



Missouri Music Educators Association

A Federated State Affiliate of the National Association for Music Education

MMEA WEBSITE

All-State Children's Choir Audition Form

Submitted: June 7, 2019

The following pages reflect the desired outline & functionality of the MMEA All-State Children's Choir Application

*Note: Each form/section of the Admin functionality needs to have the capability to add text information and/or instructions preceding the information fields.

See Gravity Form Example: <https://mmea.net/2020-all-state-childrens-choir-audition-form-example/>

Log-In

- One unique web link that can be accessed by teachers, parents, and students
 - Opens “Welcome Page”

Welcome Page

- Displays welcome message (example below)



Welcome to the 2020 MMEA All-State Children’s Choir

APPLICATION FORM

Who is completing this application?

- Teacher
- Student/Parent

CONTINUE

Student Profile: Page View

***Displays when continuing from Welcome Page**

My Account	
Application Progress	<input type="button" value="% Complete"/>
Student Information	✓
Parent/Gurardian Information	
School Information	
Performance Day Information	
Audition Materials Submission	
Submit Application	
Audition Fee Payment	

Application Information Here

****All completed sections will result in the “Check Mark” for completion and add to the Percentage Completed window.**

Student Information

➤ Form Fields

- Name of Student Auditionee
- Student Address

Parent/Guardian Information

➤ Form Fields

- Name of Primary Contact (Parent/Guardian)
- Parent/Guardian Phone
- Parent/Guardian Email

Save & Continue

Save & Quit

School Information

➤ Form Fields

- Name of School
- School Music Teacher Name
- Music Teacher Email
- School Principal
- Principal Email

Save & Continue

Save & Quit

Performance Day Information

➤ Form Fields

- Student T-Shirt Sizes (Drop Down)
 - Youth Small
 - Youth Medium
 - Youth Large
 - Youth Extra-Large
 - Adult Small
 - Adult Medium
 - Adult Large
 - Adult Extra Large
- Student Height (In Inches)
- List any food allergies that we should be aware of:

Save & Continue

Save & Quit

Audition Materials Submission

➤ Form Fields

- Part Auditioning For (Check Box)
 - Higher Part
 - Lower Part

➤ Submission Piece

Happy Birthday Upload Audition File

Choose File

➤ After File is Chosen

Happy Birthday

Preview

Remove

- If Preview is selected
 - Preview Media Window with Playback appears
- If Remove is selected
 - Confirmation window appears “Are you sure you want to remove this file?”

Save & Continue

Save & Quit

Submit Application

Submit application/s & Continue to Payment

- Submits all application information (populates database)
- Assigns a unique username & password
- Continues to Payment Page
 - Once Payment is Submitted
 - Displays Confirmation Window
 - Text TBD
 - Emails confirmation *and* PDF Receipt Attachment to
 - Parent/Guardian
 - Text TBD (Includes username & password)
 - Emails confirmation (no receipt) to
 - School Music Teacher
 - Text TBD

Submit this application & Return to Submit an ADDITIONAL Application

- Submits all application information (populates database)
- Assigns a unique username & password
- Returns to Welcome Page & Begins a *NEW* application

RETURNING TO APPLICATION

- Selection to View Application takes you to individual application

My Account	
Application Progress	% Complete
Student Information	
Parent/Gurardian Information	
School Information	
Performance Day Information	
Audition Materials Submission	
Submit Application	
Audition Fee Payment	

Application 1 Student Name	VIEW
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Application 2 Student Name	VIEW
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AMIN DASHBOARD

****Admin dashboard access by MMEA Admin & Unique username/password for coordinator**

DASHBOARD

➤ “Bulk Actions”

- Download
 - Database containing all information for each applicant
 - ****NO SOUND FILE**
- Email
- Delete

➤ Viewable fields needed in the dashboard (*All need capability to sort*)

- Student Name
- Parent/Guardian Name
- School
- School Music Teacher

➤ Documents & Media

- View & Edit

➤ Submission

- Paid
- Resent Receipt

➤ Email

- Resend

➤ NAME

• EDIT FUNCTION

- *View ALL information*

➤ Delete Function

- Provide a pop-up warning – “Are you sure you want to delete this application?”