

Welcome to The Ohio State University School of Music Undergraduate Auditions! We are using AuditionRoom, a live virtual audition tool powered by Acceptd to host OSU this year! Below is a step by step guide to ensuring a streamlined experience for you.

Auditions will occur on:

- Saturday, February 13th, 2021 from 12- 4:00 pm ET

****IMPORTANT****

In order to use AuditionRoom, we recommend you:

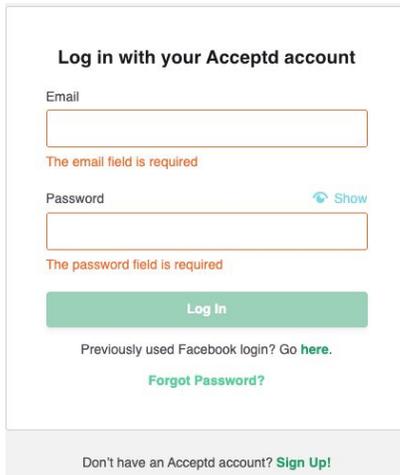
- use a computer/laptop
- have an updated internet browser (recommended: Google Chrome)
- have an updated version of the Zoom app ([click here to see how to update Zoom](#))

Help Desk Links

- [General Acceptd Support](#)
(support.getacceptd.com)
- [AuditionRoom](#)
(support.getacceptd.com/hc/en-us/sections/360010933311-AuditionRoom)
- [Zoom](#)
(support.zoom.us)

HOW DO I LOGIN TO ACCEPTD?

1. Go to <https://app.getacceptd.com/login>
2. Enter your email address and your password:

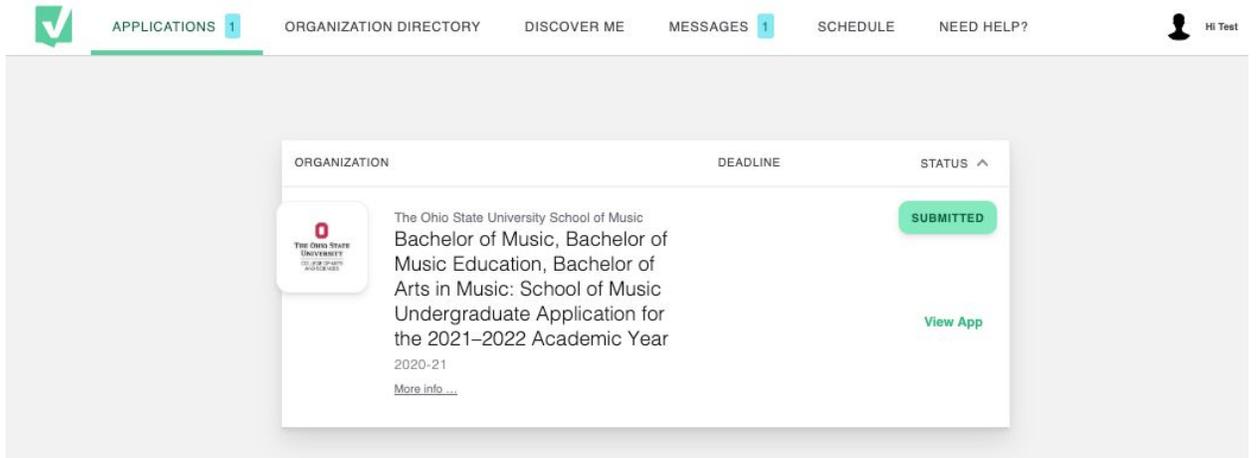


The screenshot shows a login form titled "Log in with your Acceptd account". It contains two input fields: "Email" and "Password". The "Email" field has a red border and a red error message below it: "The email field is required". The "Password" field has a red border and a red error message below it: "The password field is required". To the right of the password field is a "Show" link with an eye icon. Below the password field is a green "Log In" button. Underneath the button, there is a link for "Previously used Facebook login? Go here." and a green link for "Forgot Password?". At the bottom of the form, there is a link for "Don't have an Acceptd account? Sign Up!".

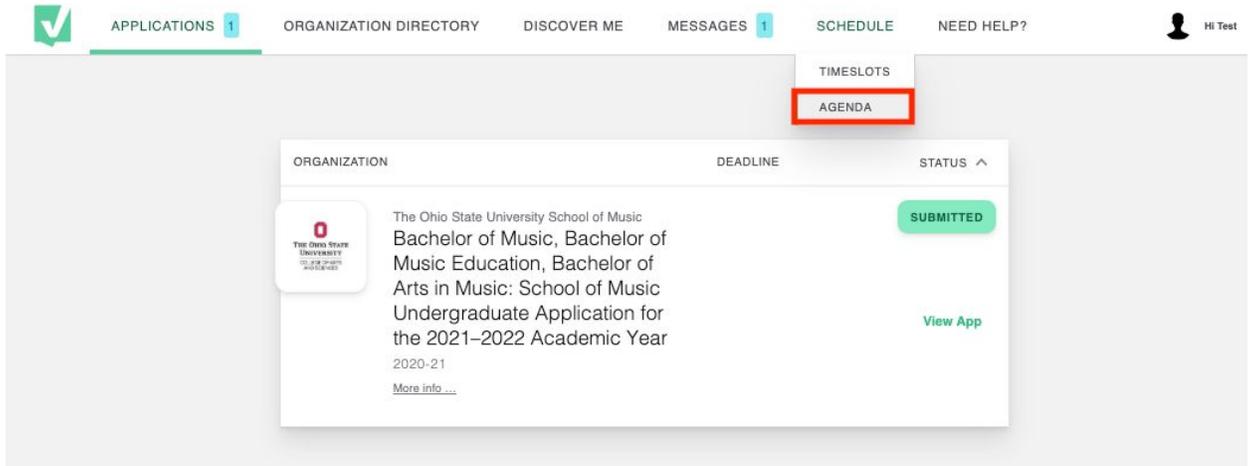
**If you can't remember your password, use the "Forgot Password?" link to reset your password.*

HOW DO I JOIN MY INSTRUMENT AUDITION?

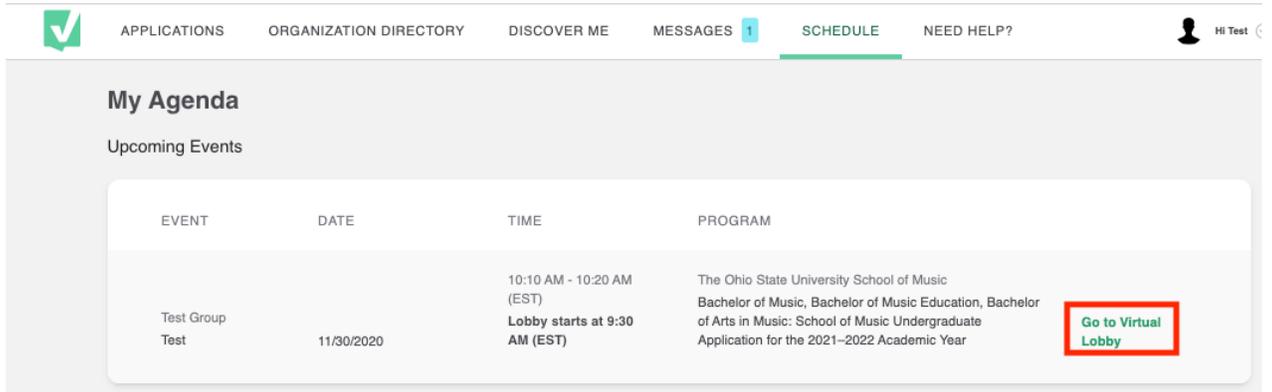
1. Navigate to the top menu and click “SCHEDULE”



2. Click “AGENDA”

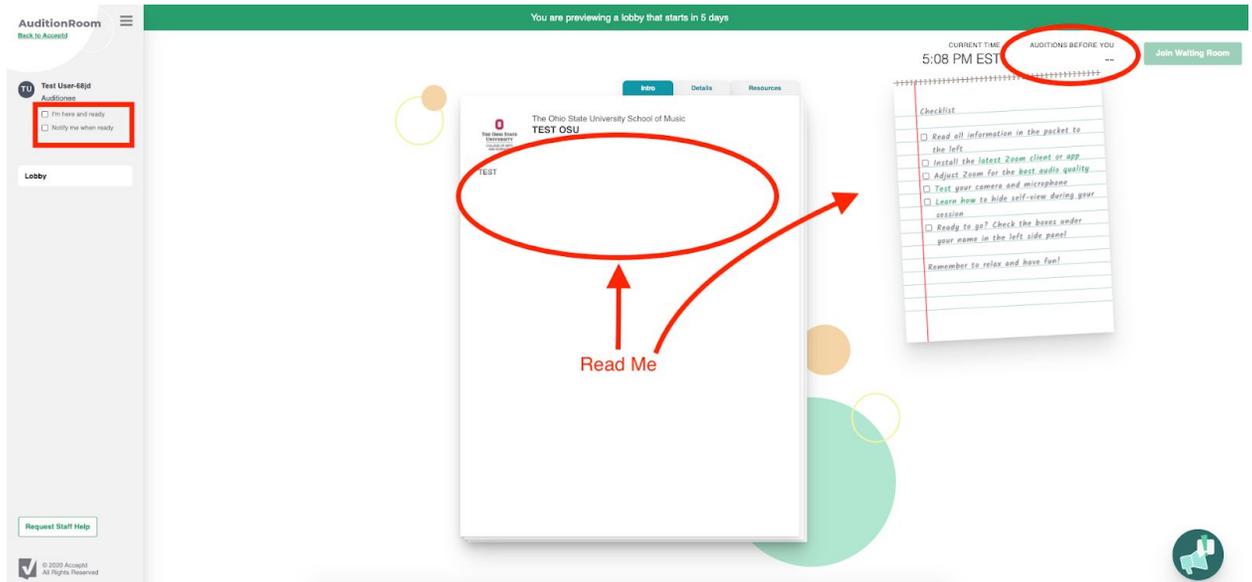


3. Find your audition Audition Lobby and click “Go to Virtual Lobby” for that date



4. Once in the Virtual Lobby:

- a. Read the Intro
- b. Work through the checklist on the right-hand side. (Links provided)
- c. Check the box on the left-hand side if you would like to be notified when your audition is approaching. (You may need to enable this in your browser)
- d. Keep an eye on the “Auditions Before You” countdown



5. Click “Join Waiting Room” once this button is enabled

HOW DO I JOIN ANOTHER AUDITION IN THE SAME LOBBY?

1. Once you have completed your first audition, check the box on the left-hand side to notify the organization that you are ready for your second audition.
2. When the “Join Waiting Room” button is enabled for your second audition, click this button to join your second audition’s waiting room

The screenshot displays the AuditionRoom interface. On the left, a sidebar shows the user profile for Kerry Tsai, an Auditionee, with a 'Notify me when ready' checkbox. Below the profile is a 'Lobby' section and a 'Request Staff Help' button. The main content area shows the current time as 11:26 AM EST and two audition experiences, both with 'Auditions Not Started' buttons. A central panel titled 'Acceptd Applicant Experience' provides instructions on customizing lobby content. At the bottom right, a 'Join Lobby Meeting' button is visible next to a megaphone icon. A checklist on the right side of the screen includes items like 'Te', 'Re', 'ti', 'Is', 'A', 'T', 'L', 's', 'i', and 'Rei'.

AuditionRoom FAQs

1. [Click here to see our AuditionRoom Help Desk](#)