

Dear OPUS User,

Welcome back to school! We are entering our second year of using the OPUS system. Thanks to valuable feedback from our users we have made some modifications to OPUS system that should make for a more helpful experience this year. While many changes and enhancements are being made to the system, we were not able to get everything on our list of improvements completed in time for the start of the school year. The purpose of this notice is to share some important information with you as you register for conferences and auditions.

For October Music Fest, we are aware that badges are not printing correctly. We will have a badge printed for you to pick up on the day of the conference.

For Jazz All-State and Classical All-State Auditions please take note of the following items:

1. Directors **must** register their **own, individual** students. Please do not have one teacher in the school submit all of the registrations for the school if there are multiple music teachers. The only exception to this would be if more than one director from the same school shares a student who is auditioning on multiple instruments/parts.
2. If two teachers are sharing the same student **one** teacher should register that child for **all** of the student's auditions.
3. **There will no longer be a paper application that needs to be submitted.** At the end of the registration process you will receive an invoice. To complete the registration please send in a check for the total amount on the invoice with a copy of the invoice. While one check is preferred, multiple checks are acceptable. A student application may inadvertently be generated by OPUS. Please disregard this paperwork. The official audition guidelines can be found at nhmea.org on the [Jazz All-State](#) and [All-State](#) pages. We are working to correct this issue.
4. In place of the student audition application form, teachers must ensure that students receive a copy of the audition guidelines found at nhmea.org on the All-State or Jazz All-State page. Teachers are encouraged to keep a copy of this form signed by parents and students on file for one year. Your registration of your students means that you have the approval from your administration, student, parent, and yourself that you have read and understand all audition guidelines and policies and will abide by the given guidelines both at auditions and the given festival should your student(s) be selected.
5. Once the final step in OPUS has been completed **you will not be able to remove or edit student registrations.** Please ensure the information on OPUS has been entered correctly. Additional students may be entered until the registration deadline.
6. Scheduling needs for school audition times must be communicated to the appropriate event chair **prior** to the registration deadline. We will do our best to accommodate your scheduling needs, however, with the number of schools and students participating, there is no guarantee. If you have a conflict due to a school/program mandated requirement (ie. championship football game, parade, etc.), you will be given priority.

If you have questions about OPUS, please contact Eric Kobb at statemanager@nhmea.org. If you have questions related to an event please contact the appropriate chairperson.