

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 this year! Below is a step by step guide to a smooth experience.

Auditions will occur on:

- Saturday, December 5, 2020 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?

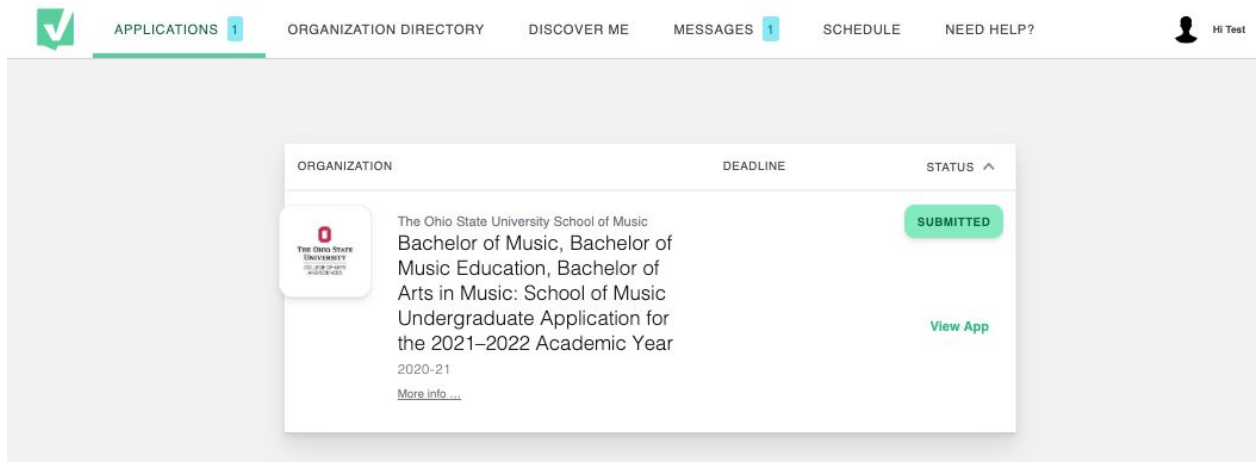
1. Go to <https://app.getacceptd.com/login>
2. Enter your email address and your password:

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 error message below it: "The email field is required". The "Password" field has a red error message below it: "The password field is required" and a "Show" link with an eye icon to its right. Below the password field is a green "Log In" button. Underneath the button, there is a link: "Previously used Facebook login? Go here." and another link: "Forgot Password?". At the bottom of the form, there is a link: "Don't have an Acceptd account? Sign Up!".

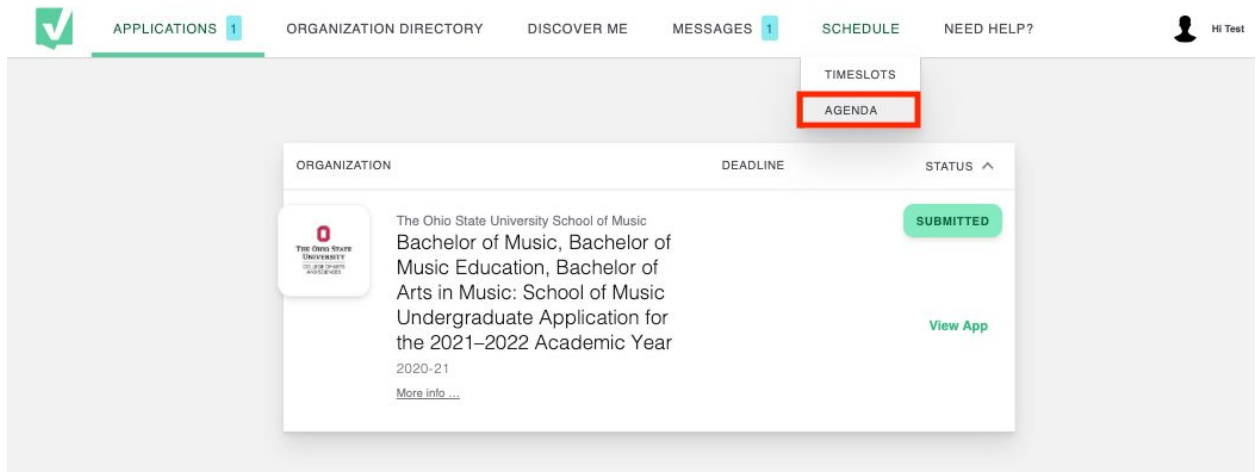
**If you can't remember your password, use the "Forgot Password?" link to reset your password.*

HOW DO I JOIN MY INSTRUMENT AUDITION?

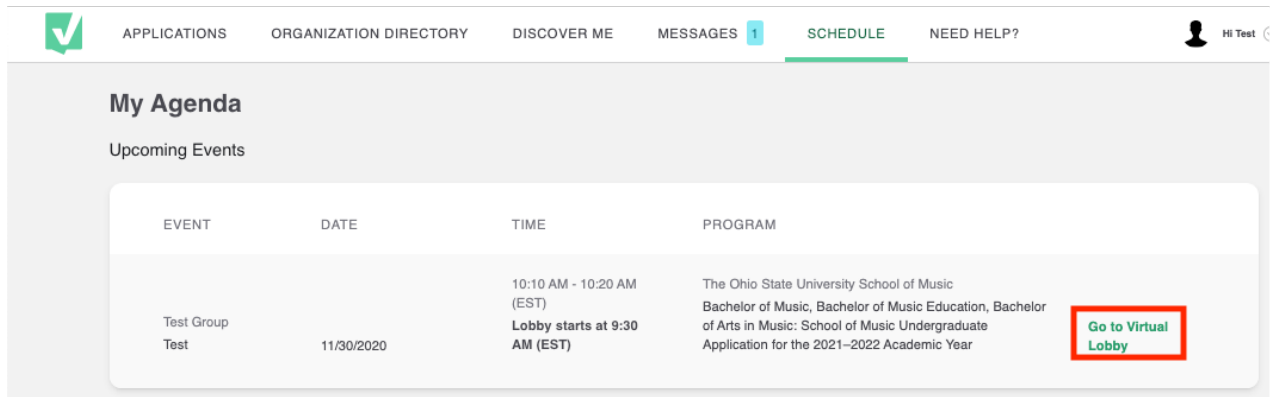
1. Navigate to the top menu and click “SCHEDULE”



2. Click “AGENDA”

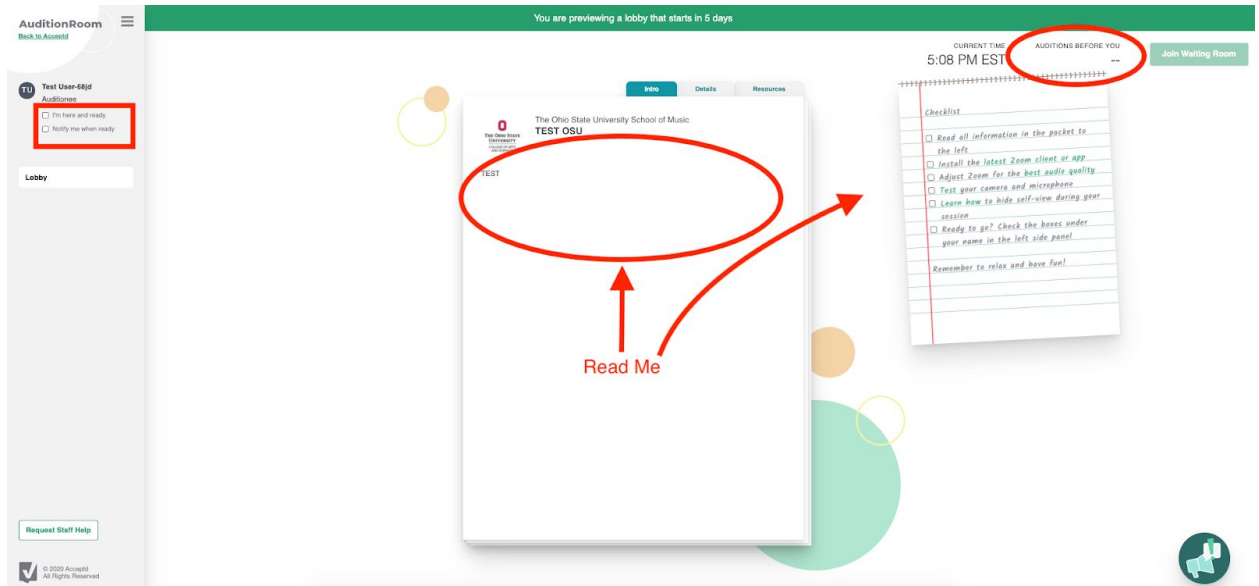


3. Find your audition Audition Lobby and click “Go to Virtual Lobby” for that date



4. Once in the Virtual Lobby:

- a. Read the Intro
- b. Go through the Checklist
- c. Check “I’m here and ready”
- d. Check “Notify me when ready” (you might need to [turn on browser notifications](#))
- e. Keep an eye on the “Auditions Before You” countdown



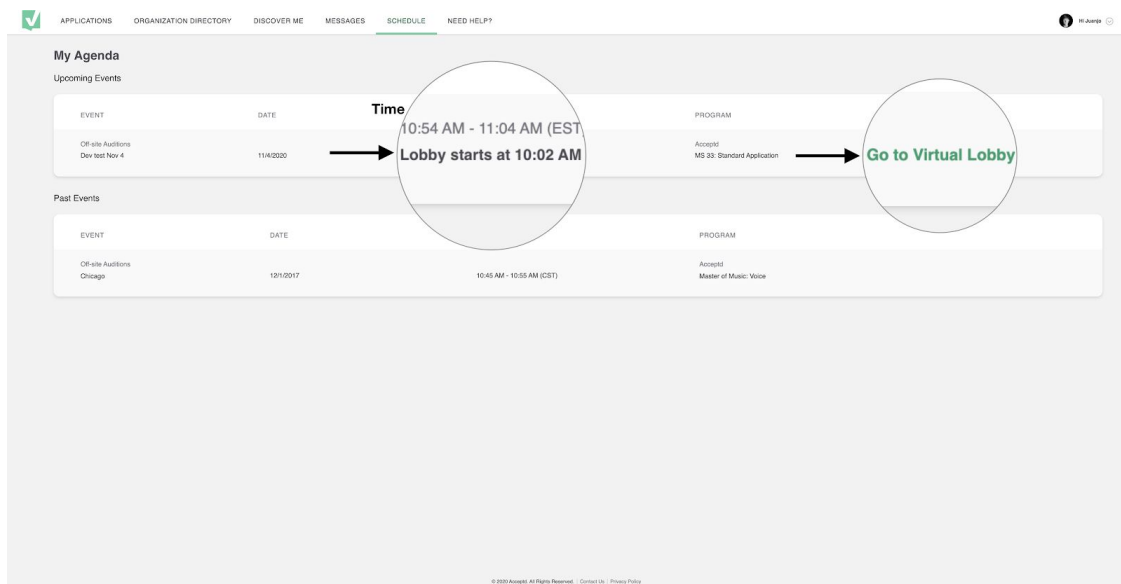
5. Click “Join Waiting Room” once your countdown turns to “1”

HOW DO I JOIN ANOTHER AUDITION?

1. Leave your current AuditionRoom Lobby - Navigate back to your Acceptd account by selecting the "Back to Acceptd" button in the top left-hand corner.



2. You will be taken back to the "My Agenda" page. Now you will see your "Past Events" and your "Upcoming Events." Be sure to check the "Lobby Start" time of your "Upcoming Events"



AuditionRoom FAQs

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