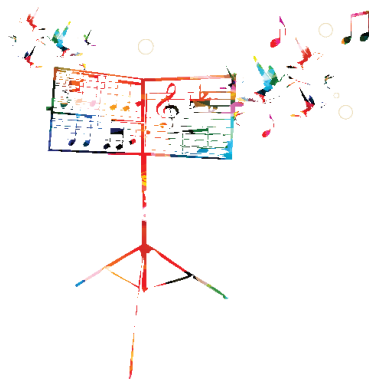


## StudentFolder.info



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## Summary

StudentFolder.info has been redesigned in 2023-24 to provide students with a cleaner style and enhanced functionality.

Specifically, we hope you will find the system easier to navigate, a uniform look-and-feel between pages, better feedback on actions, and that it provides a faster response.

The main page provides an overview of the main sections:

- Schools,
- Emergency Contact,
- Voice Part
- Events,
- Profile, and
- Support

## Schools

Add a new school or change the status of an existing school. Please note that you can only have one “current” school at a time. If you are moving from one school to another, change the status of your “current” school and then add the new school with the status of “current”.

## Emergency Contacts

Add/edit your Emergency Contacts. Note that most events **require** you to have one Emergency Contact with a reachable phone number.

## Voice Part

Edit your default voice part. This voice part will be used when your audition profile is created but can be changed for each audition if desired.

## Events

If the Teacher at your “current” school has been invited to participate in an event, that event will be displayed on this page. Complete the forms on the page to provide your Teacher with the information, files, etc. needed to register you for an event.

## Profile

Manage your biography, phone, address information from the Profile page. Your Voice Part and Emergency Contact information is also duplicated here for your ease of change.

The following pages will detail each section, highlighting information that you’ll want to use.

## Support

If additional support is required, you can use this form to reach your teacher or event managers.

## Do This First

### Register

If this is your first time using StudentFolder.info or if you haven't used StudentFolder.info in over one year, please click the 'Register' link at the top-right-hand corner of the splash page.



All fields of the Register form are required to be completed. You'll need to know the zip code of your school to select the school. Once selected, your teacher will be immediately selected as well. If there are multiple teachers at your school, you'll be able to select a teacher by name.

If the system recognizes you (ex. you already have an account in the system), you'll be directed to your teacher for your Log In credentials. You can also just use the process outlined below to Log In.

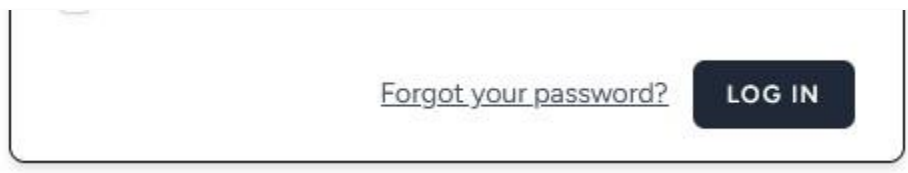
### Log In

If you have used TheDirectorsRoom.com within the past year, your email address should have been moved to this new version, but your password will need to be reset.

- Click the "Log In" link at the top-right-hand corner of the page.



- Click the "Forgot your password?" link next to the "Log In" button.



- Enter your email address and click "Email Password Reset Link" button.
- If the system finds your email address, you'll see the following message:

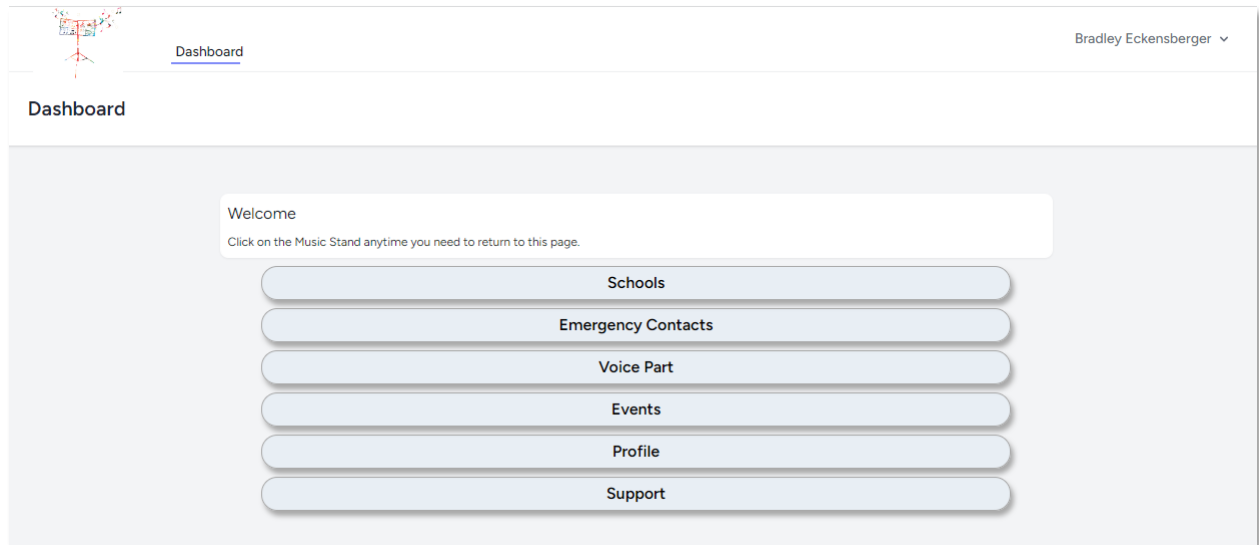
We have emailed your password reset link.

- Otherwise, you'll see the following error message:

We can't find a user with that email address.

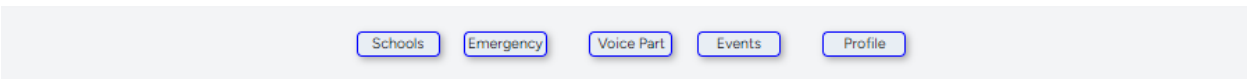
- If you still can't log in after following the steps above, please see your Teacher to create an account for you.

When successfully logged in, the Home page will display as follows:



You can return to this page at any time by clicking the 'Dashboard' link or the music stand icon.

All subsequent pages will display a mini menu of these options (other than Support) across the top of the page:



## Schools

Use the Schools page to add a school or change your status in relation to that school.

Clicking the "Add" button will display the following form:

Please note: You may only have one school with a "Current" status. If you wish to add a new Current school, please click the "Schools" button above and then edit the Current school to change that school's status. You may then add a new Current school.

**Add a new school to my roster of schools**

Name

After entering six characters, the page will display any schools found matching those characters:

Please note: You may only have one school with a "Current" status. If you wish to add a new Current school, please click the "Schools" button above and then edit the Current school to change that school's status. You may then add a new Current school.

**Add a new school to my roster of schools**

Name

4 Schools found

- [Central Regional High School \(08721\)](#)
- [Hopewell Valley Central High School \(08534\)](#)
- [Hunterdon Central Regional High School District \(08822\)](#)
- [West Morris Central High School \(07930\)](#)

Clicking a school's name will display the teacher names from that school if more than one teacher is on the system:

Please note: You may only have one school with a "Current" status. If you wish to add a new Current school, please click the "Schools" button above and then edit the Current school to change that school's status. You may then add a new Current school.

**Add a new school to my roster of schools**

Name

**Hunterdon Central Regional High School District**

2 Teachers found

- [Hillary Colton](#)
- [Megan J Petrushun](#)

Clicking a teacher's name (or if only one teacher is on the system) will display the form for changing your status at that school:

Please note: You may only have one school with a "Current" status. If you wish to add a new Current school, please click the "Schools" button above and then edit the Current school to change that school's status. You may then add a new Current school.

**Add a new school to my roster of schools**

Name

Hunterdon Central Regional High School District

Teacher: Hillary Colton

School Status

alum

[Add School](#)

## Emergency Contact

Click the “Add” button to add a new Emergency Contact or “Edit” button to edit an existing Emergency Contact.

Schools Emergency Voice Part Events Profile

#	Name	Relationship	Email	Phones	
No Emergency Contacts found					

**Add a contact to my roster of emergency contacts**

Relationship

Name

Email

Preferred Pronoun

Phones

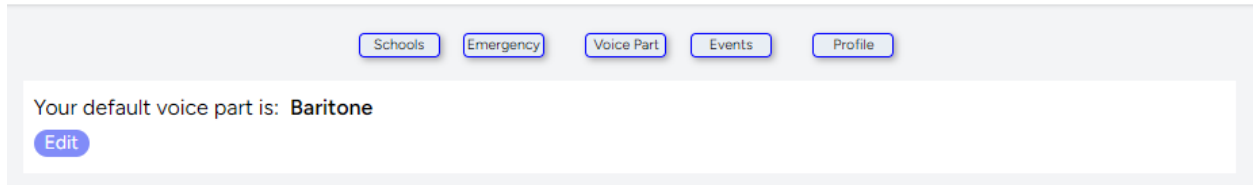
<input type="text" value="cell phone"/>	Cell
<input type="text" value="work phone"/>	Work
<input type="text" value="home phone"/>	Home

[Add Contact](#)



## Voice Part

Your default voice part will be used as the default for all auditioned events, but may be changed to an event-specific voice part if desired.

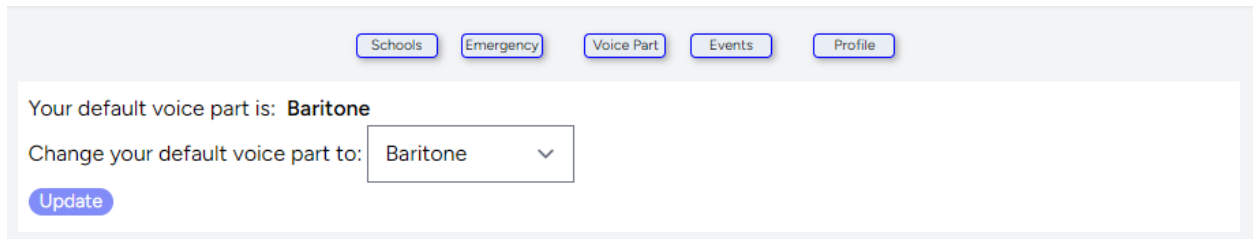


Schools Emergency Voice Part Events Profile

Your default voice part is: **Baritone**

[Edit](#)

Click the “Edit” button to edit your default voice part.



Schools Emergency Voice Part Events Profile

Your default voice part is: **Baritone**

Change your default voice part to:

[Update](#)

## Events

The display of the “Events” page is dependent on the specifics of the Event. Your display will be like the following but may differ in some respects.

The Events page will first display a table of available events.

#	Name	Short Name	
1	Morris Area Honor Choirs 2024	MAHC 2024	<a href="#">Register</a>

Click the “Register” button to begin the registration process:

Registration information for Morris Area Honor Choirs 2024

<p><b>1. Audition Profile</b></p> <p>Cell phone is missing.</p>	<p><b>2. Emergency Contacts</b></p> <p>Emergency Contact is complete.</p>
<p><b>3. Audition Voice Part</b></p> <p>Voice part is complete.</p>	<p><b>4. Audition Application</b></p> <p>Application has all required signatures.</p>
<p><b>5. Audition Upload Recordings</b></p> <p>0 out of 3 recordings have been approved.</p>	<p><b>6. Audition Payment</b></p> <p>\$0.00 out of \$15.00 paid.</p>
<p><b>7. Pitch Files</b></p>	

Clicking the “eye” icon will open/close each section.


The system will display red and green highlighted status sections to indicate areas which are complete (green) or which need to be completed (red) as well as brief messages indicating missing components.

## Audition Profile

The Audition Profile section primarily displays information collected from your Profile page. You need to return to the Profile page to change this data.

If you want your name on the Event program to display differently, you can use this section to change the "Program Name" field. Check with your teacher to confirm that the event will be using this data to create their program.

1. Audition Profile



Cell phone is missing.

The following information can be changed by clicking on the [Profile button](#) above.

**Name** Student Name

**Address** 101 Main Street

**Height** 66" (5' 6")

**Home Phone** (800) 555-1212

**Cell Phone**

**Email** sname@studentfolder.info

---

**Program Name**  
 (If you want the program to display a different name than shown above, please update this value.)

Student J. Name

Update

## Emergency Contacts

The Emergency Contact section displays Emergency Contact information entered on the Emergency Contact or Profile pages. If this information needs to be changed, return to those pages for editing.

### 2. Emergency Contacts

Emergency Contact is complete.

The following Emergency Contact information can be changed by clicking on the [Profile](#) button above.

**Name**    Emergency Contact Name  
**Email**    econtact@example.com  
**Cell Phone**    (800) 555-1212  
**Home Phone**  
**Work Phone**    (800) 555-1313 x8901

### Audition Voice Part

The audition voice part defaults to your Default Voice Part but can be changed here if you wish to audition on a voice part other than your default voice part.

### 3. Audition Voice Part

Voice part is complete.

Voice Part

Alto I


Update

### Audition Application

Display and print your audition application from this section. If your event uses an eApplication, these check boxes will display on the form for your use. If the event allows you to print the application, a printer icon will display as follows:

### 4. Audition Application

Application has all required signatures.



**Morris Area Honor Choir - Middle and High School**  
**Morris Area Honor Choirs 2024**  
eApplications are accepted through: **Friday, November 3rd**  
All audio files must be submitted to your sponsoring Directors.  
PLEASE NOTE: Morris Area Choral Directors Associations reserved the right to require masks at any time, based on current health guidelines and best school requirements.

## Audition Upload Recording

If your event is virtual, you will use this section to upload your audition files. Once uploaded, you may replay, reject, and re-upload files until your teacher has approved the file. Once approved, files cannot be re-uploaded or removed.

### 5. Audition Upload Recordings

2 out of 3 have been recordings uploaded.  
0 out of 3 recordings have been approved.

Upload **SCALES LOW** Recording

Choose File No file chosen

Upload

Play **SCALES HIGH** Recording

0:00 / 0:35

Reject

Play **SOLO** Recording

0:00 / 0:23

Reject

## Audition Payment

You will use this section if your event allows electronic payments, otherwise all payments are to be turned in to your teacher.

### 6. Audition Payment

\$0.00 out of \$15.00 paid.

Click the PayPal button to pay: \$15.00

[PayPal](#)

## Pitch Files

If Pitch Files are available for your event, these will be found here:

7. Pitch Files

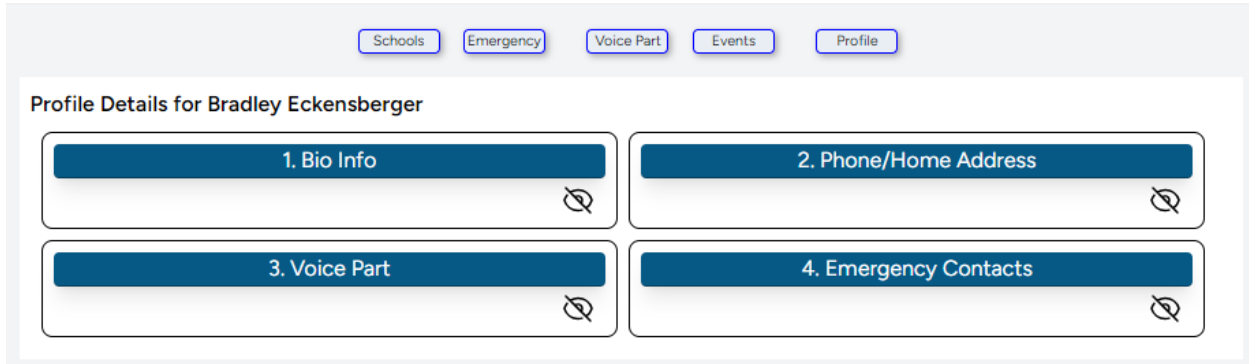
Pitch Files for: MAHC 2024

order	description	play
1	High School Soprano I Scales Low	▶ 0:00 / 1:07
2	High School Soprano I Scales High	▶ 0:00 / 1:37
3	High School Soprano I Solo (Just As The Tide Was Flowing)	▶ 0:00 / 2:38
4	High School Soprano II Scales Low	▶ 0:00 / 1:05
5	High School Soprano II Scales High	▶ 0:00 / 1:05



## Profile

Use the Profile page to update your biography, phone/home address, default voice part, and emergency contact. Your Voice Part and Emergency Contact information is also duplicated here for your ease of change.



Clicking the “eye” icon will open/close each section:

This screenshot shows the profile page with all four sections expanded. The title 'Profile Details for Bradley Eckensberger' is at the top. The sections are as follows:

- 1. Bio Info:** Contains fields for Name (Bradley Eckensberger), Email (test@studentfolder.info), Preferred Pronoun (she/her/hers/herself), Grade (11), Height (74"), Shirt Size (double extra large), and Birthday (17-Feb-2018). An 'Update' button is at the bottom.
- 2. Phone/Home Address:** Contains sections for PHONES (Cell Phone and Home Phone) and HOME ADDRESS (Address 1, Address 2, City, State (New Jersey), Zip Code). An 'Update' button is at the bottom.
- 3. Voice Part:** Contains a Voice Part dropdown menu (Baritone) and an 'Update' button.
- 4. Emergency Contacts:** Displays 'No Emergency Contact Found' in red text and a green 'Add' button.