



A Step by Step Opus Guide Creating Opus Profile

- If you are new to the Opus Audition Site - Prior to submitting an application, each director will need to create an Opus profile. Please allow yourself time for this initial set up and to familiarize yourself with the site.
- All users - Waiting until the week of audition deadlines to enter the Opus site may create some difficulties! Plan ahead and test out your login process.

Complete the online audition registration for the ACDA of Minnesota State Honor Choirs by following these 6 step-by-step directions.

*** A current national ACDA membership number and login are required to access the OpusEvent.com registration site. If you need to update your membership or join the organization, go to <https://acda.org/membership-central/> and complete the registration/membership renewal process online. National Login reminders:

- User Name/Log-in: your primary email address
- Password: you select your own password combination...keep for your own records. (Please note that ACDA will not have access to your password)
- Contact ACDA National Office with questions regarding login between (8:00 am and 5:00 pm) at: 405-232-8161
Trina Kopacka: membership@acda.org

1) Open OpusEvent in your browser

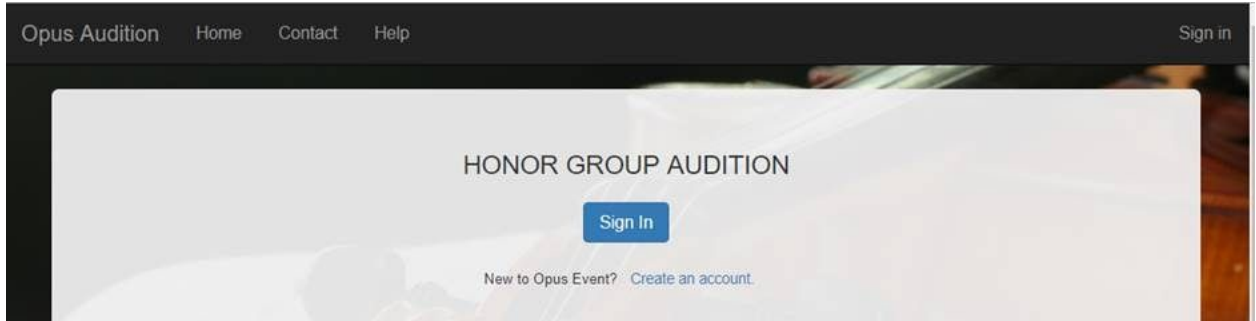
Go to the OpusEvent application of your choice:

https://audition.opusevent.com	Honor Group Auditions
https://register.opusevent.com	Conference Registration
https://contest.opusevent.com	Solo & Ensemble Contest

*** The single account you setup will work for all OpusEvent applications.

2) Choose to Create a new Account

On the *Sign In* screen, click on the [Create an account](#) link



3) Tell us who you are

New User Account

Step 1: New User Account	Step 2: Account Verification	Step 3: User Information
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Step 1: Create a new User account

First Name:

Last Name:

Email:

Password:

Confirm password:

[Next](#)

- All fields are required
- Passwords must have a minimum of:
 - 6 characters
 - One number
 - One lower case letter
 - One upper case letter
- If the email address you enter already exists in OpusEvent you will be directed to **Log in** instead. **Each email address can have only one OpusEvent account**
- Be assured that OpusEvent does not, and will never use your email for sales/marketing, nor will we ever sell or give your email away to a third party. It is used solely for the purposes of communications by the Event Managers to you.
- When done entering your information click on **Next**

4) Verify your Email Account

You will be sent an email that contains a 6 digit PIN to confirm that you have control of the email account. Enter that PIN on the screen.

New User Account

The screenshot shows the 'Step 2: Account Verification' section of the 'New User Account' process. At the top, there are three progress indicators: 'Step 1: New User Account' (green), 'Step 2: Account Verification' (orange), and 'Step 3: User Information' (grey). Below the title, a message states: 'An e-mail containing a PIN has been sent to: test123@opusevent.com. Please view the e-mail and enter the confirmation PIN below.' There is a text input field labeled 'PIN' and a button labeled '[Resend PIN]'. At the bottom, there are 'Back' and 'Next' buttons.

- Optionally, you can resend the PIN if needed
- Be sure to check your Inbox, Clutter folder, and Spam folder for an email from noreply@opusevent.com
- If you need to change to a different email click on the **Back** button

5) Enter your Contact Information

The screenshot shows the 'Step 3: Fill out my user information' section of the 'New User Account' process. At the top, there are three progress indicators: 'Step 1: New User Account' (green), 'Step 2: Account Verification' (orange), and 'Step 3: User Information' (orange). Below the title, there are several input fields: 'Address 1', 'Address 2', 'City', 'State' (a dropdown menu with 'Select...' as the current selection), 'Zip', 'Primary Phone', 'Secondary Phone', and 'Link a Membership' (a dropdown menu with 'Not at this time' as the current selection). At the bottom, there are 'Back' and 'Create User' buttons.

- Enter your basic contact information
- All fields are required except for **Address2** and **Secondary Phone**
- If you want to link in a membership to your National or State organization, select it from the drop down box
- You can always add a membership link at a later time from your **User Profile**
 - Click on **Create User** to finalize the set up process

Finished!

Once the account is created you will be directed to select an event from the list of available events. The events shown to you will be determined by your Linked Memberships to NAFME, ACDA, MSBOA, NMEA, TPSMEA, etc.

6) Linking new Memberships

If you are not seeing the event you want you may be missing a membership link. You can always add a new link using the **User Profile** menu option. For example:

- o Go to your **User Profile** from the menu

User Profile

User Information [\[Edit\]](#)

User Name: test123@opusevent.com [Change User Name] [Change Password]	Date Created: 8/19/2019 4:16:28 PM
Name: Rick Lysen	<input checked="" type="checkbox"/> Active
Address: 3705 E Smith Rd, BELLINGHAM, WA 98226	<input checked="" type="checkbox"/> Verified
Primary Phone: 360-739-1040	
Secondary Phone:	Do you have multiple OpusEvent accounts? You can [Merge] them together.
Cell Phone:	

Membership Information [\[Link a New Membership\]](#)

Add memberships to gain access to members-only events as well as member pricing where applicable. You can add multiple memberships such as NAFME and ACDA. Click on the *Pencil* icon below to edit an existing membership

Add memberships to gain access to members-only events as well as member pricing where applicable

You haven't added any Membership yet. Click **New Membership** to create a new Membership.

- o Click on **Link a New Membership**

Home Contact Help

New Affiliate Membership

Membership Type*
NMEA

NMEA Email*
myNMEAAddress@myemail.com

NAME ID*
123456

Affiliate Information

Affiliations:
Membership Type:
Expiration Date:

Cancel Save

- Fill out your Membership information (differs with each membership) and then click **Save**
- If your membership information is valid, the new link will be save in the OpusEvent database. If it is invalid, or expired, you will see the appropriate message and be asked to re-enter valid information.

An OpusEvent user can have membership links to multiple organizations. Each link will give you access to additional events in our system. If you are not seeing an event you desire, please contact the event organization to find out what specific membership link is required.

To go back to your Home Page, click the **Home** icon at the upper left of your menu bar. This will always take you back to your OpusEvent Home Page.