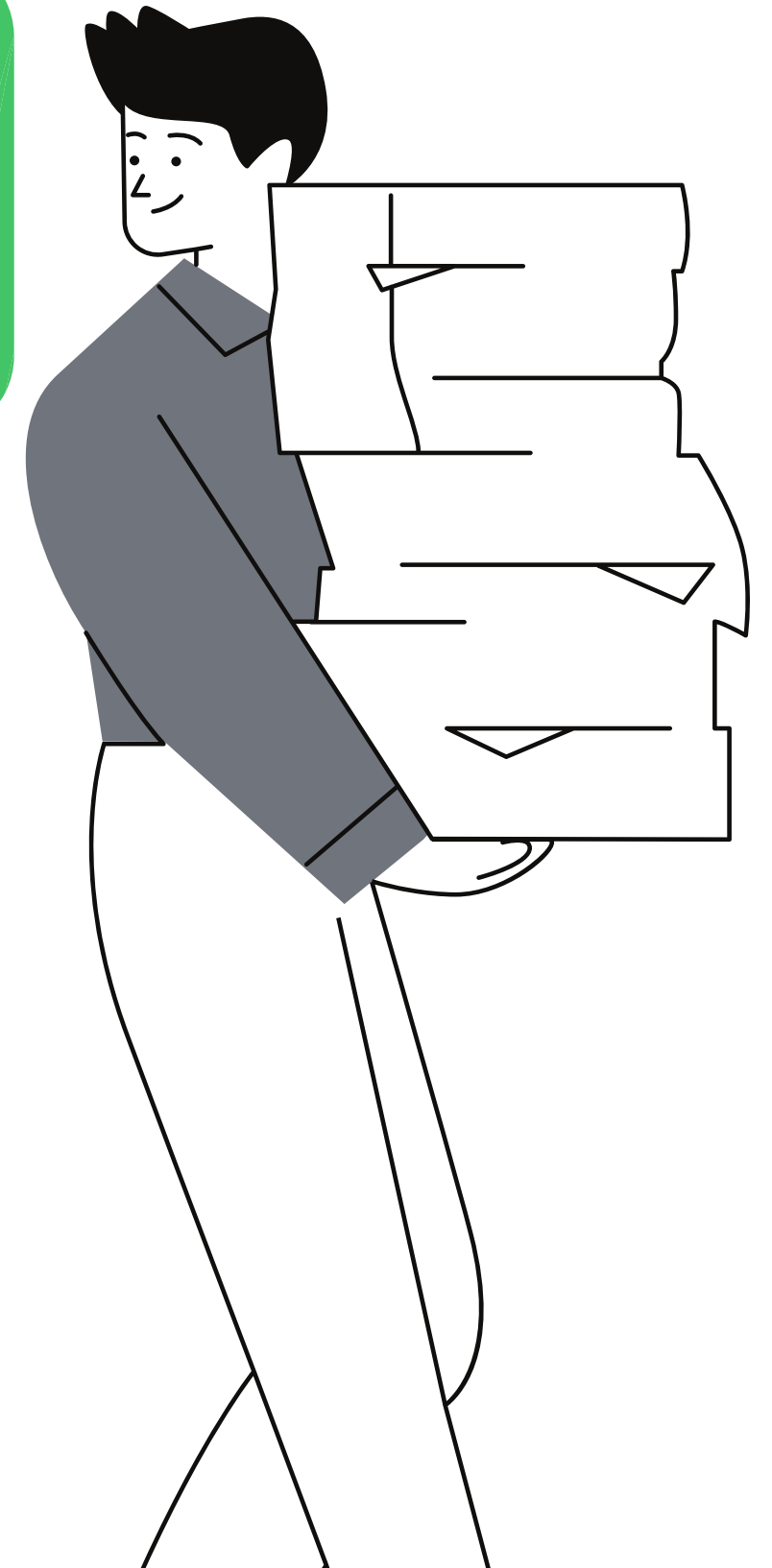


# All State Auditions Paperwork

Make it easier on  
yourself and start early.  
Your District Chair is  
available to guide you.



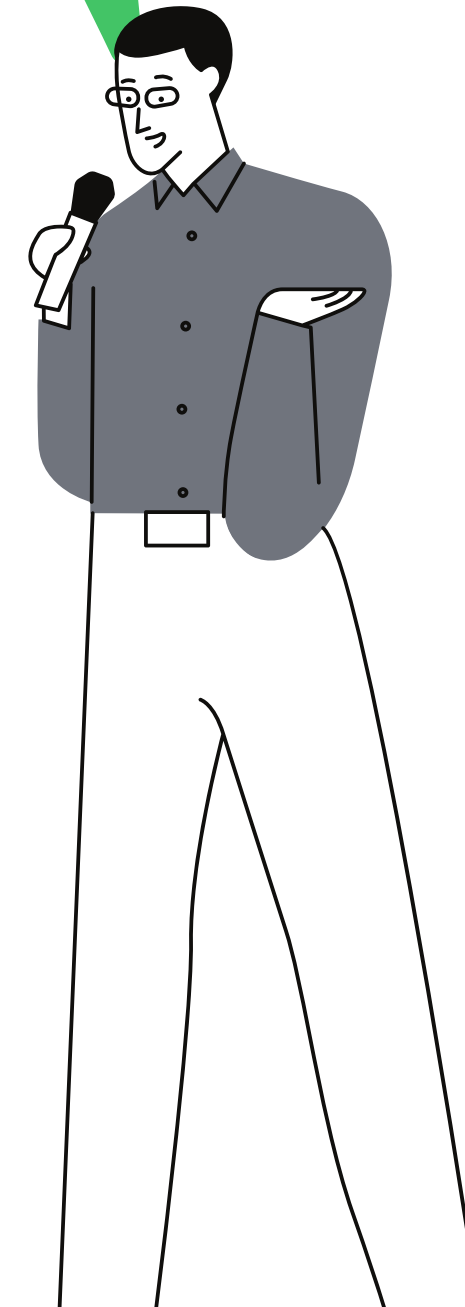


- 1 Select the student(s) and collect information.
- 2 Arrange payment/get signatures.
- 3 Applications in alphabetical order- Chorus then Orff.
- 4 Prepare and submit paperwork.



Your students are so  
lucky you are their  
music teacher!

# Let's Do This!



# First Steps



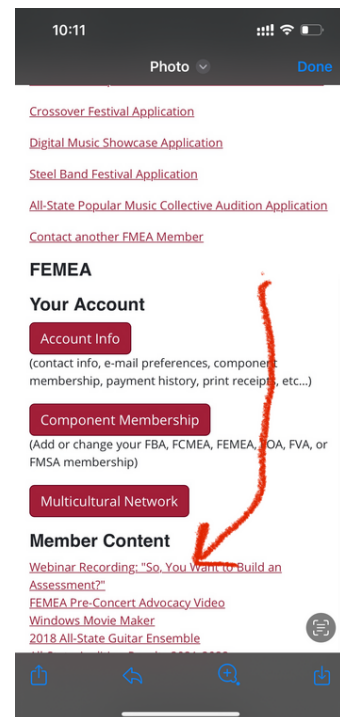
HELP



The All State Process is all done through the member portal on the FMEA website.

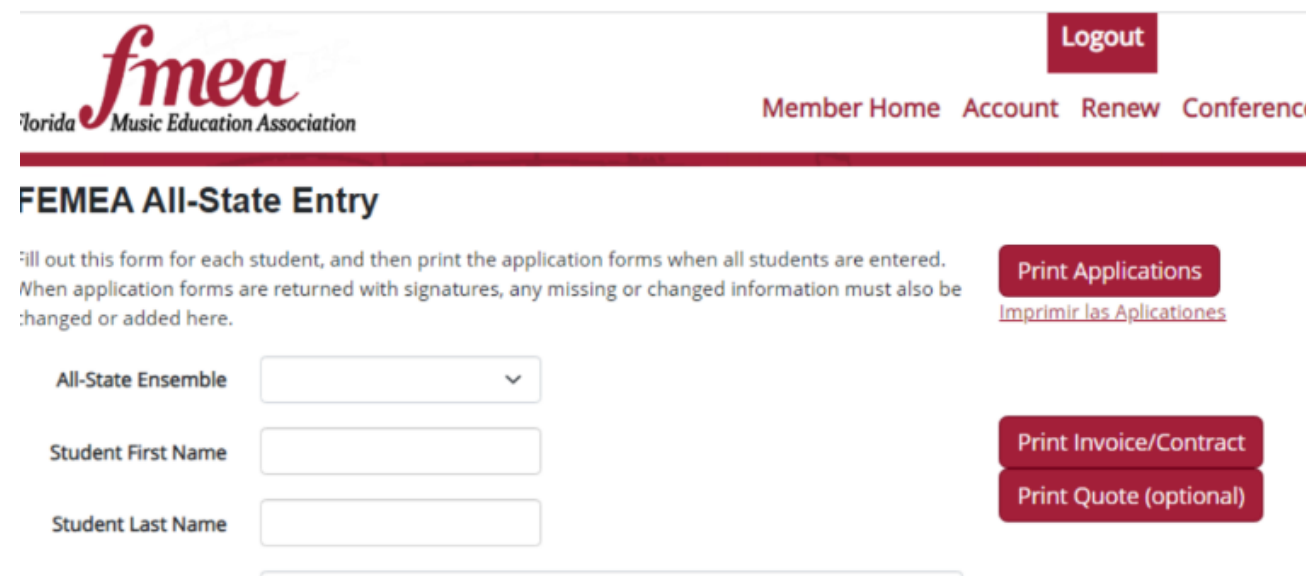
1

Login to FMEA and visit the All State section under Member Content.



2

Enter as much information for the students auditioning as you can.



3

Print the Application and Participant Contract for each student.

4

Decide **US Post/Check** or **Credit Card/Online** as your submission format.



# Collect Signatures and Secure Payment

- Check with your book-keeper early about how to arrange for payment. Make a note of the steps required.
- Payee is FEMEA or Florida Elementary Music Educators Assn
- Once you have the paperwork signed, print the quote and/or invoice and give to the book-keeper.  
(ProTip - add a sweet treat and a smile)
- Confirm if the payment will be by check or credit card, and an expected date it will be ready.
- Provide the payment link if the payment will be by credit card and the mailing address if it will be by paper check.

Paper Check/Hard Copy Submission

CC Payment/Online Submission

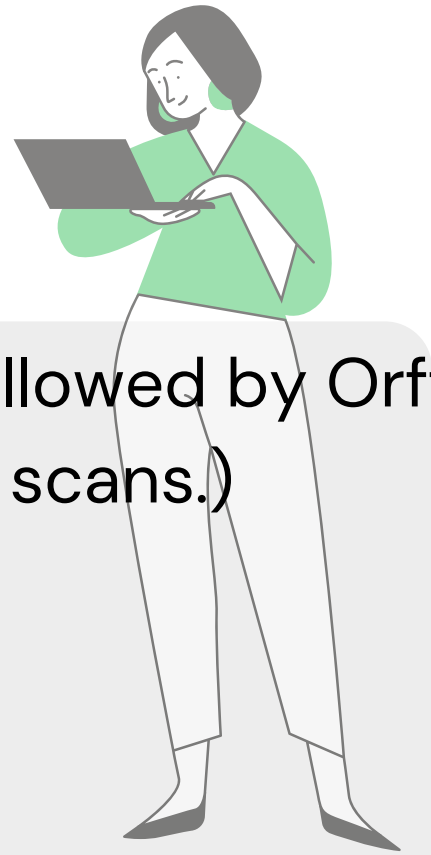


# School Check/Hard Copy Submission

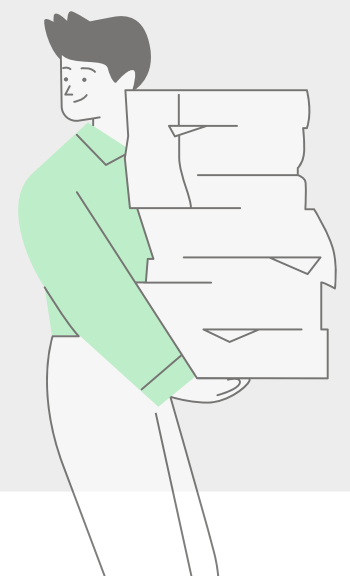
- Make copies of the signed invoice and applications for your records.
- Obtain a large envelope, add return address, mailing address and make a plan for postage.  
**All-State Auditions/7509 Glenmoor Ln/Winter Park, FL 32792**
- Do not send mail with signature requirement. You can add tracking service that doesn't require signature at the post office.
- Cross-check names listed on invoice vs applications for the submitted auditions. Place signed original applications in alphabetical order by last name- Chorus students followed by Orff students - and the signed invoice in the envelope.
- **Any Participant Contracts included in this mailing will be shredded/discarded upon receipt.**
- Place check payable to FEMEA in envelope. Carefully seal the envelope.
- Place completed packet into outgoing USPS mail in time to meet the deadline. Postmark deadline is 9/21.
- Please allow up to 2 weeks for processing by the FEMEA. An email receipt will be sent.

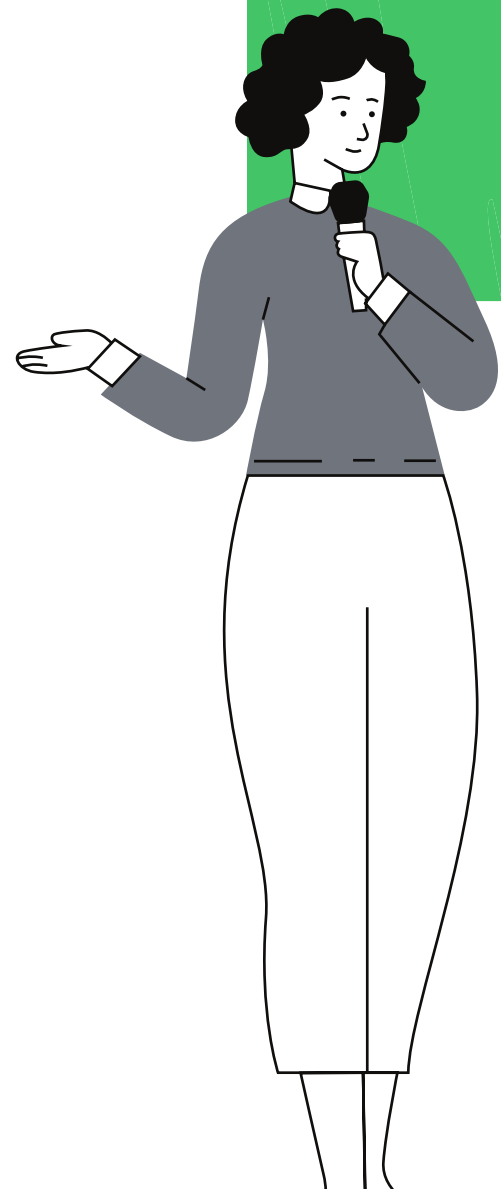


# Credit Card/Online Submission



- Prior to scanning, place **Signed Applications** in alphabetical order, first with Chorus students followed by Orff students. Scan\* all applications to one file. Save this file to a drive. (\*see next slide for help with scans.)
- Make a separate scan of the **Signed Invoice** and save to a drive.
- Save to all files to Google Drive/One Drive/Documents Folder that you can locate easily.
- Print to PDF and save the **Credit card receipt/Confirmation** generated by the online purchase. Screenshot the confirmation page before leaving the payment site.
- Follow the personalized link you received via email or the paperwork submission link on the femeamember.org website and upload the required documents. **[Link to Upload Paperwork](#)**
- You are done and your paperwork and payment will be verified within 48 hours.





## 3 Ways to Scan Documents

1

Use scan feature on school copier and email to self.

2

Use Notes app or similar on smartphone.

3

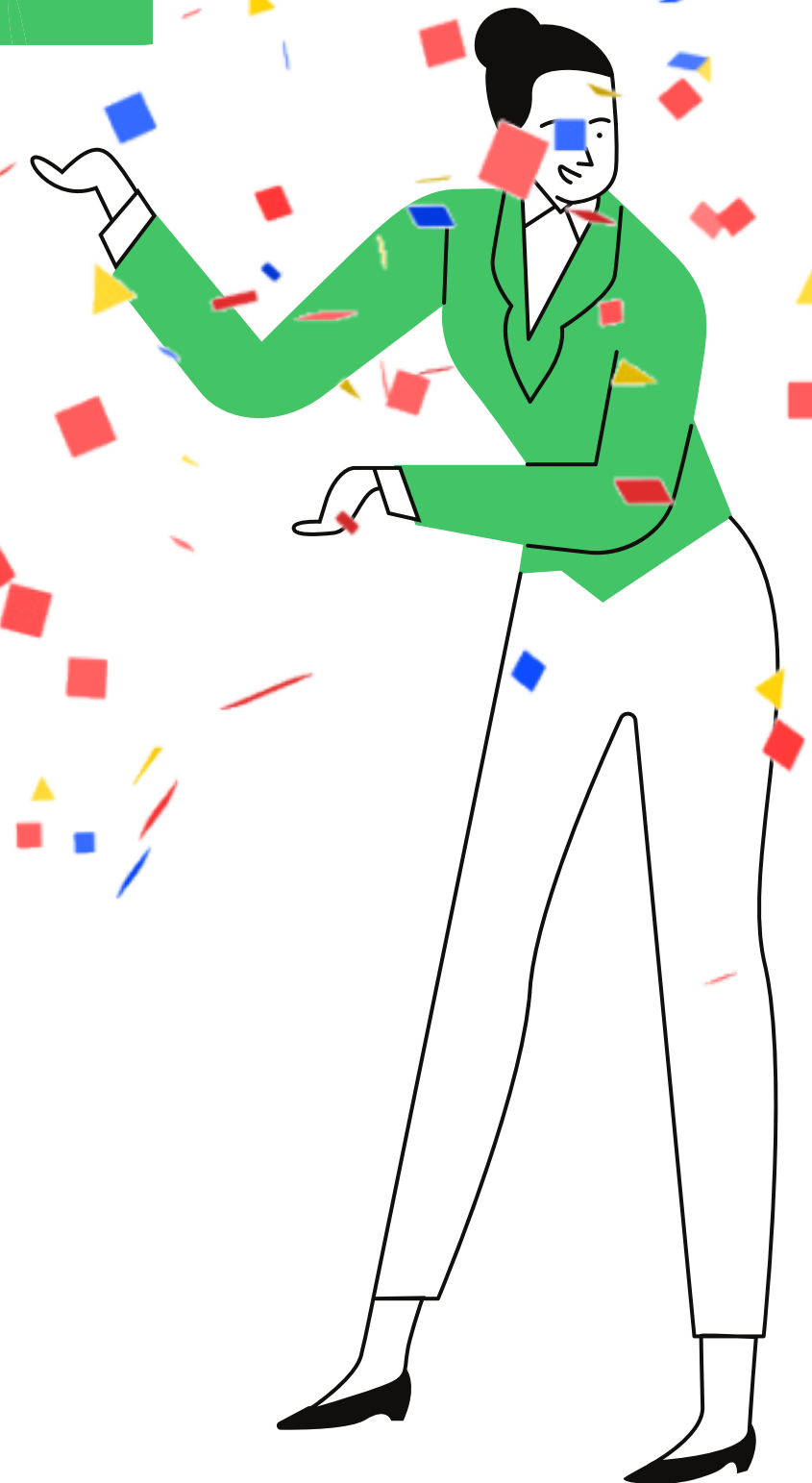
Scan multi-page with home printer/scanner/copier device.

Save files to accessible drive.



# Audition Paperwork is done!

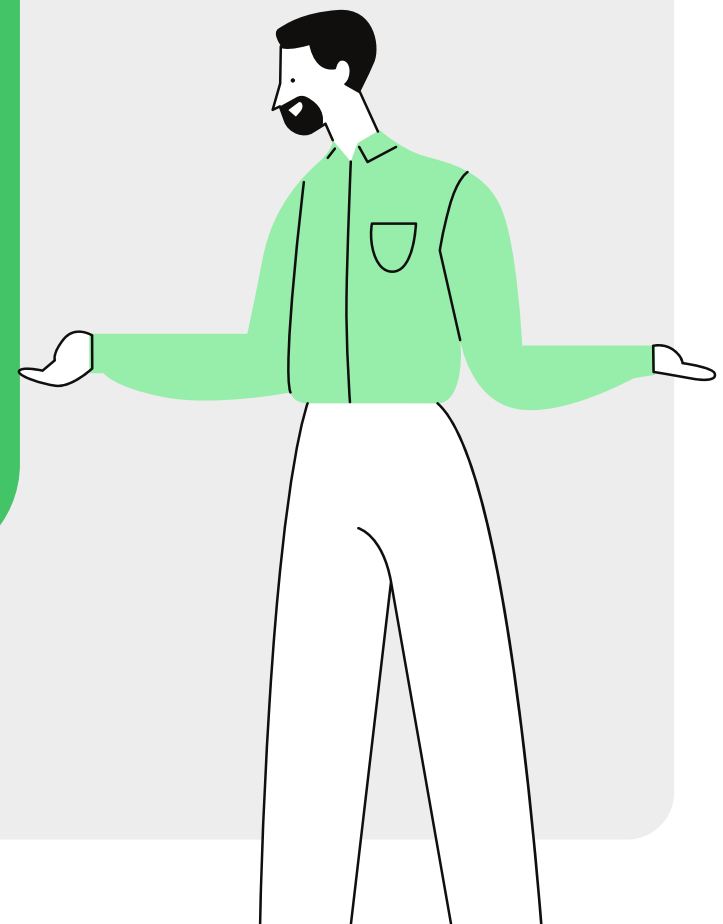
We hope this  
process was fairly  
painless. You are an  
amazing teacher!





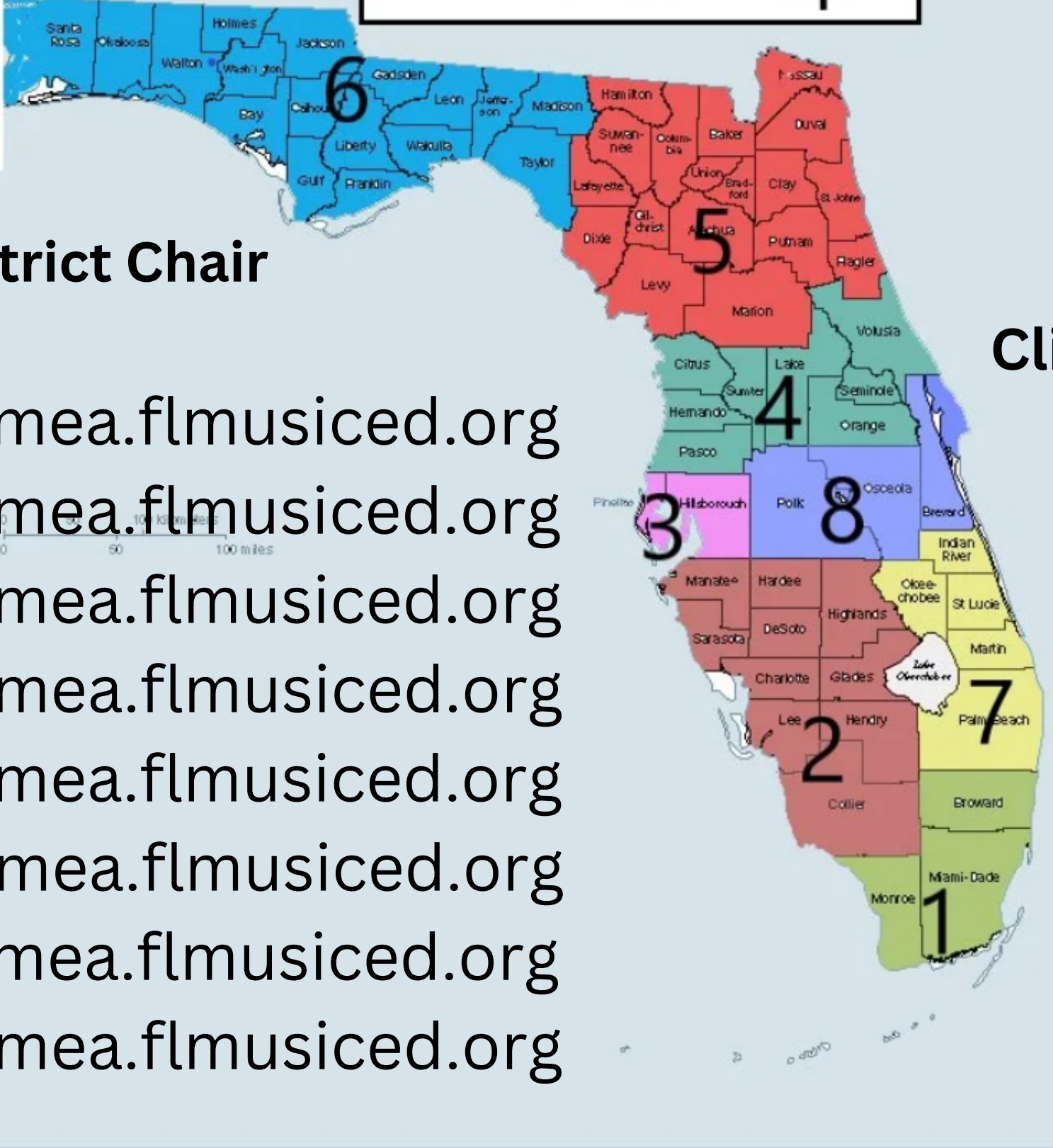
## Next Step...

Update any missing information on All State Entry portion of the Member Content. Once the information is complete you can submit the audition recording.





# District Map



## Email your District Chair

- district1chair@femea.flmusiced.org
- district2chair@femea.flmusiced.org
- district3chair@femea.flmusiced.org
- district4chair@femea.flmusiced.org
- district5chair@femea.flmusiced.org
- district6chair@femea.flmusiced.org
- district7chair@femea.flmusiced.org
- district8chair@femea.flmusiced.org

## Click to Return to Page

One Step a Time

1

2

3

