

# HEARTOUT STUDENT USER GUIDE

## District Virtual Solo and Ensemble



**i** This *HeartOut User Guide* will provide information on basic steps to login and use the App. Please note the information you will need to complete to register, login and submit your performance video.

- Students under 18 years of age must obtain parent consent and register using a parent email.
- Obtain the Invitation Code and Media ID Code from your director.

### BEFORE YOU BEGIN

#### You will need...

- 1) Smartphone
- 2) Invitation Code
- 3) Media ID Code
- 4) Student/Ensemble Name
- 4) Correct spelling of school and director's name
- 5) Title of Composition & a legal copy of the music
- 6) Composer/Arranger of the selection being performed

### BEFORE THE PERFORMANCE

**i** Practice all aspects of the performance.

- Try a **Test Recording** to check positioning, clarity of the video and audio balance, (especially if singing with an accompaniment track.)
- Check that all performers can be seen, adjust lighting & audio, minimize distractions.
- Introduce yourself/the ensemble
- Hold up the first page of your music with the Media ID code printed clearly on the page.

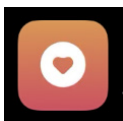
**i** Place your phone on Airplane Mode & Check your Wi-Fi strength.



**Airplane mode** will allow access to camera and audio without interruptions and notifications interrupting the recording in process. Be sure to follow any prompts the app gives for when to use/not use Airplane mode in the recording process. **Turn off Wi-Fi** when recording your video and use your phone's local data for speeding up the recording process. However, your Wi-Fi will need to be turned back on to submit and complete the audition process.

### DOWNLOAD THE APP

**i** Download the most current version of the HeartOut App. (Google Play/ App Store)



Available for both Android and iPhone smartphone users.

If you already have the app on your phone, check that you have the recent update installed.

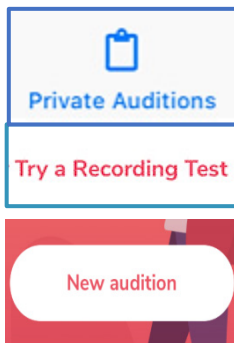
### LOGIN & REGISTER

**i** Register your account

Sign in using a personal email and password you create. If performing in an ensemble, your director or the student/leader should register, login and submit the performance video.

## SELECT THE CORRECT ICON

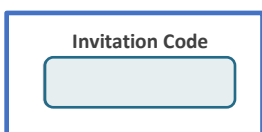
### **i** Select Private Audition



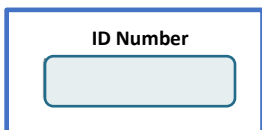
HeartOut allows you to practice using the app through the “Private Audition Tab.” Users may select “**Test Recording**” to check camera angle, volume level, balance, & lighting before recording the 3 attempts allowed for your actual performance video. Use Landscape view (horizontal view) when recording.

When ready to record your video, select “**New Audition**”. Enter the Invitation Code. Enter the Media ID Code you received from your director in the box labeled **ID Number**.

### **i** Enter **Invitation Code** & the **Media ID Code** you obtained from your director.

A screenshot of the app interface showing a text input field labeled 'Invitation Code' with a light blue border and a rounded rectangular input area.

The **Invitation Code** is specific to District events  
District Solo and Ensemble, Week 1: **ISSMA02272021**  
District Solo and Ensemble, Week 2: **ISSMA03062021**

A screenshot of the app interface showing a text input field labeled 'ID Number' with a light blue border and a rounded rectangular input area.

The **Media ID Code** (ID Number) will allow access to your “**Pending Auditions.**” This code should also be written on the top right corner of your music as you hold it up prior to the start of your recorded performance. Once this unique code is registered, it cannot be used again.

## Pending Auditions/ Sent Auditions

Users will see specific fields that correspond with your voice/instrument/ensemble, i.e., Vocal Solo, Percussion (3-6), Piano Solo, etc. If you have more than one performance, be sure to use the corresponding, (unique) Media ID Code for each event. Once the performance video is submitted with sufficient Wi-Fi, the “Sent Auditions” will confirm your audition has been received.

## Required Questions

### **i** As part of the login process, you will be asked to answer five identifying questions.

- 1) Student/Ensemble Name
- 2) School
- 3) Director
- 4) Title of Composition
- 5) Composer/Arranger

Use your Full Name and/or the Student Ensemble Leader’s Name obtained from your director that was registered for the District Virtual Solo and Ensemble. Enter your director’s first and last name and your complete school name. The Title of Song/Composition being performed will appear for the judges to review your video performance.

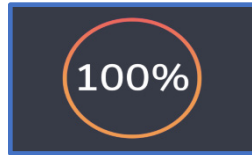
## Technical Problems

### **i** HeartOut offers a Chat feature on their website for any assistance you need during this process.

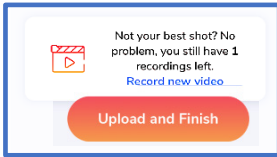
## AFTER THE PERFORMANCE

### Submit your best performance

### **i** You may record up to **three attempts** before selecting & submitting your best performance.



After recording your attempts, review each recording and then select the one you would like to submit. The app will prompt you to turn off airplane mode and turn on Wi-Fi to upload the recording.



Please wait on the upload screen to reach 100%. If you login and register a new performance with a different email or Media ID code before clicking on the "Upload and Finish" button, you will lose any previously recorded attempts.

**i** Remember, once your audition is submitted you cannot edit or redo your performance.



You MUST SUBMIT the "selected" performance before moving to another solo or ensemble recording, or YOU WILL LOSE ALL PREVIOUSLY RECORDED ATTEMPTS. It is important to remember when recording multiple performances on one device, you must complete the entry by selecting and uploading through the HeartOut app before moving on to another solo or ensemble performance.

**i** Honor the following Request from the Publishers



Several publishers have granted limited copyright permission for our virtual assessments with the requirement that all recorded performances use **legally purchased music** and that **performers show the original sheet music** at the beginning of their video to verify copyright compliance. Please hold up a copy of the music during your verbal introduction, prior to singing or playing.

Don't forget to write the Media ID in top right corner of the first page of the music!

## VIDEO SUBMISSION WINDOW

You will not be able to upload any virtual performances after 11:59 p.m. EST on the final day of these Submission Windows.

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

Directors will need to upload PDF copies of music being used to their ISSMA Dropbox folder.

- **Copyright Compliance** – All music used must be legally purchased music.
- 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. Student performers should display the music and code at the beginning of the video recording to satisfy publishing copyright requests AND to verify the judge has the viewing the correct performance.
- All performed measures should be numbered before creating and uploading the music.