

Directions for registering students using Auditionware

Registration for the NATS Student Auditions Indiana Chapter will be done using Auditionware (as in previous years) and will be obtained from the following site:

<http://www.NATS.org>

The software has recently been updated and there may be some glitches. Please be patient and contact me, David B Mannell, dbmsal@aol.com and I will help you or find out the answers. Do not wait till the last minute to begin registering. Go online and look the site over.

Please have the following information ready when you begin registering yourself and students:

1. Your user log on and password for Nationals website. (if you do not remember contact the National office) they will provide you this information.
2. All information for students you are registering:
 - a. Name (First/Last)
 - b. Phone number
 - c. Email
 - d. Date of Birth
 - e. Audition Category
 - f. Repertory (Titles/Composer/Style/Language) *It will ask for time duration for each selection put that is not required.*
 - g. Name of Accompanist
3. Steps:
 1. Go to <https://www.nats.org>
 2. Enter User Name and Password for Nationals website (same one used to pay membership)
 3. It should take you to your "Members Home Page" If not-
 - a. Click on Member Home (Black Box/Top of Screen between "Contact Us" and the Shopping Cart)
 4.
 - a. Click on "NATS Auditions Registration" (Green Box) You will be taken to the Auditionware registration site.
 - b. Click on Indiana Fall 2018 (Blue Box)
 - c. Check your information
 - d. Follow the directions and begin entering students. The registration process will be basically the same as in the past. You will need the above information to register your students. Save information that you have entered for each student. Continue to add students as needed.
 - e. Printing Judges Comment forms that will be mailed to the Auditions host will be found on the student's registration page- Orange Box "Print Judging Forms"

All fees will be paid through the NATS.org site.

Online Registration closes at Midnight on Monday, October 15, 2018

If you have questions about logging on to the site contact David B Mannell, dbmsal@aol.com

**The postmark deadline for mailing all forms is
Monday, October 15, 2018**