



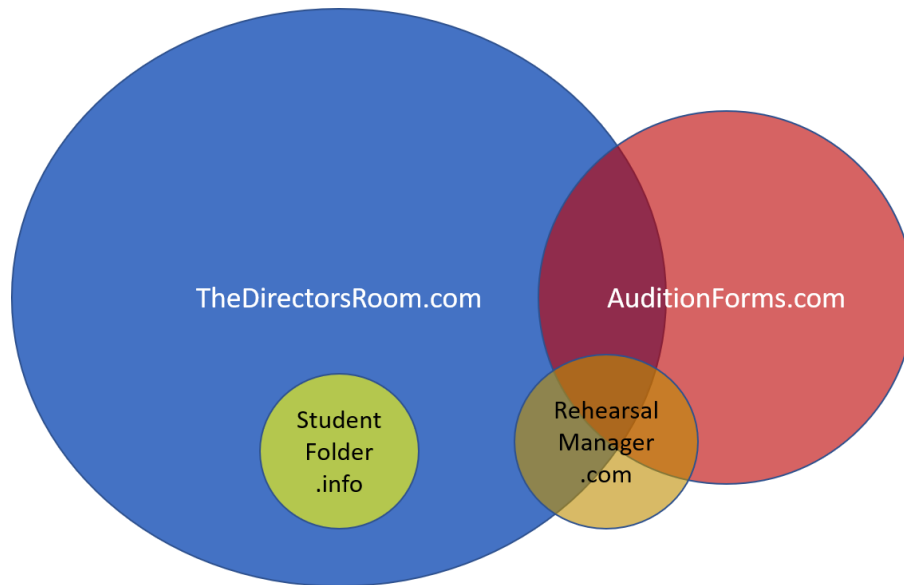
# TheDirectorsRoom.com

## 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:

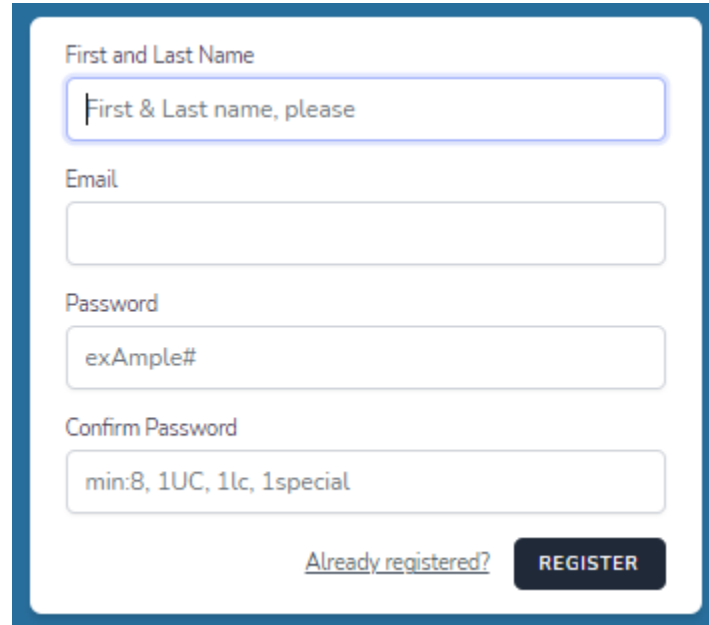
1. **LOGIN:** If you've been directed to our site by an organization, you already have an account! Click the 'LOGIN' link and enter your User Name and Password.

- 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.



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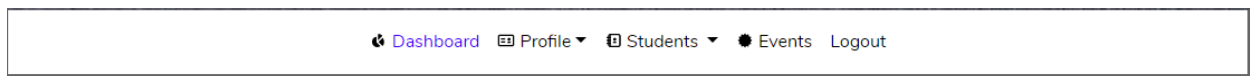
**REGISTER:** If you've found us on your own, use the REGISTER link to enter your basic information to create an account for yourself.



The registration form is enclosed in a blue border. It contains four input fields: 'First and Last Name' with placeholder text 'First & Last name, please', 'Email', 'Password' with placeholder text 'exAmple#', and 'Confirm Password' with placeholder text 'min:8, 1UC, 1lc, 1special'. At the bottom right, there is a link '[Already registered?](#)' and a dark blue button labeled 'REGISTER'.

Once, you've successfully logged in or created an account, proceed to the Main Menu.

Here's the main menu:



The main menu bar is a horizontal container with a thin border. It contains the following items: a gear icon followed by 'Dashboard', a document icon followed by 'Profile' with a dropdown arrow, a group of people icon followed by 'Students' with a dropdown arrow, a circle icon followed by 'Events', and the text 'Logout'.



# TheDirectorsRoom.com

## Dashboard

**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"><li>Ridge HS</li><li>Retzko Studio</li></ul>	<ul style="list-style-type: none"><li>Getting Started</li><li>TheDirectorsRoom.com</li><li>StudentFolder.info</li></ul>	2021-22 NJ All-State Chorus <ul style="list-style-type: none"><li>Pitch Files</li><li>Welcome email</li></ul>

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

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Dashboard Schools Students Ensembles Library Organizations Auditions

Dashboard Profile Students Events Logout

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

Username  
bretzko  
SAVE

Update My Personal Information  
Update your names and preferences.

Title  
Mister (Mr.)  
Names  
Rick  
Middle  
Retzko  
Preferred Pronoun  
he/him/his/himself  
SAVE

Update My Emails  
Update your email address(es).

Work  
NOTE: This email address will be used for cc: on student emails.

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.

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Dashboard Schools Students Ensembles Library Organizations Auditions

Profile Support Log out

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

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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.

Per Page Bulk Actions Add

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 table of students, and pagination controls. Numbered callouts point to specific features: 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.

Student Information

Add or edit your student information here.

Click the **Current** link to display your current students.

Click the **Alum** link to display your graduates.

Click the **All** link to display every student in your database.

Click the **Name** column header to sort your students A-Z or Z-A.

Click the **Grade** column header to sort your students by year of graduation.

Click the **Voice Part** column header to sort your students A-Z within their voice part.

Note: 'Voice Part' displays the first voice part found for the student. All voice parts and instruments can be found by clicking the 'Edit' button.

Click the **Edit** button to display each student's profile information.

Per Page: Bulk Actions: Add

Search: First name... Advanced Filters

Current Alum All

Showing 1 to 4 of 16 results

	NAME	GRADE	VOICE PART	
<input type="checkbox"/>	Beshyam, Balaji	12 (2022)	Bass I	Edit
<input type="checkbox"/>	Cartwright, Carl	7 (2027)	None found	Edit
<input type="checkbox"/>	Casey, Aaron	11 (2023)	Bass I	Edit

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 form. The form has tabs for Biography, Profile (selected), Voice & Instrument, Email & Phone, Home Address, and Parent & Guardian. The 'Profile' tab is active, showing fields for Name, Grade/Class of, and Preferred Pronoun.

Edit Carl Cartwright

Biography Profile Voice & Instrument Email & Phone Home Address Parent & Guardian

Profile for: Carl Cartwright

Name: Carl

Grade/Class of: 2021

Preferred Pronoun: she/her/hers/herself





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

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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

	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.

Per Page Bulk Actions Add

2020-2021 Search member name...

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

	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

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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

P	S	T	R	U	Status?	Member?	Card?
					none	Request	Card
					none	Request	Card
					auds, tdr	Active	Card
					tdr	Active	Card
					none	Request	Card
					auds, tdr	Active	Card
					auds, tdr	Active	Card
					none	Request	Card
					none	Request	Card
					auds, tdr	Active	Card
					none	Request	Card
					none	Request	Card
					none	Request	Card
					none	Request	Card
					none	Request	Card
					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
<a href="#">2021 NJ All-State Chorus</a>	Sun, Aug 29, 2021 13:57	Sun, Aug 29, 2021 13:57
<a href="#">2021-22 Elementary Chorus</a>	Sun, Aug 29, 2021 13:57	Sun, Aug 29, 2021 13:57
<a href="#">2022 New Jersey All-Shore Chorus</a>	Sun, Aug 29, 2021 13:57	Sun, Aug 29, 2021 13:57
<a href="#">60th Annual Junior High Chorus</a>	Sun, Aug 29, 2021 13:57	Sun, Aug 29, 2021 13:57
<a href="#">64th Annual Senior High Chorus</a>	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. An icon 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.

**Registrant Information Summary:**  
Status: Registered  
Application: Downloaded  
Signatures: Pending  
Files Uploaded: 0  
Files Approved: 0  
Registration Fee: \$25  
Paid: \$0  
Due: \$25

**Registration Progress:** 1 (Applied) 1 (Registered)

**Showing 1 to 4 of 7 results**

###	Name	Grade	Voice	Eligible
1	Bhargava, Varsha	11	SII	Registered <a href="#">Edit</a>
2	Chung, Sungwon	12	SI	No-app <a href="#">Edit</a>
3	Chung, Sungwon	11	SI	Applied <a href="#">Edit</a>
4	Kashyap, Niyati	12	All	No-app <a href="#">Edit</a>

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.



# TheDirectorsRoom.com

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

