

Students,

We applaud your desire to audition for the 2020-2021 Mid-State Ensembles. In this document you will find some tips for recording your auditions and sending them to your director for submission. There are several ways that you can submit your recordings to your director for review. Listed below are some basic steps for the most popular options. The methods listed are necessary because for most recordings the file size will be too large for you to email the file directly to your director. Please remember that only your director may submit your recordings to MTSBOA's audition portal for judging.

All methods will assume that you have already recorded your audition videos on your device (i.e. phone, tablet, laptop, desktop, camera, etc.). Your directors may also record your auditions if they would like. Please discuss with your director the method they would like you to use for your recordings.

### **Flash Drive (thumb drive)**

1. Connect your recording device to a laptop or PC via cable and upload your recordings to your desktop.
2. Transfer a copy of the recordings from your PC or laptop to the flash drive.
3. Bring your director the flash drive and the director will save a copy of the file to his/her desktop.

### **Online Storage Without App**

*This process should work with Google Drive, Microsoft OneDrive, Dropbox, or other similar online storage platforms*

1. Connect your recording device to a laptop or PC via cable and upload your recordings to your desktop.
2. Transfer a copy of your recordings to one of the online storage platforms listed above.
3. "Share" a copy of the files with your director.  
\* This will take compatibility between your email as well as your director's. Some email servers are closed to outside email. If this is the case, please make sure that you use an account to upload that is associated with your school/system provider.
4. The director will download a copy of your recordings and rename them.

### **Online Storage With App**

*Most online storage platforms have an app. If you have that app on the recording device (phone or tablet) then the you can go into the library on the device where videos are saved and upload the file directly to your online storage. This works with Google Drive, One Drive, and Dropbox.*

1. Find your saved file in your library and upload to the chosen online storage platform.
2. Share a copy of the files with your director.
3. The director will download a copy of your recordings and rename them.

## Airdrop

*Airdrop will work if both your recording device and the director's device are Apple products.*

1. Make sure that both devices have airdrop set to "everyone". You can locate and change this through go → airdrop on your MacBook or iMac and settings → general → airdrop on your iPhone.
2. Find the recording within the library on your device, select it, then choose the  icon. From there the airdrop icon should appear. You may need to make sure that both devices are up to date to be visible to each other.
3. Select your director's device from your list, and have the director accept the file transfer.

There are certainly other ways for you to send your files, so please discuss with your director what process they would like for you to use. Please make sure that you have one of the accepted file formats before you attempt to send to your director. Acceptable formats are: .flv, .mp4, .mov, .wmv.

## Reviewing and Submitting Videos

- Please discuss with your director the number of recordings you must submit for your instruments and the order in which your scales/or rudiments should be recorded.
- Your recordings must be unedited and performed in one take. Videos that are ruled to be digitally edited or altered **will be** disqualified.
- Your face and hands must be visible throughout the recording. Here is a screenshot from an acceptable recording.

If you have any questions, or need assistance, please discuss with your directors. They have a list of people they may contact for help if they do not have an answer to your questions. Good luck on your auditions!

Sincerely,

The MTSBOA Mid-State Auditions Committee

