

## Honor Choir Recording Guidelines

- **Access the Audition Track here:**  
<https://circlethestate.imeamusic.org/honor-choir-information>
- **Select the appropriate Audition Track and press play.**
- **Students will sing along with Audition Track** while you record them. There are a variety of ways to do this: record to a computer using a plugged in microphone, an iPad, iPhone, Android phone, etc. or any other device that can save files as an MP3 or M4A. You are not recording the student's audition directly into the site. You will upload it during the registration process. **Files should not be spliced together or stopped/started during recording process.** See separate document to learn about deductions and disqualifications.
- **Save the recorded file to your computer (iPad, iPhone, etc)** where you can easily locate it later
- **Once you begin the online registration process, Section 4 is the Audition Upload section.** This is where you will upload each student's completed audition by clicking 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. The "Click to Upload" button will be green when your file has been uploaded successfully.
- **Continue on to the end of the registration process.** This will include payment of \$28 (CSWS registration fee) and printing the complimentary CSWS tickets for the students who are auditioning for Honor Choir.

Let your Area Coordinator, State Chair, or Assistant State Chair know what questions you have and we will help you figure it out.