

2021 Scholarship Auditions Application Instructions

1. Teachers will create a folder in Google Drive by following these steps:
 - Click “Shared drives”. Double click to open the Scholarship Auditions 2021 folder.
 - Click “New”, then click “Folder”.
 - Type your last name and Piano Solo to rename “Untitled folder” then click “Create”.
 - Create another folder the same way for Piano Concerto if applicable.
 - Download the Critique Forms from the website. Keep a master copy and duplicate it for each student entry (file). Fill in the appropriate information (see #2 and #3 below).
 - Label each critique form with division, then student first name and last name initial (e.g. Division III Susie K; Senior Concerto Ron R).
2. For Musical Scores:
 - For each composition, create a single PDF containing the total number of pages in the score. This may involve slight photo-reducing to fit 8.5x11 inch size. Label it by composer last name and the repertoire title.
 - To upload the PDF, go to Google Drive, click “New” and see the dropdown menu; then click “File upload.” Select the PDF to upload, then click “Open” for Google Drive to upload. Once uploaded, it will show “upload complete.” Close that window and the file will appear in your Drive. Click on it.
 - Go up to the My Drive menu and click on the “Get link” icon. Then click “Copy link.” Insert the link into the appropriate place on the Critique Form.
 - **Note:** All CMTA festival/audition participants are required to have purchased and own the scores of music performed in the auditions. One PDF scan of each work performed will be shared with one adjudicator for the event for the purpose of educational evaluation. Scores will be deleted at the conclusion of the auditions.
3. For Performance Videos:
 - Make a separate recording of the student performing each repertoire selection.

- The device for creating a video should be in horizontal position and angled so the judge can see the student in profile with their hands on the piano keys and feet on pedals. Please consider the visual aspects of posture, technique, and pedaling that the judges need to see.
- Memorization is required, so no music must be seen on the student's music rack. Each video must be made in a full take from a single camera angle. Video/audio editing is not allowed.
- For a concerto, record with only the student in view.
- To see how to create a YouTube channel, [click here](#).
- Log in to your YouTube account.
- Click on the video icon with a "+" at the top right side of the window, which can be found next to your user icon, messages, apps, and notifications.
- Click "Upload Video".
- Then press "select files to upload" to find the video file saved on your computer. Highlight the file, then click "Open." The video file will begin to upload and then process.
- While it is uploading, title the file with student's first name, then first initial last name, and repertoire title.
- When it has finished uploading, move the scroll bar to Audience. Check "Not for Kids." Click "Next", skip "Video elements" and click "Next" again. Under "Save or publish" click "Unlisted."
- Click "Save" which means the video is published.
- Copy the video link and insert into the Critique form. If necessary, at a later time you may click the pencil icon "Details" to find the video link on your YouTube Channel "Content".

4. For submission to **the Scholarship Auditions 2021 folder:**

- **Once all the critique forms have been completed, create a folder in the Shared drive for each division that is applicable to your students. [Note to Mac users: please export your critique forms in Pages to Word.]**
- **From your computer, drop your critique forms into the appropriate division folders. Check to make sure the critique forms are in the proper division folder. Then move the division folders to your Piano Solo folder or Piano Concerto folder in the Scholarship Auditions folder.**