

# Honor Choir Online Audition Process

- Access Elementary/Middle School Honor Choir audition link here:  
<https://secure.musixweb.com/imea2/honorchoir/>
- Click “Start an Honor Choir Entry for the First Time”
- Enter the email address you want to use and a password, confirm password. This is the same email and password you will use when you enter your ‘CSWS only’ students, so please put it in a safe place where you will remember.
- **Section 1: School** – This is where you enter your school information
- **Section 2: Personal Contact Information** – This is where you enter your personal information
- **Section 3: Student Personal Contact Information** – This is where you enter each student’s name, voice part, t-shirt size, and height; Repeat for each student who is auditioning - No more than 8 per school per level
- **Section 4: Audition Uploads** – This is where you will upload your student’s auditions that you have recorded using the online Audition Track recording.; click on the red “Click to Upload” button; click the “Browse” button to locate the student’s audition file on your computer – It should be one file in either MP3 or M4A file format and no bigger than 10 MB in size.; Click the “Click Here to Continue” button; Repeat for each student who is auditioning
- Once the upload is complete, there will be a green “Upload Complete” button next to that student’s name
- **Section 5: Finalize** – This section will show you everything that you have entered. You can edit any section from here by clicking on “Click Here to Edit” at the top of the section that you want to edit.
- **When all information is satisfactory, click “Finalize Your Registration”.** After clicking this button you can no longer make changes to the information.
- **Payment Information:** All auditioning students will be charged their \$28 CSWS fee at this time. Click either “Pay by Check/School P.O.” or “Pay by Credit Card”; If paying by Credit Card you will need to have the card on hand. If paying by Check or School P.O. you will only need to type in the P.O. # if applicable. If you don’t know it, that is OK.
- **If you choose to pay by Check or P.O.** your registration will not be complete until your check has arrived at the IMEA office and has been processed.
- **Registration Form Printing:** Print the registration form, acquire the appropriate signatures (Teacher and Principal), and mail along with payment to the IMEA office.  
**Postmark deadline is WEDNESDAY, October 7, 2020**
- **“Click Here to Complete Registration” – You are done and will receive a confirmation email. This is also the place where you will print the CSWS complimentary tickets (2/student) for the students you just registered. Auditions are not submitted into the system until you click this button!** Remember that all students you have now entered are automatically registered for CSWS. You will not need to enter their information again. To enroll the rest of your students for CSWS, complete the CSWS Online Registration Form here:  
<https://secure.musixweb.com/imea2/csws/> and select the THIRD button that says “I have already completed an Honor Choir Entry and wish to start my **first** CSWS entry for this year.”