



Director Checklist

RESOURCES

FAQ's

The Frequently Asked Questions, Director information and other useful documents can be found by visiting the ISSMA website.

HeartOut's [General Introduction Video](#) (Click this link to watch the video.)

- Correspondence & Information will be sent to directors from info@HeartOut.io.
- Be sure school email does not filter or block this email.
- An online Director's Account through HeartOut will allow access to submitted student videos, feedback, and ratings.

ISSMA District Virtual Solo and Ensemble Entry Form

- If you did not print your entry/invoice at the time of registration, a link to this form/information was included in the email sent from webmaster@issma.net after completing the registration of your entries. Media ID Codes and renaming instructions for PDF music files are referenced next to each registered event.

Dropbox

- PDF versions of legally purchased music will be uploaded using Dropbox.com. This will enable the electronic distribution of the music to adjudicators.
- Directors must have an ISSMA Dropbox Share before beginning the submission process. Directors who do not have an ISSMA Dropbox Share will receive an email with additional instructions shortly after their registration on the ISSMA website.
- Notify the ISSMA office if you need to change your Dropbox email. (tponcar@issma.net)
- Refer to the attached Upload PDF Files to Dropbox for specific instructions on submitting music to ISSMA. (*see below*)
- All uploaded music will be deleted from the Dropbox folder following the virtual assessment dates.

COMMUNICATE TO YOUR STUDENTS

Invitation Codes – Provide the Invitation Code specific to the Week 1/Week 2 Evaluation Day for your zone.

- District Solo & Ensemble, Week #1 – code: **ISSMA02272021**
- District Solo & Ensemble, Week #2 – code: **ISSMA03062021**

Media ID Codes – Provide the unique Media ID code to each soloist or leader of the ensemble. These codes can be found on your ISSMA Registration Form, and are:

- Specific to each student/entry
- Specific to each video submission
- Used along with the event name to rename individual PDF music files

HeartOut Student User Guide

- Distribute this guide to assist your students in the use of the app and the recording process.

Submission Window (Deadlines)

- Video performances cannot be recorded prior to the submission window.
- Both videos and PDF copies of music **MUST** be uploaded by the Submission Deadlines.
- Videos **MUST** be recorded and uploaded live via the HeartOut App.
- Directors will rename and upload PDF copies of music performed to their ISSMA Dropbox folder.
 - Copyright Compliance – All music used must be legally purchased originals.
 - Write the unique 5-digit, MEDIA ID Code on the top right corner of each score. This code will connect the video performance and the music to specific auditions. The student should display the music and code at the beginning of the video recording to satisfy publishing copyright requests AND to verify the judge is viewing the correct performance.
 - PDF's (Portrait view) should be renamed by Media Code Number followed by Student/Ensemble Name as identified on the entry form. (See last page)
 - All performed measures **MUST** be numbered before uploading the music.
 - If music is not submitted by the deadline or is uploaded incorrectly, the performance will still be assessed, but without the assistance of the musical score as a reference.
 - **Group I events not submitting a score or submitting an incomplete or incorrect score with all performed measures numbered, will be assessed as a Group II event. Solo and ensemble events performing in Groups V – II must submit a complete and accurate PDF file of the score/parts with all performed measures numbered. Penalty: One division rating lower.**

<i>Evaluation Day</i>	<i>Video/Music Submission Windows</i>
<i>February 27, 2021</i> <i>Vocal/Piano Zones 2, 4, 6, 8</i> <i>Wind/Perc/Strings Zones 1, 3, 5, 7</i>	<i>February 3 – February 17, 2021</i> <i>Week 1 Video & Printed Music</i>
<i>March 6, 2021</i> <i>Wind/Perc/Strings Zones 2, 4, 6, 8</i> <i>Vocal/Piano Zones 1, 3, 5, 7</i>	<i>February 3 – February 24, 2021</i> <i>Week 2 Video & Printed Music</i>

Percussion Solo Requirements

- The Percussion Rudiment/Scale/Pattern Requirements for Percussion Solo events will be two rather than three. Soloists must perform the requirements indicated for each Group Level in the event for which they entered.
- Visit the [Spring Semester Event Changes and Requirements](#) on the ISSMA website to see the adjustments that have been made to the required Rudiments, Scales, and Patterns.

Designate a student leader for each ensemble that will be responsible for downloading the app, signing in, recording the performance, and submitting the video via the HeartOut App.

- If you prefer to record the ensembles, you will need to follow the process for logging in/registering this assessment via the HeartOut App.

Privacy Policy

- HeartOut is compliant with COPPA laws. (Children's Online Privacy Protection Act)
- Students under 18 years of age will be asked to sign-in with parent consent and email. HeartOut does not use any information for marketing purposes. Registration information is used to communicate with users for tech assistance.
- Users should log in using the FREE app.
- Do not log in through Facebook, Instagram, or Google accounts.

Importance of copyright compliance

- Any music performed must be legally purchased prior to the performance and any copies of the music used in preparation must be discarded afterwards.
- To honor requests from publishers, performers must hold up the music showing the title of the composition prior to the performance.
- The Media ID Code must be clearly visible on the top right corner of the score.

Recording Considerations

- Horizontal (Landscape view) should be used for the smartphone recording.
- Position of the performer/ensemble
- Video clarity & Screen proportion
- Distance from the camera
- Volume/Balance of performer/accompaniment

Setting up the Environment

- Phones should be set to Silence/Airplane Mode as prompted by the App.
- Wi-Fi should be turned off when recording but must be on when uploading/submitting.
- Designate a quiet area, well-lit and private.
- Limit chances of distractions and interruptions.

Preparing their Introduction

It is recommended that performers introduce:

- Themselves
- Title of their composition
- Composer/Arranger
- Collection or Source (when applicable)

Feedback & Awards

- Directors will have access through their HeartOut account to the student videos, written commentary and rating after the assessments have been completed. Directors may share printed comments, ratings, and review the performance videos with students, much like they would after a normal in-person Solo and Ensemble event. The students will not know their rating until it is shared by you, the director.

Medals will be sent to directors from the ISSMA office after the district event.

(See Page 4 below for Dropbox information)

UPLOADING AND RENAMING PDF FILES

To Upload PDF Files to Dropbox for ISSMA District Virtual Solo and Ensemble

1. All PDF versions of the printed music scores need to be complete with all performed measures numbered, and the MEDIA ID CODE written in the top right corner of the first page.
2. Directors will upload PDF scans of the student's music pages to the director's current ISSMA Dropbox shared folder. A folder labeled "PDF Upload" will be placed in the main Dropbox folder to receive the files. If you do not have an ISSMA Dropbox share, you will receive a share request soon after the registration deadline date.
3. Scan the music to be submitted for the Virtual Assessment. Use a scanner with a document feeder to create a single PDF of all pages. If a selection has multiple pages from a book, you must copy each page to create single sheets and use the document feeder on the scanner to create a single PDF file. If your scanner can only create single-page PDFs, Acrobat Pro or other software can be used to merge the individual pages into a single PDF.
4. After the files have been scanned, locate them and RENAME the files with the unique Media ID Code and Event name as identified on the entry form. When renaming the file put the Media ID code first, then the name of the student/ensemble leader matching your entry. (**Ex: 54321 Mary Smith**).
5. We will use the WEB-BASED Dropbox for submissions to avoid problems with directors who may have multiple logins to Dropbox. To login, go to **dropbox.com**, click "Sign In" on the upper right corner, enter your username and password, then click the blue "Sign In" bar to complete the process.
6. On the left side of the next screen, click "All Files" to find your Dropbox folders. Some directors may have many folders and some only a few, depending on the amount of ensemble entries you have had in the past. Find the "PDF Upload" folder and click on the folder name.
7. On the right side of the screen, you will see "Upload Files". Click that link and a pop-up window will open. Navigate to the folder that contains your PDF files, then select the files to upload. To select multiple files to upload, hold down the Ctrl-key on a PC or the Command-key on a Mac and click each file to select. Click the "Open" button and the files will be uploaded to your Dropbox folder. Wait until you see the notification that all files have been uploaded.
8. Close out of the Dropbox website and your upload process is complete.
9. To comply with Federal Copyright Laws, once the music has been successfully submitted any photocopies of the music **MUST** be destroyed.