Introduction to the Audition Admin System

AuditionAdmin is the on-line system that OSSBDA uses to manage entries, score tabulation, and post results for All-State Concert and Jazz Band auditions. This guide contains directions for directors to manage their entries.

Getting Started

Head directors (not assistants) should create their school account.

1. Go to ossbda.org then navigate to "Event Registration".
2. Click on the "Register Your Students" link.
3. From the Audition Admin login screen, click on "Create Account".
4. Enter the registration code provided to you in the OSSBDA Fall Letter.
5. Complete all information to include all assistant director info, and then click on "Create Account." This will create your school account.
6. Usernames and passwords will be sent to you and your assistants via Email.
7. Return to the Audition Admin login screen (*ossbda.auditionadmin.com*). Enter your username and password and you'll be ready to get started.

Enter Students

Directors or assistants may log in at *ossbda.auditionadmin.com* to complete student entries.

1. Select the "My Registration" menu and click on "My Entries."
2. Enter a student's name and grade. Middle initial is not required.
3. Select the instrument for which this student is entering (scroll down for Jazz Instruments).
4. Click "Submit" to complete each student entry. Your entries will be listed on the right.
5. Also, repeat the process for each student auditioning on multiple instruments.
6. **For students with multiple entries**, open the "Doubler Request" menu (above "My Entries") and indicate each doubler's preferred instrument priority. Also indicate Concert/Jazz preference as required. If no preference is listed, the student will be seated according to the highest chair earned.
7. To delete an entry, click the trash can next to their name. If you make an error, delete the entry and re-enter that student.

NOTE: After the entry deadline passes, you will no longer be allowed to create new entries or delete existing ones. You will have to contact the OSSBDA administrator to make those changes.

Viewing Audition Results

Directors/assistants log on to *ossbda.auditionadmin.com*, then click "My Registration" and select "My Results." Student scores, seated students, ranking, and no-shows, etc. will be posted.

Students can view final seating results by going to *ossbda.auditionadmin.com/results.html*.

To Update School Info

Go to the "My Registration" menu and click "My School."
Only a school's head director may update the school info.

To Update Contact Info

Go to the "My Registration" menu and click "My Profile."

To Update Staff

Follow the instructions below to update staff information.

1. Go to the "My Registration" menu and click on "My Staff."
2. To edit, delete or add an assistant, click on the appropriate buttons.
3. All added assistants should receive an e-mail assigning usernames and passwords.

To mark another director as the head director for your school, just click that button. Only the head director can manage staff for a school. When you mark another director as head, you will lose access to the "my staff" screen.

Viewing Your Bill

Go to "My Registration" and click on "My Bill" then click the link to print your invoice. **School participation fees will be added to the total bill.**