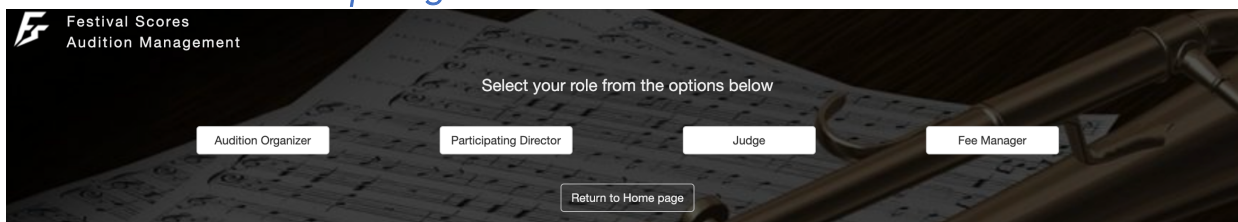


UGA MidFest Student Nomination and Video Submission Instructions

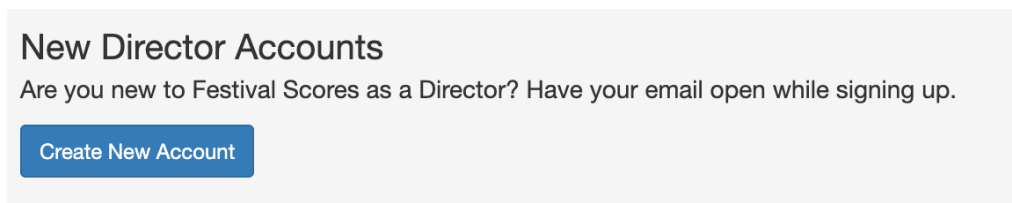
- Go to www.festivalscores.com
- Click on [Enter Site](#) button



- Then click on the [Participating Director](#) button on the banner



- If you 1) have used Festival Scores in the past and 2) remember/saved your password, then you can log in.
- EVERYONE ELSE should click [Create New Account](#) button



- Click [Create New Director Account](#) button OR [Reset Password](#) if you have previously created an account but forgot the password



NOTE – DO NOT USE FORWARD OR BACKWARD BUTTONS IN YOUR BROWSER WHEN USING THIS SYSTEM

- Enter school email address and look for automated email with activation link; enter info (first name, last name, password)

- Go to www.festivalscores.com and log in using newly-created username and password
- The screen below will appear and become a home base for your account

The screenshot shows the Festival Scores website dashboard. At the top is a navigation bar with links: DIR, Home, Schools, Students, Audition Events, Entries, Fees, FAQ, and Helpful Tips. On the right of the navigation bar are links for Account and Logout.

The main content area is divided into several sections:

- Account Profile:** A message stating "Directors, please keep your Account Profile updated at all times." with an "Update Profile" button. Below this is a text box for entering primary and secondary "expertise" areas.
- Getting Started...:** A section titled "Getting Started..." with instructions on how to participate in online auditions. It lists steps: Keep your Account Profile updated, Set up any number of schools/organizations, Add any number of Student Profiles, and Host organizations will provide each Event Tag.
- NEW for 2023-24 Student Uploading:** A section titled "NEW for 2023-24 Student Uploading" with a list of features: This optional function is now available for any Audition Event and could significantly save you time; To provide Access, print the individual Audition Access in each Manage screen and give it to each student; Each Access has a unique URL and PIN; You may Close Access after giving it to a student; Upload screens for Directors and Students are similar; Student uploading ends at the Event deadline; Tech support requests must originate from the director.
- Media Files:** A section titled "Media Files" with instructions on how to support audio and video auditions using mp3 audio files and embedded YouTube videos. It provides links to online audio converter and media.io.
- Dashboard:** A table showing the number of items in each category: Schools (0), Students (0), Audition Events (0), and Audition Entries (0).
- Do not use the Back button or Refresh the browser while using this site. All actions are to be performed using the buttons in each screen.**
- Deadlines are based on the USA Central Time Zone. Each upload and judging deadline is midnight (CT) on the dates assigned by the organizer.**

- Click [Update Profile](#) button at the top left
- Fill out the Account Profile page and PLEASE INCLUDE
 - All Green Fields
 - Mobile Phone
 - SAVE CHANGES
- Click [Schools](#) dropdown and click [Schools](#) or [Add School](#)

The screenshot shows the Festival Scores website with the "Schools" dropdown menu open. The menu options are "Schools" and "Add School".

- Double check ALL information for your existing school or enter all information for your school

- SAVE CHANGES
- Discuss the opportunity with your students and decide who you would like to nominate to submit an audition to participate. Please make sure they are aware of all the implications with acceptance (cost, travel, etc).
- Cost of MidFest is \$99 per student
- Once you have chosen the student(s) you would like to nominate...
- Click [Students](#) dropdown and [Students](#) (to see who is in the system from last year – **ADD THE MISSING INFORMATION**) OR [Add Student](#) and enter the information in **THESE REQUIRED FIELDS:**
 - First Name
 - Last Name
 - Graduation Year (Grade Level)

First Name	Last Name	Graduation Year (Grade Level)
John	Doe	Class of 2032 - Grade 6

- Instrument preference – please type the instrument(s) your student plays (bottom left corner) – THIS IS REQUIRED

Instrument Preference if auditioning on more than one instrument

Leave blank if not applicable

- Student Music Bio – provide your nomination ranking for the student. For example, if you are submitting 9 students for nomination consideration, and John Doe is the student you would like to be considered first, you would type “Rank 1”. Include any other applicable information (prior MidFest attendee? Honor Band? All-State?) **AS IN PAST YEARS, YOU MAY NOT SUBMIT PERCUSSION OR SAXOPHONE PLAYERS AS YOUR FIRST OR SECOND RANK.**

Student Music Bio Honor groups participation, solo ratings, etc.

Rank 1, Honor Band, All-State

- Now it is time to [Activate New Event](#)


[DIR](#)
[Home](#)
[Schools ▾](#)
[Students ▾](#)
[Audition Events ▾](#)
[Entries](#)

Welcome to Festival Scores!

Directors, please keep your **Account Profile** updated at all times.

Be sure to enter your primary and secondary "expertise" areas. This chair with selecting judges.

[Audition Events](#)
[Activate New Event](#)

NOTICE TO DIRECTORS - Do not use the **Back** button or **Refresh** the browser while

Dashboard

 Schools	 Students
1	1

- There is 1 event to activate:
 - 2025 MidFest: enter **WN8J4TY** and click [Verify Tag](#)

Activate New Event

IMPORTANT NOTICE FOR JUDGES

Those who are only serving as judges do not need to activate the audition event. Perform this step only if you are a director who will be submitting student auditions.

To activate an audition event in your account, enter the **Event Tag** using the selectors below and then click on the Verify Tag button. The Event Tag is available from the event organizer.

Select one character per pulldown.

W ▾

N ▾

8 ▾

J ▾

4 ▾

T ▾

Y ▾

Verify Tag

- You will be asked to acknowledge a statement. Click *I acknowledge this statement* then you will be able to click *Activate Event*

Activate New Event

IMPORTANT NOTICE FOR JUDGES

Those who are only serving as judges do not need to activate the audition event. Perform this step only if you are a director who will be submitting student auditions.

Audition Event - **2025 MidFest**
 Ensemble - **MidFest Bands**
 Organizer - **University of Georgia**
 Uploading begins - **Oct. 6, 2025**
 Uploading ends - **Nov. 3, 2025**

Acknowledgment Statement

University of Georgia requires directors to acknowledge the following statement:

I certify that all audition recordings are solely the work of each student. I understand that if the judge or the University of Georgia detects any form of outside assistance, the audition may be disqualified, and the student will no longer be considered for participation.

Click this button to acknowledge the statement.

I acknowledge this statement.

Click on the **Activate Event** button to activate this event and proceed with audition entries.

Activate Event

- Important Resource Files (information about event, YouTube video recording and upload instructions, etc.) are available under the activated event. After student selections are made, you will also be able to find festival information for the weekend (schedules, etc.) under resources.

Audition Events

Activate New Event

University of Georgia — MidFest Bands		Chair: Mia Athanas — myriam.athanas@uga.edu	
WN8J4TY — 2025 MidFest			
Event Description: The 35th University of Georgia Middle School Band Festival (MidFest)		Uploads Oct. 6 - Nov. 3	Upload deadline 28 days 08h:27m:03s
Resource files MidFest 2025 Recording Process Instructions			

- Once the event has been activated, then it is time to click [Entries](#) at the top to bring up this screen...

Tag - Event Name	Grade Levels	Required Student Fields	Actions	Upload Dates	Results
University of Georgia — MidFest Bands					
Chair: Mia Athanas — myriam.athanas25@uga.edu —					
WN8J4TY 2025 MidFest	2030 - Gr. 8 2031 - Gr. 7 2032 - Gr. 6	Required Students Fields Instrument Preference	Manage Entries	Oct. 6 - Nov. 3	Upload deadline 28 days 07h:02m:04s Roster

- Click the [Manage Entries](#) button to add your students to the correct audition for their instrument; **students can be entered in more than one audition – this makes the most sense for students auditioning to be considered for multiple instruments.**
- Then click the [New Entry](#) button in the appropriate section
- Select your student from the dropdown menu
 - If you do not see a student's name in the drop down, it means that they may need to be added as a student first or that required info is missing
- Select your school from the dropdown menu and if your student has participated in MidFest before, select [how many years attended](#).

DIR Home Schools Students Audition Events Entries Fees FAQ Helpful Tips Account Logout

Create New Entry

MidFest Bands

University of Georgia

2025 MidFest

Entry timeline - Oct. 6, 2025 thru Nov. 3, 2025

B-flat Clarinet

The following grade levels may be entered for this event:
2030 - Gr. 8
2031 - Gr. 7
2032 - Gr. 6

The following fields must be complete in each student profile:
Inst Pref

Create new Audition Entry for

B-flat Clarinet

Select Student

Required fields must be complete in Student profiles

John Doe

Select School

University of Georgia

of previous selections to MidFest Bands

1

Next

Cancel

- Click [Next](#)

- You can click [Manage Entries](#) again to see the list of students under the appropriate instrument awaiting the YouTube video link upload.

WN8J4TY - MidFest Bands
University of Georgia
2025 MidFest
Entries: Oct. 6 - Nov. 3

To ADD AN AUDITION

- Click **New Entry** in appropriate category
- Select** student & school
- Manage** entry
- Upload** media files

To CANCEL AN AUDITION

- Manage** entry
- Delete** media files

Uploaded media files will be locked (cannot be removed) after the upload deadline. If all required media files are uploaded, that entry is then deemed **complete** and ready for judging.

Any entry showing an alert will be deemed as **incomplete** (cancelled) when the deadline lapses and thus will not be judged. Invoice totals do not include incomplete entries.

Instrument	Action	Submission
Piccolo	New Entry - Piccolo	UGA MidFest Video Submission
Flute	New Entry - Flute	UGA MidFest Video Submission
Oboe	New Entry - Oboe	UGA MidFest Video Submission
Bassoon	New Entry - Bassoon	UGA MidFest Video Submission
B-flat Clarinet	New Entry - B-flat Clarinet	UGA MidFest Video Submission
Bass Clarinet	New Entry - Bass Clarinet	UGA MidFest Video Submission
Contra Clarinet	New Entry - Contra Clarinet	UGA MidFest Video Submission
Alto Saxophone	New Entry - Alto Saxophone	UGA MidFest Video Submission
Tenor Saxophone	New Entry - Tenor Saxophone	UGA MidFest Video Submission

- Once a student has prepared their audition, recorded, and created an **unlisted YouTube link** (SEE [MidFest 2025 Video Recording Instructions](#)) there are 2 options for uploading the YouTube link:
 - DIRECTOR UPLOAD:** once you have the **unlisted YouTube link** for a student's video audition, you can simply upload it by clicking the [Manage](#) button next to the student's name.

Update Audition - WN8J4TY

MidFest Bands
University of Georgia

2025 MidFest
Oct. 6, 2025 thru Nov. 3, 2025

[Return to Entry List](#)

John Doe
B-flat Clarinet
University of Georgia

Student Uploading - optional

- Provide this [Audition Access](#) to John.
- Access for this entry is: ☒ **Open**

Media Files

- All required media must be entered for an audition to be considered complete.
- Incomplete entries will not be judged.
- Judges are unable to view original audio file names.
- For events using video, use a non-identifiable YouTube account to maintain anonymity. Do not include students' names in video titles.

#	Type	Name	Controls	File Names	Media Playback
1	Video	UGA MidFest Video Submission	Update Video ID		Media file for UGA MidFest Video Submission has not been entered

- Click the [Upload Audio File](#) button
- The file must be an unlisted YouTube link (SEE INSTRUCTIONS)**

STUDENT UPLOAD:

Student Uploading - optional

- Provide this [Audition Access](#) to John.
- Access for this entry is:
☒ **Open**

- After clicking the [Manage](#) button, you can provide access to your student by clicking [Audition Access](#) under **Student Uploading**
- A personalized form is created for your student and it can be printed and given to them; the form contains a link and a pin



Festival Scores
Student Audition Upload

MidFest Bands
2025 MidFest

John Doe
B-flat Clarinet
University of Georgia

October 6, 2025 thru November 3, 2025
Students may upload only while auditions are open
Access will close at 11:59:59 PM (CT) on the ending date.

Access URL
<https://system.festivalscores.com/students/?tag=WN8J4TY&entry=f62d69b3>



PIN
452870

- Once the unlisted YouTube link is uploaded (by director or student)...the entry is "submitted" and complete. HOWEVER, if you would like to nominate a student but do not wish to have them complete an audition video, enter this dummy YouTube link <https://youtu.be/J8aupQHm83I> as their video audition. >>>> If your student submits this dummy link in place of an audition video, if selected for MidFest, they will be randomly placed in a clinic band. **ALL STUDENTS ARE HIGHLY ENCOURAGED TO SUBMIT AN AUDITION VIDEO.**

- Deleting an audio file will be regarded as a cancellation if the entry remains empty at the moment of the deadline. Only "complete" entries move on to nomination consideration.
- Student selections will be announced on or around November 17th.