	Chung, Sungwon	12	SI	No-appEdit
3	Costello, Caitlyn	11	SI	AppliedEdit
4	Kashyap, Niyati	12	All	No-appEdit

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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

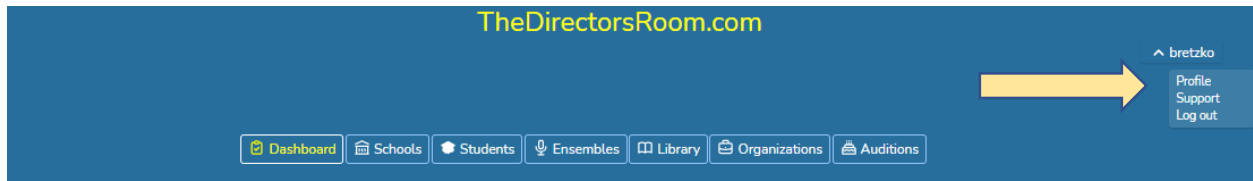
Counts	Schools	Site Orientation PDFs	Event communications
Students 36 Alumni 29 Current 7	<ul style="list-style-type: none">Ridge HSRetzko Studio	<ul style="list-style-type: none">Getting StartedTheDirectorsRoom.comStudentFolder.info	2021-22 NJ All-State Chorus <ul style="list-style-type: none">Pitch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

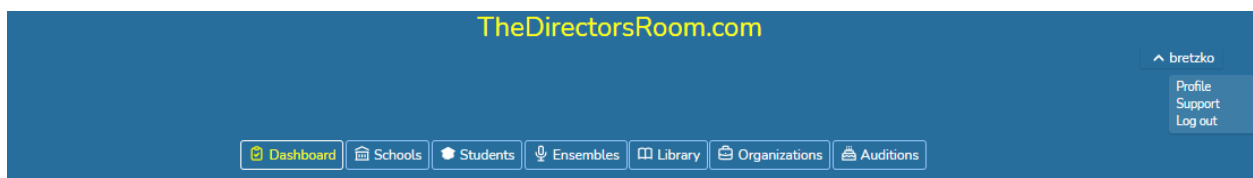


Use the 'Profile' link to change the following: Name, Preferred Pronoun, Emails, Phones or update your Password! Note the 'Preferred Pronoun' setting is used when formatting external documents, for example pdfs or emails.

A screenshot of the Profile page. The page has a dark blue sidebar on the left with links for 'Update My Personal Information', 'Update My Emails', and 'Update My Password'. The main content area is white. It contains a 'Username' field with the value 'mretzko' and a 'SAVE' button. Below this is a section for 'Update My Personal Information' with a 'SAVE' button. This section includes a 'Title' dropdown menu (set to 'Mister (Mr.)'), three text fields for 'Names' (First: 'Rick', Middle: 'Retzko', Last: 'Retzko'), and a 'Preferred Pronoun' dropdown menu (set to 'he/him/his/himself'). At the bottom, there is an 'Emails' section 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

TheDirectorsRoom.com

Dashboard Schools Students Ensembles Library Organizations Auditions

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...

Per Page Bulk Actions Add

<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 page has a blue header with navigation links: Dashboard, Schools, Students (highlighted), Ensembles, Library, Organizations, and Auditions. On the left, there is a 'Student Information' sidebar with instructions. The main content area shows a table of students with columns for Name, Grade, and Voice Part. There are three students listed: Beshyam, Balaji (Grade 12, Bass I), Cartwright, Carl (Grade 7, None found), and Casey, Aaron (Grade 11, Bass I). Each student has an 'Edit' button. Numbered callouts are placed on the page: 1 points to the sidebar, 2 points to the 'Per Page' dropdown, 3 points to the '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' form. The form has a title bar with a document icon and the name 'Edit Carl Cartwright'. Below the title bar are six tabs: Biography, Profile (selected), Voice & Instrument, Email & Phone, Home Address, and Parent & Guardian. The 'Profile' tab is active, showing the following fields:

- Name: Carl (first name), (last name field), Cartwright (last name)
- Grade/Class of: 2021 (dropdown menu)
- Preferred Pronoun: she/her/hers/herself (dropdown menu)



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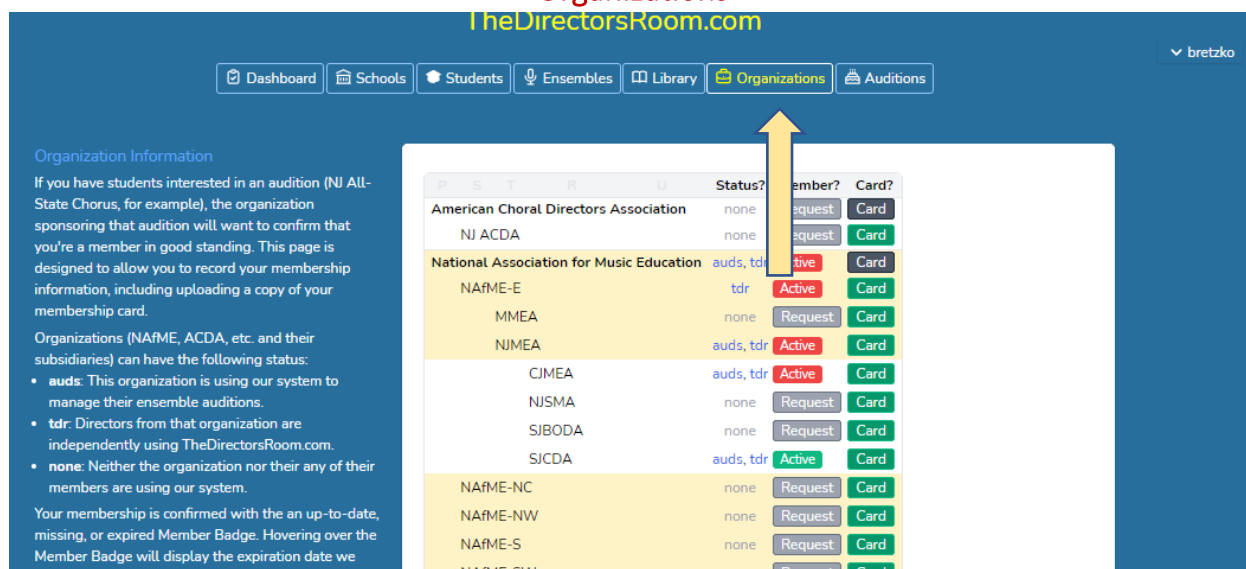
4. Current, Alum, All: Use these links to sort the students which display
5. Click on the column header to sort the table by that column

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

TheDirectorsRoom.com

Dashboard Schools Students Ensembles Library Organizations Auditions

Audition Information
Add or edit your audition information here.
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
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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

Add

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

TheDirectorsRoom.com

Dashboard Schools Students Ensembles Library Organizations Auditions

▼ bretzko

Registrant Information
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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.

Registration Progress
1 1

Showing 1 to 4 of 7 results

###	Name	Grade	Voice	Eligible
1	Bhargava, Varsha	11	SII	Registered Edit
2	Chung, Sungwon	12	SI	No-app Edit
3	Chung, Sungwon	11	SI	Applied Edit
4	Kashyap, Niyati	12	All	No-app Edit

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

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.

