



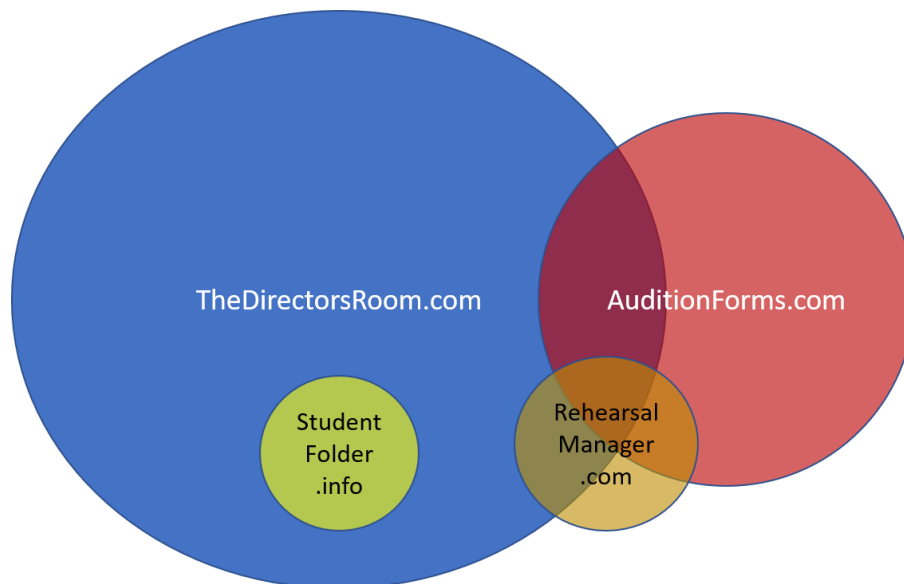
TheDirectorsRoom.com

Welcome to TheDirectorsRoom.com!

If you are familiar with AuditionForms.com, TheDirectorsRoom.com is that product's successor, designed specifically for the needs to music Directors. All the teacher-focused functionality from AuditionForms.com has been built into this new product for four reasons:

1. Over the next few months, we are releasing new functionality unique to your role as a teacher of music. **TheDirectorsRoom.com** will allow us to develop these tools independent of your audition activity.
2. The functionality used by your students to register for their audition events has been similarly migrated to its own platform at **StudentFolder.info**.
3. In giving you TheDirectorsRoom.com and your students StudentFolder.info, we can focus the needs of the audition sponsor through **AuditionForms.com**.
4. Shortly, we will also release **RehearsalManager.com**, which is designed to address the needs of event rehearsal managers, leveraging the information provided through the parent-products.

These four products will allow us to deliver more value to each user, taking advantage of overlapping requirements while limiting the complexity of competing needs. The products can be pictured like this:



We have worked at making TheDirectorsRoom.com intuitive, but know that some guidance is always helpful, so let's dive into it!



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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.

Login

User Name

Password

☐ Remember Me

[Forgot Your Password?](#)

- a. Wait a minute! I just got here, and don't have a User Name!
Let's get you one: Click on the "Forgot your Password?" link, enter your email address and we'll send you an email with everything you'll need to get started.



Reset Password

E-Mail Address

Send Password Reset Link

REGISTER: If you've found us on your own, use the REGISTER link to enter some basic information to create an account for yourself. You can get going with all the extra functionality.

Register

Name

First name

Last name

E-Mail Address


Password


Confirm Password


Register


Great, you've successfully logged in or created an account, what next?

Here's the main menu:

 [Dashboard](#)

 [Profile](#) ▼

 [Students](#) ▼

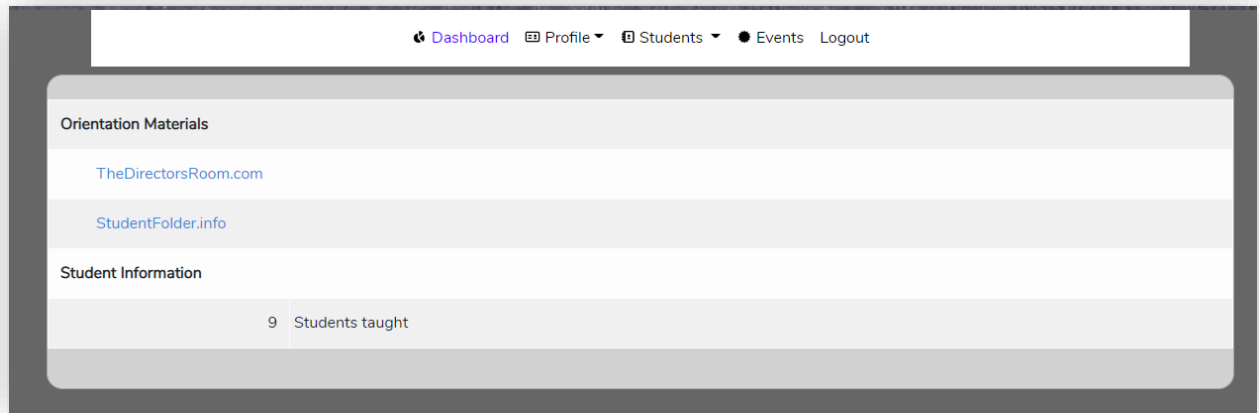
 [Events](#)

[Logout](#)

Whoa, that's not much! Today, you're right; but more is coming down the pike, so this will grow over time. Whenever we add some new functionality, you'll get a short email advising you of the improvements and you'll see this menu become more interesting!



Dashboard



This will give you access to important reference materials for both TheDirectorsRoom.com as well as StudentFolder.info. These will always be the most up-to-date orientation materials.

This page will also provide very efficient overviews of the general categories of items which you manage over your workday.



Profile

[Dashboard](#) [Profile](#) [Students](#) [Events](#) [Logout](#)

Clicking on the Profile link will reveal a submenu as follows:

My Profile

Rick Retzko Profile

User Name: rretzko

Name

Mr. Middle

Preferred Pronoun

Emails

Alternate

Phones

Notice the green highlights? These are required values. We have kept these at a minimum, but if you're working with other organizations, these organizations may need more than our minimum requirements.

Note also the 'Preferred Pronoun' drop-down box. We use your choice of pronoun whenever formatting external documents, for example pdfs or emails.



Schools

Schools

Add School

School	Location	Years
Fjr School Of Music (1960-current)	Bernardsville, NJ	60

You can have none or many schools, although if you have students, they'll need to be linked to at least one school. If you need to change the information about your school, just click on the school's name and this page will display:

Schools

Add School

School	Location	Years
Fjr School Of Music (1960-current)	Bernardsville, NJ	60

Edit School

School Name

Fjr School Of Music

45 Main Street

Anytown

NJ

08765

Employment (Years)

1980

Last Year

Grades

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

Submit

Delete Fjr School Of Music from table



Click on the “Add School” button to add a school to your roster. As you enter the school’s name, the system will prompt you with schools already in our system!

Add a new school

School Name (Enter full name without abbreviations)

crea

• 2 schools found

• Creative Arts Morgan Village Academy (Camden, NJ 08104)

• Riletta Twyne Cream Family School (Camden, NJ 08104)

Address

City

Select ▼

Zip code

Employment (Years)

First Year ▼

Last Year ▼

Grades

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

Submit



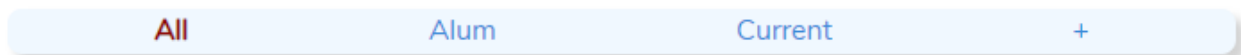
Students

[Dashboard](#) [Profile](#) [Students](#) [Events](#) [Logout](#)

Clicking on the Students link will reveal a one-item submenu, but this will be our first area of improvement.

Roster

The student roster is filtered through a light blue navigation bar:



The active filter will be displayed in red. The system remembers your last selection, so if you had last clicked the 'Current' link, that will be your starting point on your next visit.

- **All:** Display all students
- **Alum:** Display alumni students (students with a senior class year less than the current school year)
- **Current:** Display current students (students with a senior class year equal to or greater than the current school year)
- **+** : Add a new student

Student Roster

[All](#) [Alum](#) [Current](#) [+](#)

Schools
Fjr School Of
Music

Show: 10 entries

Search:

Name	Class	Status	V	I
Bashyam, Balaji	2018	uploaded	BI	
Davis, Craig	12	uploaded	TII	
Eckensberger, Bradley	12	uploaded	TII	
Gut, Eva	12	uploaded	TII	
Kimball, Carl	2020	uploaded	SI	
Lobiondo, Jay	2020	uploaded	TII	

Showing 1 to 6 of 6 entries

[Previous](#) [1](#) [Next](#)

Notice that the number of students displayed per page can be individually customized. Also notice the Search box from which you can search for an individual student.



Student Roster with only **Alum** displayed:

Student Roster

All **Alum** Current +

Schools
Fjr School Of
Music

Show: 10 entries

Search:

Name	Class	Status	V	I
Bashyam, Balaji	2018	uploaded	BI	
Kimball, Carl	2020	uploaded	SI	
Lobiondo, Jay	2020	uploaded	TII	

Showing 1 to 3 of 3 entries

Previous 1 Next

Student Roster with only **Current** students displayed:

Student Roster

All Alum **Current** +

Schools
Fjr School Of
Music

Show: 10 entries

Search:

Name	Class	Status	V	I
Davis, Craig	12	uploaded	TII	
Eckensberger, Bradley	12	uploaded	TII	
Gut, Eva	12	uploaded	TII	

Showing 1 to 3 of 3 entries

Previous 1 Next



Clicking a student's name will open their 'dossier' page from which you can edit that student's information.

Bradley Eckensberger Student Dossier

[← Student Roster](#)

Profile

Edit

User Name

beckensberger

Name

Bradley Eckensberger

Pronoun

he/him/his/himself

Birthday

September 29, 2017

Grade/Class

12 (2021)

Optional Contact Information

Edit

Primary Email

be@auditionforms.com

Alternate Email

Cell Phone

(123) 456-7890

Home Phone

(123) 456-7890

Voicings and Instruments

Edit

Choral Voicings

Tenor II

Instruments

Optional Profile Information

Edit

Height

74" (6'2")

Shirt Size

Medium

Parent/Guardian Information

Add

No Parent/Guardians found

Remove **Bradley Eckensberger** from my roster.



Example of Student 'Profile' section edit:

Bradley Eckensberger Profile

Name

Bradley

Middle

Eckensberger

Preferred Pronoun

he/him/his/himself

Birthday

29-Sep-2017

Around 3 years

Grade/Class

12

Save Changes

Cancel Changes



Events

[Dashboard](#) [Profile](#) [Students](#) [Events](#) [Logout](#)

Clicking on the Events link will display a roster of open events for which you are eligible to participate. Eligibility is determined by the organization running the event.

A short-term future improvement will be the ability to request participation with organizations running events directly from TheDirectorsRoom.com!

Event Rosters

2021 New Jersey All-Shore Chorus

Clicking on an event button will display a roster of eligible students for that event. This is similar to your Students roster, but displaying students meeting the eligibility rules for that event's organization and with a different filtering navigation bar.

Event Student Roster for 2021 New Jersey All-Shore Chorus

Qualified

Applied

Registered

Key Files

Schools

My Studio

Fjr School Of
Music

Show

10

entries

Search:

Student (hover for program name)	Class	V	Sig	Aud.Status
Davis, Craig	12	TII	<input type="checkbox"/>	applied
Eckensberger, Bradley	12	TII	<input checked="" type="checkbox"/>	registered
Gut, Eva	12	TII	<input type="checkbox"/>	no-app

Showing 1 to 3 of 3
entries

Previous

1

Next



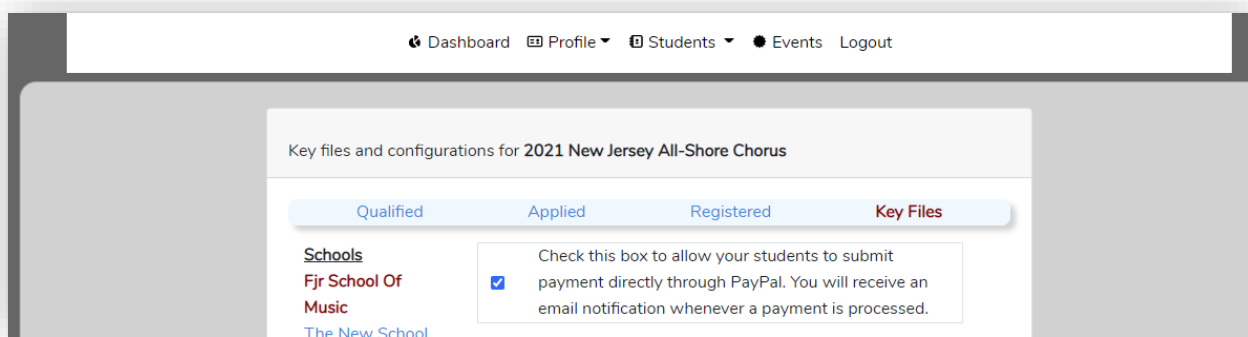
From the Event page, the following filters can be applied:

- **Qualified:** All students meeting the event's eligibility rules
- **Applied:** All students who have downloaded an application
- **Registered:** All students meeting the event's registration rules

Events: Key Files

From the Event navigation bar, you can also choose the '**Key Files**' link which contains all the files deemed necessary by the sponsoring organization for your and your students' use.

If your event allows students to use PayPal to pay for their event registration, the following box will appear on the '**Key Files**' page:



If the box is checked (as above), your students will be able to pay through PayPal. If unchecked, your students will need to bring their payments directly to you



If your organization allows for you to process your school registration payments through PayPal, you will also find the PayPal buttons on this page as follows:

Dashboard Profile Students Events Logout

Key files and configurations for 2021 New Jersey All-Shore Chorus

Qualified Applied Registered **Key Files**

Schools
Fjr School Of Music
[The New School](#)

☒ Check this box to allow your students to submit payment directly through PayPal. You will receive an email notification whenever a payment is processed.

Key Files
[Simple Gifts Eb Major](#)
[Simple Gifts G Major](#)
[Print your Invoice](#)

PayPal

PayPal CREDIT

☐ Debit or Credit Card

Powered by **PayPal**



From the 'Qualified', 'Applied' or 'Registered' links, clicking on a student's name will open that student's registration page. This will vary widely based on the event's registration requirements. The following clip is an example event utilizing video auditions:

Bradley Eckensberger information for 2021 New Jersey All-Shore Chorus

[← 2021 New Jersey All-Shore Chorus Roster](#)

Audition Profile

Name (as it will appear in the program)

Bradley Eckensberger

Grade/Class: **12 (2021)** [Change on Students Profile](#) if necessary

Height: **6'2"** [Change on Students Profile Options](#) if necessary

Shirtsize: **Medium** [Change on Students Profile Options](#) if necessary

Pronoun: **he/him/his/himself** [Change on Students Profile](#) if necessary

Audition Voice Part

Tenor II

[Save Changes](#) [Cancel Changes](#)

Application

(Save any changes BEFORE downloading application!)

[Download Application](#)



Example continued:


Application

(Save any changes BEFORE downloading application!)

Download Application

Videos

Arpeggios



Bradley Eckensberger
487425_Sl_Solo.mp4
37 seconds

☐ Approved [Reject](#)

Quartet

Choose File No file chosen

.mp4 and .mov files accepted

Upload Quartet Video

Scales

Choose File No file chosen

.mp4 and .mov files accepted

Upload Scales Video



TheDirectorsRoom.com

We hope this was helpful in orienting your work on TheDirectorsRoom.com!

If you have any questions, we can be reached directly through the chat link at the bottom-right-hand corner of any page, or through email: rick@mfrholdings.com.

