

ACDA-MN 2020 State Conference
Concert Performance Application
Step by Step Guide to Online Auditions

1. You will need the following before you access the online audition site:
 - a. Personal member and institution contact information
 - b. ACDA membership number and expiration date (current membership required)
 - c. 3 recordings of contrasting music
 - from last two academic years (2018-19 and 2019-2020)
 - must be in mp3 format
 - complete selection only
 - recording time between 8 and 12 minutes
 - d. 3 PDFs of programs representing above recordings
 - e. Show choirs are asked to upload a video recording demonstrating 3 contrasting selections. The video is in place of the 3 recordings and should be between 8 and 12 minutes in length. One PDF of the corresponding concert program is also requested. Types of videos accepted on Opus are: 'mp3', 'wmv', 'avi', 'mov', 'mpg', 'mpeg', 'mp4', and 'flv'.
 - f. PDF of signed Administrative Certificate of approval to apply and/or appear at the state conference.
 - g. PDF of proposed 25 minute conference program.
2. Access Opus Event at: <https://audition.opusevent.com/>

3. Login to Opus using your email address as on file with National ACDA and password. Current membership is required to access the event site.
NOTE: The Opus site was updated on September 1, 2019. If you have not accessed the site since this date, please see the additional pdf “Step-by-Step Opus Guide” for instructions on creating an Opus Account and linking your current ACDA membership.
4. Select “**ACDA-MN Conference Concert Performance/Clinic Choir**”
5. Select “**Add a new Application**” in the Location Box.
6. Follow drop down cues to choose **Category** and **Choir**. Enter choir name (in student field) and institution/organization address as well as Additional Information fields.
7. Upload the required recordings and documents. See requirements in #1 above.
8. You can edit and change your uploads at anytime until the audition window closes on June 1, 2020 at 10pm.
9. When you see **complete** for each upload, you have successfully completed the audition process. There is no SAVE button or email sent to inform you that you have successfully completed the process. For assistance you may contact ACDA-MN Executive Assistant, Kristin Kivell execassist@acda-mn.org or 507-645-8691.