HEARTOUT STUDENT USER GUIDE

Fall Virtual Assessments, Solo & Ensemble

HeartOut

> ℹ️ This **HeartOut User Guide** will provide information on basic steps to login and use the App. Please note the information you will need 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
5) Correct spelling of school and director's name
6) Title of Composition & a legal copy of the music

BEFORE THE PERFORMANCE

> ℹ️ Practice all aspects of the performance.

- Select a private, quiet location to minimize distractions.
- Consider placement, your distance from the camera and audio balance, (especially if singing with an accompaniment track).
- Practice introducing yourself/ensemble.
- Check that the first page of your music has the Media ID code clearly visible.
- Ensure all performers can be seen and adjust lighting & audio for clarity.

DOWNLOAD THE APP

> ℹ️ Download the HeartOut App from the Google Play or the App Store.

Available for both Android and iPhone smartphone users.

LOGIN & REGISTER

> ℹ️ Register your account

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

SELECT THE CORRECT ICON

> ℹ️ Select Public Audition (Optional)

Public Auditions

HeartOut allows a **Mock Audition** through "Public Audition." This mock audition allows users to practice using the App. It is recommended you use Landscape view (horizontal view) when recording.

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 during the recording process. If your home or school's **Wi-Fi** upload speed is slow,
use your phone's **DATA connection** to upload the video.

ℹ *Select Private Audition*

Private Auditions

When ready to record your video, select "Private Audition," then **"New Audition".** Enter the **Invitation Code**. Enter the Media ID Code you received from your director in the box labeled **ID Number**. Users may select **"Test Recording"** to check camera angle, volume level, balance, and lighting.

Enter Invitation Code & Media ID Code

Invitation Code

The **Invitation Code** is specific to ISSMA and the Fall Virtual Assessment Date.
    Fall Solo & Ensemble #1 – enter **ISSMA11072020**
    Fall Solo & Ensemble #2 – enter **ISSMA12052020**

ID Number

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, 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 <u>four</u> identifying questions.*

1) Student/Ensemble Name   3) Director
2) School   4) Title of Composition

Use your Full Name and/or the Student Ensemble Leader's Name obtained from your director that was registered for the Fall Virtual Assessments. 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.
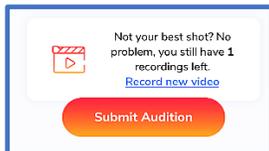
Technical Problems

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

Prior to contacting HeartOut, confirm you are using the email and password you created when registering your account.

AFTER THE PERFORMANCE

Submit your best performance

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

After recording each attempt, the app will ask you to go off airplane mode and will automatically upload the recording. Please wait on the upload screen to reach 100%. After the attempt is complete, you will be able to record your next performance. Review each recording and then select the one you would like to submit.

i *Honor the following Request from the Publishers*

Several publishers have granted <u>limited</u> 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 on 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.

Assessment Dates	Video/Music Submission Windows
Fall Virtual Solo & Ensemble #1	Oct. 14 - Oct. 28, 2020
Fall Virtual Solo & Ensemble #2	Nov. 18 - Nov. 25, 2020

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.
- If music isn't submitted by the deadline or is uploaded incorrectly, the performance will still be judged but without the assistance of the musical score as a reference.

Thank you for participating and Good Luck!