

Solo/Ensemble Teacher Tutorial (see last page for step-by-step entry instructions)

How to get to Opus Contest

- Go to <https://www.opusevent.com> and click **Opus Contest** in the center of the screen. From the drop down menu of events, find and click on your contest. It will start with WMEA followed by your region name.

Login to Contest site

The login screen requires your existing OpusEvent user email and password. If you have not setup an OpusEvent account, go to the next section to create a new account. Click the **Login** button to gain access to OpusContest. You will be presented with the following page:

Enter your Opusevent email and password. Optionally:

Register as a new user – click this if you do not have an OpusEvent account yet. (see next section)

Note that your same account is used for OpusRegister. If you have registered for a conference using OpusEvent.com then you already have an account.

Forgot your password – click this to recover your password if you have forgotten it

Create a new account

Enter the following information to create a new account. This email and password will be used for all OpusEvent applications such as Contest and Register.

Follow the on-screen instructions to verify your account and complete the new account process. This process is not complete until you have created your user profile.

Managing your User Profile

Once your Opusevent account is created you can always get back to it by clicking on your **User Name** at the upper right of the page, and choosing My Profile from the menu.

Logging Out

To logout, click on your user name at the upper right of the page and choose the **Logout** menu command.

Select your Contest

You will see a list of Contests that are currently open for registration. Our events will always start with WMEA to ease your search. **Example: WMEA Chinook Vocal 2022.** Click the **Select** button to choose the specific contest you want to use. If you do not see your contest listed, click on Show All Contests to see all contests in the system. If you still do not see your contest, you should contact your Contest Manager.

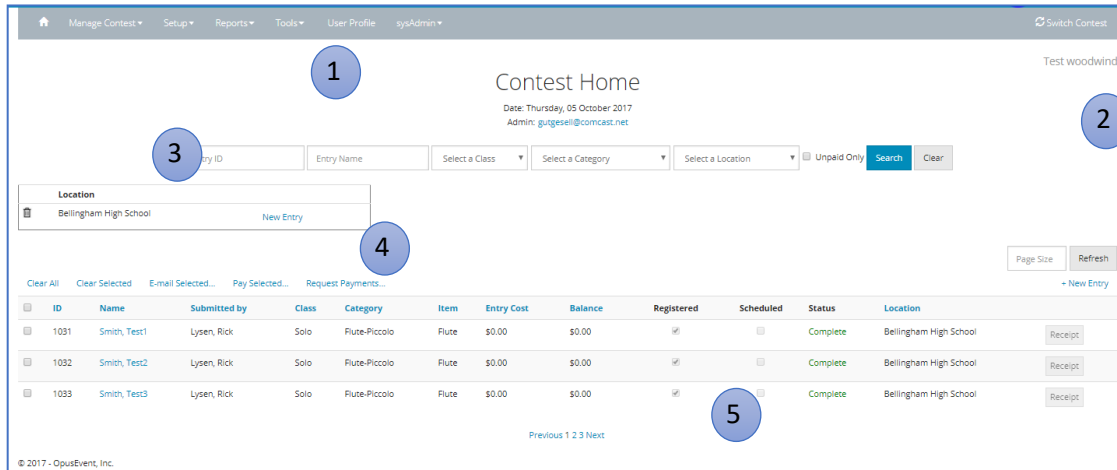
Switching Contests

You can always change to a different contest by clicking on the **Switch Contest** link at the upper right of the page.

A rectangular button with a light blue background and a darker blue border. On the left side, there is a circular icon containing a white refresh symbol. To the right of the icon, the text "Switch Contest" is written in a light blue, sans-serif font.

Contest Home Page

The Contest Home Page is shown after you select your contest. A sample of the home page is shown below:



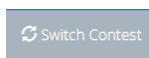
Contest Home Screen Areas

- 1 This is the Menu Bar. See below for description of all menu options
- 2 This is the Name of the Current Contest. It will be in this position on every Contest Page
- 3 You can enter filters to filter your entries to show just what you want. By default, all of your existing entries are shown
- 4 This area shows your school locations that you have added
- 5 This list shows your entries for the contest. Note that there may be multiple pages of entries. Use the scroll links at the bottom center to go to more entries. You have an email tool accessed by checking the box to the left of one or more entries then click "E-Mail Selected." You can also use that tool to email entries the schedule once it is finalized.

Menu Bar



You can always return to the Contest Home Page by clicking the Home icon



Use the **Switch Contest** button to change to a different contest

Your recommended steps to complete and submit entries follow on the next page.

Please note that it is very important that you choose from Cancel, Save for Later, or Submit at the bottom of an entry form before leaving that screen. You can revisit an entry form at any time.

To see the detail of an entry, click the NAME of that entry on your home page. You can edit all information, but if you do, hit the Submit Button. This is also where you can Delete an entry if needed.

1. Add Location Where You Work. If you do not find your school within the menu provided, contact your contest manager. Alert: If you teach in more than one school, and will have entries in more than one, here is where you add those schools.

2. To start an application, click **New Entry**.

- Select the Category
- If a solo, enter name as required. (**Entering an email address is required**)
- If an ensemble, enter ensemble name, and the email address of the “Primary” or lead member of the group. **Entering an email address is required**. Then click Add Member. You must assign an Instrument/Voice category to each ensemble member. Continue to add members until finished. (**Entering an email address of participants is optional!!**)

3. Options

- **Select the grade** of the soloist, or the lowest grade represented in an ensemble---this is required. **NOTE:** If your event is limited to grades 9-12, you are not required to designate lowest grade and will not see the option.
- If you know the entry is not eligible for state, or would not be able to participate at the state contest, click **Not Eligible**. Note that if the lowest grade is less than 9 for a participant, the Not Eligible box should click itself.
- If the entry wishes to perform for comment only, click Comment Only.

4. Accompanist

To add an accompanist, UNCHECK the No Accompanist box. In the Select Accompanist field, first look to see if your accompanist already exists. If so, select that person. If not, then Add Accompanist. Alert: Providing an email address is required.

Please note that accurate accompanist information is crucial to scheduling. You are welcome and encouraged to update accompanist information up until the contest registration closes. After that, should a change be needed, contact your contest manager.

5. Payment. Once you are finished entering all your entries, and **BEFORE** your contest close date, **Print your payment Invoice**. Look it over very carefully to ensure you have entered all your participants.

Only the entries you see on that invoice are those eligible to compete at the state contest if they qualify. If you want to add an entry after registration closes, contact your contest manager. That entry will be coded Not Eligible For State.