

Introduction to the Audition Admin System

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

Getting Started

The system has been recently updated with some changes. Basically, now there is a 3-step process:

1. Director creates a user account then creates (or selects) school account
2. List students in the system
3. Complete/submit student instrument entries

Head directors (not assistants) should create their user and school accounts first.

1. Navigate to ossbda.auditionadmin.com
2. Click on "Directors", then "Create Account".
3. Enter the registration code provided to you in the OSSBDA Fall Letter.
4. Complete all fields and then click on "Create Account". This will create your user account.
5. It is strongly suggested that you create your account using your school email address.
6. Check your email for a message to validate your email address. If you don't receive it within a few minutes, check your spam folder.
7. Validating your email will send you to your user dashboard.
8. Click "Click here to choose or create one".
9. Next, select your school, or click "Create School".
 - To avoid creating duplicate schools, ensure that you select your school from the drop-down list.
 - DO NOT CLICK "CREATE SCHOOL" if it is already shown in the drop-down list.
 - If your school is not listed, then it is OK to "Create School"
 - Complete and submit the form.
10. From the School Info page, click "Add Director" to register all assistant directors
11. Log-in information will automatically be sent to your assistants.
12. If you used your school email address and another director at your school has registered, you may see your school listed. If so, select your school. If your school is not listed, click "Create new school," and enter the information for your school.

Complete Entries: Directors/assistants log in at ossbda.auditionadmin.com to complete student entries.

Under "My Auditions"

1. Click "My Students" to submit each student auditioning (no instruments yet)
 - Your submissions will be listed at the bottom of the page.
 - For errors in student data (spelling, etc.), simply click "Edit" for that student.
2. Click "My Entries" to select student, instrument and then Save. (scroll down for Jazz Instruments)
 - Repeat the process for each instrument entry.
 - If you make an error, delete the bad entry and re-enter the correct data.
 - Entries may be deleted until the deadline is past. Simply click "Delete"
3. Click "My Doubler Requests"
 - Indicate each doubler's preferred instrument priority. If no preference is listed, the student will be seated according to the highest chair earned.

Viewing Your Invoice

From the Dashboard, select "My Invoice". To save or print it, simply click "Download PDF Invoice".

Viewing Audition Results

Directors/assistants log in to ossbda.auditionadmin.com, then go to the dashboard. Student scores, seated students, ranking, and no-shows, etc. will be posted. Students can also view published results by going to ossbda.auditionadmin.com.