

# Instructions for using HeartOut and Recording your All-State Audition

{{StudentName}}  
{{School}}  
{{Ensemble}}  
{{Instrument}}  
{{StudentEmail}}  
ID Number: {{AuditionID}}

This is a sample instruction sheet for your preliminary information only.

Directors: MPA-Online generates this sheet with all the {{template fields}} filled in for each of your students. Those are the instruction sheets you need to send to your students.

Audition must be completed between {{AuditionWindow}}.

*It is recommended that you read through all these instructions first before you start recording.*

1. Install the **HeartOut** app on your phone from the App Store or Google Play store.
2. **Registering for an Account:** Tap *Sign-In* and then if it's your first time using the app, tap "Don't have an account? Register"
  - a. Full Name: **{{StudentName}}** (If you or your parents would rather you only enter your last initial instead of your last name for online privacy, that will be fine)
  - b. Email: **{{StudentEmail}}** (If this email address is incorrect, use the correct one and **notify your director as soon as possible** so they can change it in MPA- Online)
  - c. It will also ask for your birthdate, city, and instrument. If you or your parents prefer not to disclose your city, you can enter *Florida* instead.
  - d. Choose a password that's at least 8 characters long.
  - e. Click *Create Account*
3. Tap *HO Contests*, then tap *Or Try a Recording Test* at the bottom of the screen to do some test recordings before you try the mock audition. After watching the test recordings, make adjustments to your phone's placement for the best sound quality (please note: this step can be done prior to creating an account)
  - a. Make sure the phone is sitting **sideways/horizontally** so the microphone on the bottom of the phone is not blocked.
  - b. Strings, Brass and Percussion: stand or sit approximately 5 to 6 feet away from your phone, and **do not aim your bell directly at the phone.**
  - c. Vocalists and Woodwinds: stand approximately 3 to 4 feet away from your phone.
  - d. Different phones may record better quality closer or farther away than these recommended distances. Use the *Recording Test* function as many times as you need to in order to find the best placement for the highest audio quality with no distortion.
  - {{JazzInstructionInsert}}
  - e. You can use headphones to *listen* to your test recordings, but **do not use headphones or an external microphone while recording**, except vocalists should use *wired* headphones or earphones (not wireless) to listen to backing tracks while performing.
  - f. Aim the phone's camera at yourself. The app will let you choose between the back or the front "selfie" camera, whichever you prefer. **Adjudicators will only be able to hear the audio**, but you must be recognizable in the video so your director can confirm it was you performing the audition.
  - g. Tap the HEART icon to start recording. Tap it again when you are ready to stop recording.
  - h. Tap the play button at the top of the screen to hear your Recording Test. Check your camera angle and make adjustments if necessary. Check your sound/volume and make adjustments if

necessary. You can tap *Not a perfect shot? Try again!* at the bottom of the screen to repeat the recording test as many times as you would like.

- i. When you are satisfied with the picture and sound, exit this by tapping the X in the top right corner.
4. Once you have done your recording test, tap *Mock Audition* and follow the instructions to learn the recording process by submitting a few mock auditions. These will not count toward your actual audition. (please note: this step can be done prior to creating an account)
  - a. Tap *Continue*
  - b. Answer the question
  - c. Tap *Start your Audition!*
  - d. You will then be prompted to check your battery
  - e. You will be reminded there are no do-overs
  - f. VERY IMPORTANT: You will be reminded to switch your phone to AIRPLANE MODE for no interruptions
  - g. A pop up box will appear warning you not to exit the app while recording or your trial will be marked as invalid. Tap *Continue*.
  - h. When you are ready to start your audition tap the HEART icon at the bottom of the screen. When you are done tap the same HEART icon. Once you end, your audition will be uploaded to the program. You will see your recording appear on the screen in a rectangle box
5. **When you are ready to record your audition for real:** tap *Private Auditions* on the bottom tab bar and enter the *Invitation Code: {{InvitationCode}}*
6. On the next page, it will ask for your ID Number: **{{AuditionID}}**

*Double- and Triple-check* that this number was entered accurately before tapping the button to continue. If you are auditioning on multiple instruments or multiple ensembles, make sure you are using this ID for your **{{Ensemble}} {{Instrument}}** audition. You should have received a separate instruction sheet with a different ID number for your other audition.

7. You can do more *Recording Tests* if you want to. Tap ***New Audition*** when you're ready to start recording your first try of the official audition.
8. **Get ready to record your audition in this order, beginning to end.** {{PerformanceOrder}} Have your music in order because you will not be able to stop or pause the recording until the very end. Between each section you should just take a brief moment to change your music and then continue with the next section. There should be **no talking** during the recording.
9. Follow the on-screen instructions to put your phone in Airplane Mode, position your phone, and tap the heart button to start recording the first take of your **{{Ensemble}} {{Instrument}}** audition.
10. Tap the "Stop" button when you have finished performing *all the sections* of the audition. Don't stop early! You only get to record three(3) takes, and every time you tap "Stop" you use one of them.
11. If you want to record a second or third version of your audition, tap *Record New Video*.
12. Once you have recorded all three versions, follow the on-screen instructions to turn off Airplane Mode and reconnect to WiFi.
13. Watch each one and decide which is your best. Tap to put a checkmark under your best recording that you would like to submit, and then tap the *Submit Audition* button.
14. When you see "Your audition was submitted successfully" you're all done!

*If you are auditioning on an additional instrument, or for an additional ensemble, you should have received a separate instruction sheet with a different ID Number, and possibly a different Invitation Code.*