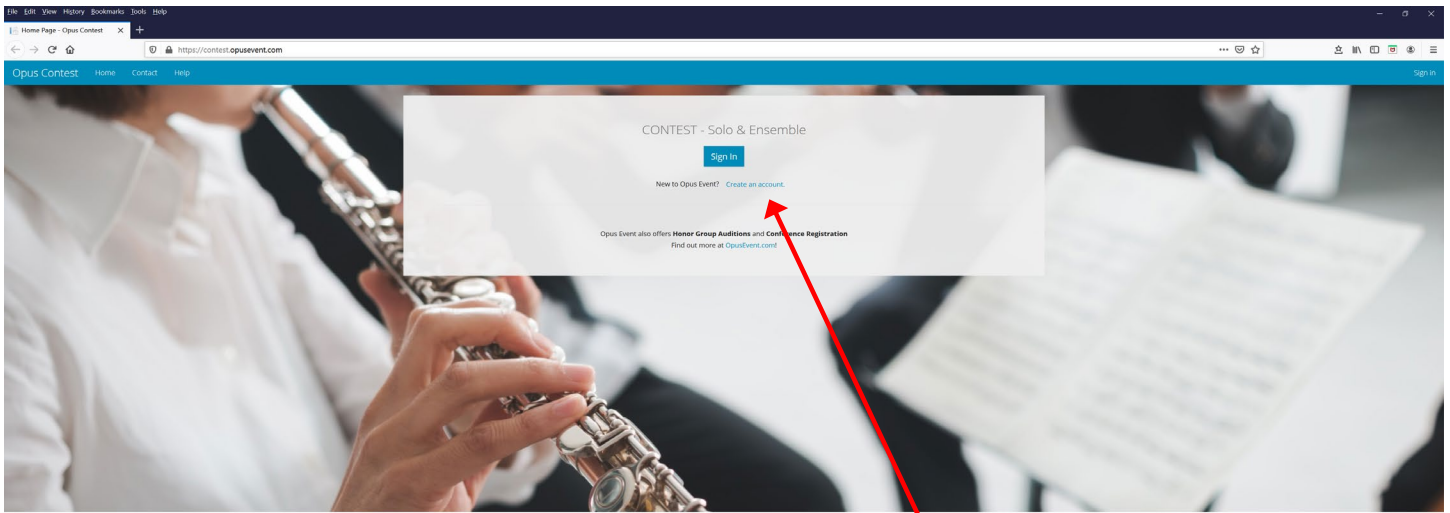


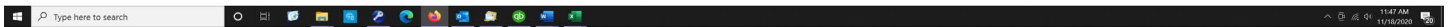
# Arizona Music Educators Association Solo & Ensemble Festival Registration Process

Sign up for an OpusEvent account.

1. [Follow this link](#) to sign up for an account.
2. Click “Create an Account”
3. If you have already created an account for Regionals or ABODA All-State Jazz Band, you do not need to create a new one. Just sign in and start registering student events.



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4. Enter your information – Make sure to use an email account that you check regularly. A PIN will be sent to this email that you need in the next step.

Step 1: New User Account      Step 2: Account Verification      Step 3: User Information

### Step 1: Create a new User account

First Name	<input type="text"/>	<b>Password Requirements:</b> <ul style="list-style-type: none"><li>• Must be at least 6 characters in length</li><li>• Have at least one number</li><li>• Have at least one special character</li><li>• Have at least one lower case letter</li><li>• Have at least one upper case letter</li></ul>
Last Name	<input type="text"/>	
Email	<input type="text"/>	
Password	<input type="password"/>	
Confirm password	<input type="password"/>	

[Next](#)

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5. Check the email that you entered for the PIN that was automatically sent you. Enter it here:

The screenshot shows the 'New User Account' registration process at Step 2: Account Verification. The page has a progress bar at the top with three steps: Step 1: New User Account (green), Step 2: Account Verification (orange), and Step 3: User Information (grey). Below the progress bar, the title 'Step 2: Account Verification' is displayed. A message states: 'An e-mail containing a PIN has been sent to: info@naime.com. Please view the e-mail and enter the confirmation PIN below.' There is a text input field labeled 'PIN' and a button labeled 'Resend PIN'. At the bottom left, there are 'Back' and 'Next' buttons. The footer contains the text '©2025 - CrossChem, Inc.'

6. Complete your registration by entering mailing and phone information.

The screenshot shows the 'New User Account' registration process at Step 3: Fill out my user information. The page has a progress bar at the top with three steps: Step 1: New User Account (green), Step 2: Account Verification (green), and Step 3: User Information (orange). Below the progress bar, the title 'Step 3: Fill out my user information' is displayed. The form contains several input fields: Address 1, Address 2, City, State (a dropdown menu with 'Select...' and a downward arrow), Zip, Primary Phone, Secondary Phone, and Link a Membership (a dropdown menu with 'Not at this time' and a downward arrow). At the bottom left, there are 'Back' and 'Create User' buttons. A red circle highlights the 'Back' and 'Create User' buttons, and a red arrow points from the text below to the 'Link a Membership' dropdown menu.

This is where you link to your NAFME membership.

7. Enter required information regarding your NAFME membership. Double check that you are using the email address that is affiliated with your NAFME membership. If you are unsure of your NAFME ID number and email address, please confirm with the AMEA Executive Director. [executivedirector@azmea.org](mailto:executivedirector@azmea.org)

New Affiliate Membership

Membership Type\*  
▾ NAFME ▾

Primary NAFME e-mail\*  
[Input Field]

NAFME ID\*  
[Input Field]

Affiliate Information

Affiliations:  
Membership Type:  
Expiration Date:

Cancel Save

NM 89061 Verified

8. You now have an Opus Event Account and can begin registering students.
9. Search for Arizona Events by entering “AZM” in the search window. Select AZMEA 2021 Solo Ensemble Festival.

Select Event

My Events All Events AZM Search Clear

Event	Registration Starts	Event Date	Select
2021 NAFMEA All-State Band	Tue, September 21, 2020	Wed, November 04, 2020	Select

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10. Add your school to your registration.

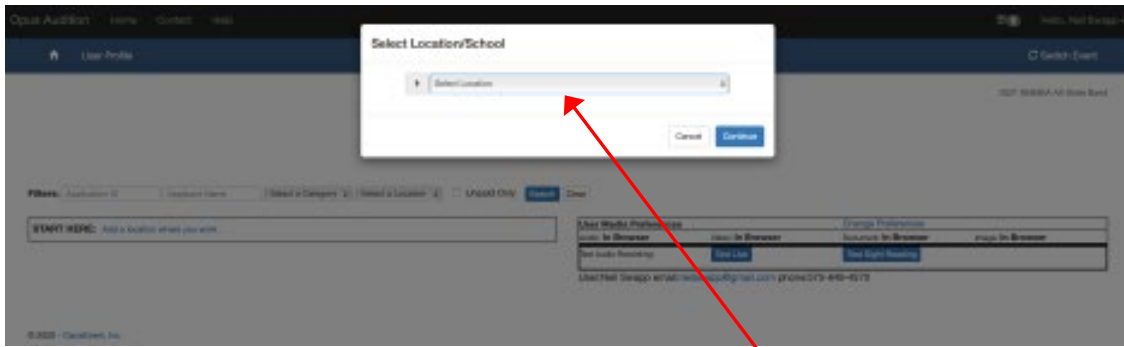
Contest Home - Opus Contest

Location	Reference	Add Location	Invoice	Receipts	Event
9114 Phoenix Christian School	80.00	Add Entry			

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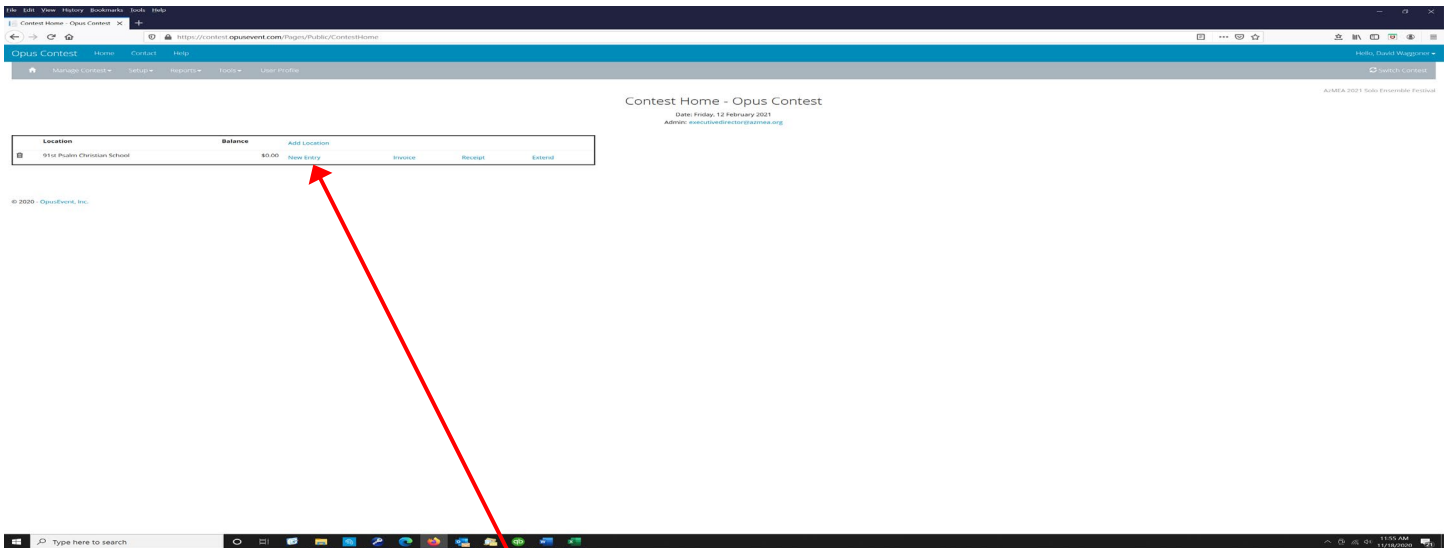
Add Location

11. Click here for a drop down menu and select your school. A list of long list of schools will appear, choose your school.



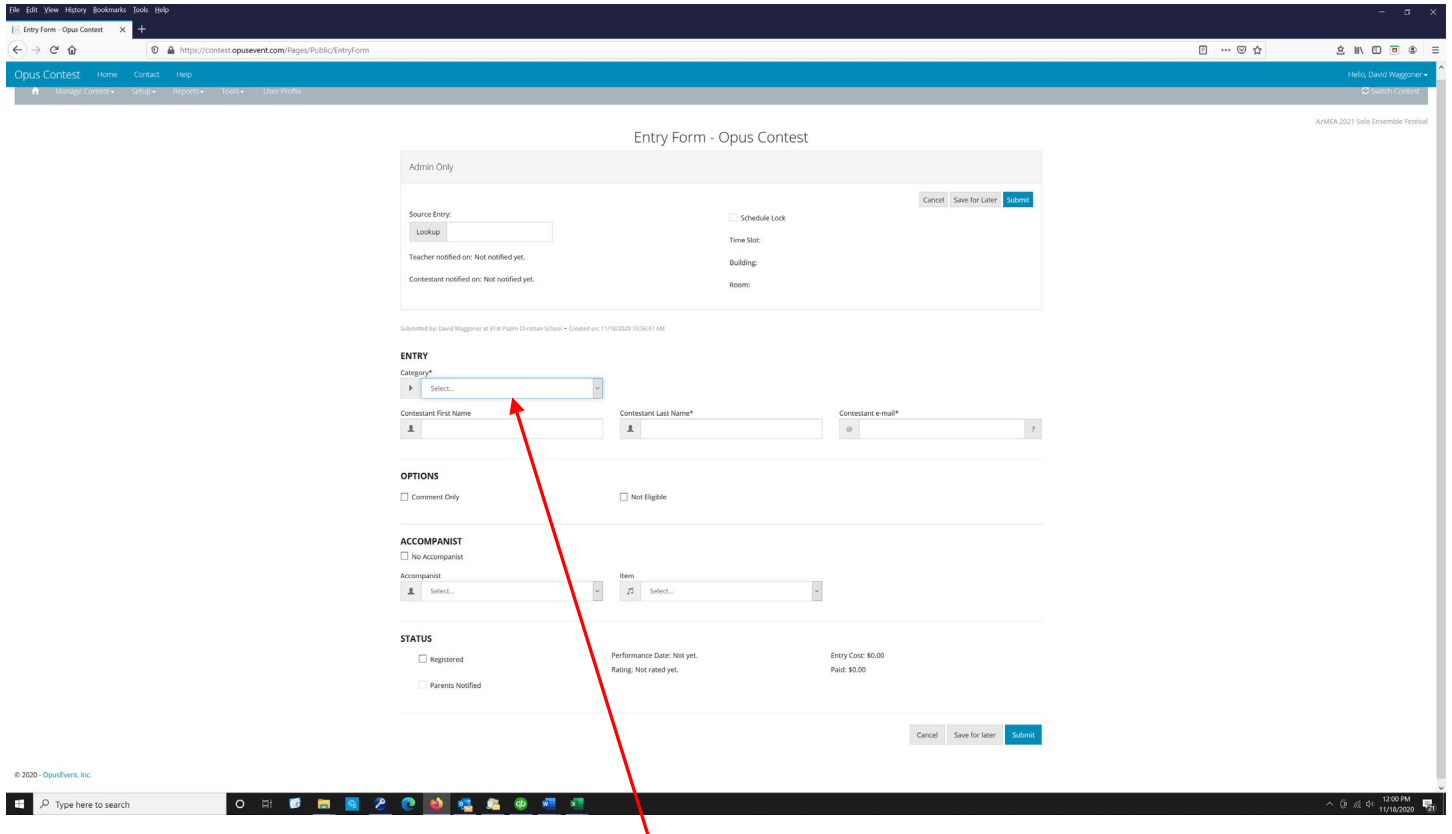
Choose School

12. To begin registration, select “new entry”.



New Entry

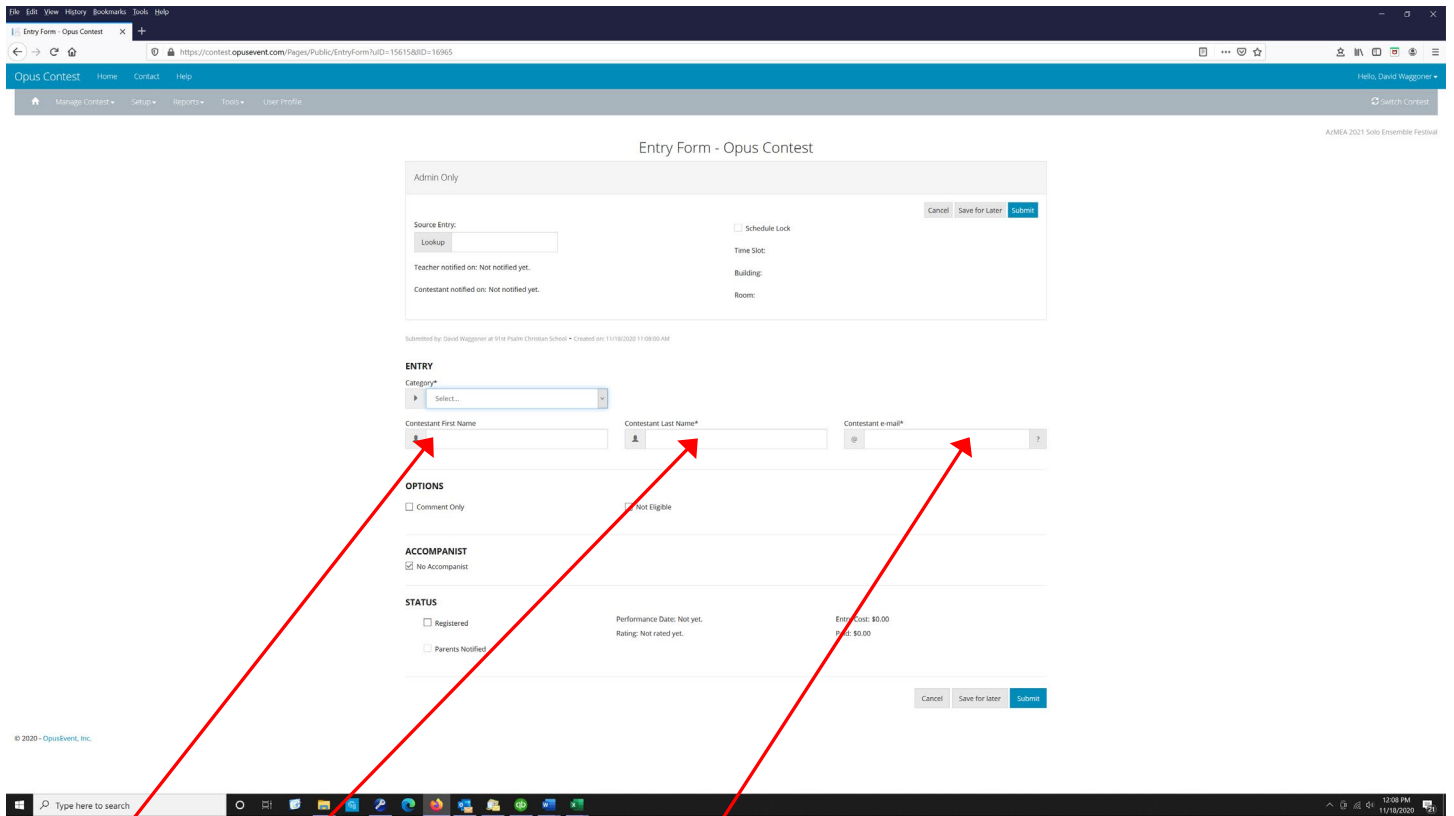
13. Select Category - Click here for a drop down menu and select your event classification choice.



Pull Down Menu

14. Enter student information.

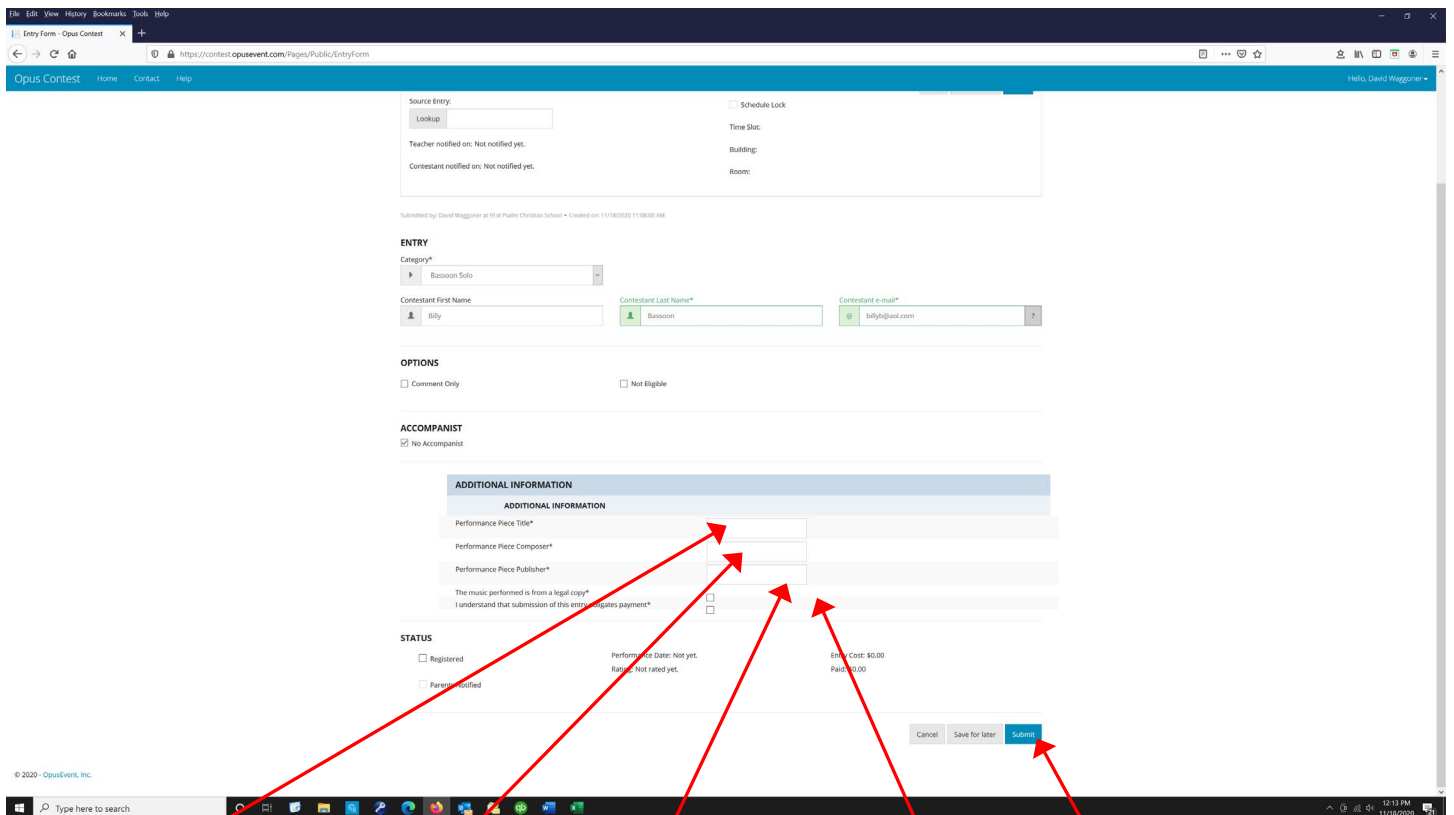
1. Make sure first and last name are in the correct field.
2. A valid student email must be entered. This is the email where the student will receive their audition link, so the email must be able to receive emails from outside your district.
3. For Duets and Ensembles, add member names.
4. Fill Out Additional Information.
  - A. Performance Piece Title.
  - B. Performance Piece Composer.
  - C. Performance Piece Publisher.
  - D. Check boxes for legal copy and payment obligation.
5. Once all information is entered correctly, select "Submit"



FName

LName

Email



Title

Composer

Publisher

Check Boxes

Submit

## 15. Enter next registration using the same process as for the first.

The screenshot shows the 'Contest Home - Opus Contest' interface. At the top, there's a navigation bar with 'Opus Contest', 'Home', 'Contact', and 'Help'. The main content area is titled 'Contest Home - Opus Contest' and includes the date 'Friday, 12 February 2021' and the admin email 'executivedirector@azmea.org'. Below this is a table with columns for 'Location' and 'Balance'. The first row shows '91st Palm Christian School' with a balance of '\$25.00'. A red arrow points to the 'New Entry' link in the 'Location' column. To the right of the table are 'Filters' for 'Entry ID', 'Entry Name', 'Select a Location', 'Select a Class', and 'Select a Category'. Below the filters is a 'Show Ensemble Members' checkbox and a 'Search' button. At the bottom, there's a table with columns for 'ID', 'Name', 'Email', 'Class', 'Category', 'Item', 'Entry Cost', 'Balance', 'Registered', 'Ineligible', 'Withdrawn', 'Status', and 'Location'. The first row shows '70221', 'Bassoon, Billy', 'bvwag@aol.com', 'Solo', 'Bassoon Solo', 'Bassoon', '\$25.00', '\$25.00', a checked 'Registered' box, an unchecked 'Ineligible' box, an unchecked 'Withdrawn' box, 'Unpaid' status, and '91st Palm Christian School' location. There are 'Receipt' and 'Move' buttons for this entry. The footer shows '© 2020 - OpusEvent, Inc.' and a Windows taskbar at the bottom.

## 16. Payment Options.

### 1. Credit Card.

- On your Event Home Page, check the boxes of the student applications you want to pay via Credit card.
- Click on the **Pay Selected** link.
- You will be directed to a secure Credit Card page.
- Enter your information and submit payment.
- You will receive a receipt via email.

### 2. Pay via PO or Check.

- You will receive an email invoice from AMEA.
- Please respond to the email with a PO number or check information.
- If you have questions, contact David Waggoner, AMEA Executive Director. [executivedirector@azmea.org](mailto:executivedirector@azmea.org)