

OPUS User Guide

If you have any problems following the directions below or you notice any issues with the OPUS system contact Eric Kobb at statemanager@nhmea.org. The instructions below will take you through the steps needed to create an account in OPUS, register students for a NHMEA event, and register for an in-service conference.

CREATING AN ACCOUNT IN OPUS – You only need to do this once!

1. Click on the OPUS link on the nhmea.org home page or go directly to OPUS by going to <http://opus.nhmea.org>
2. Click on the New User link below the login box.
3. You will be directed to a form where you must fill out your information. Fields in bold are required. You can hide information from being published in the OPUS user directory (available only to NHMEA members).
4. At the bottom of the page, please select your school from the drop down menu. If your school is not listed please click the “My school is not on the list” link below the drop down menu and fill out the form. It will take 1-2 days to add your school and you will be notified when your account is ready. Most public and private schools will be there.
5. A box will appear telling you have been granted access to OPUS and you will be returned to the login screen. Enter your school email address and the password you created to access the system.

REGISTERING STUDENTS FOR AUDITIONS/FESTIVALS

1. Log in to OPUS using the account information you created above.
2. Go to the Registration Menu and select “New All State Registration” to register your students for Jazz All State Auditions or All State Auditions.
3. The next question will ask you which event you wish to register for. Please select the correct event from the dropdown. If you try to register after the registration deadline OPUS will no longer show the event in the dropdown.
4. Identify what school you belong to and press the “All Done...” button. If you teach at more than one school you will need to create a separate registration for each school.
5. The next page will take you to the registration dashboard. You will see a “Status “ window on the left side of the page. You will follow the steps here to create your registration. To continue the registration process click on the “Edit Registration Link”.
6. On the next page you are presented with three options for registering students. Option 1 allows you to quickly register students that you have previously entered into OPUS. You can register them by pressing the Show Returning Students button, checking the students who will be auditioning and updating their grade and instrument/voice part options. Once all of your students are added, press the Add Students button and they will appear at

- the bottom of the page. You can modify their information and add additional instruments/voice parts at the bottom of the page by pressing the edit button.
7. Do not use Option 2 for now (Transfer Students)
 8. Option 3 – Adding new students – Enter all student information (Name, Sex, Grade). In the Instrument box select the instrument they will be auditioning on by choosing from the dropdown and pressing the Add Instrument Button. If a student is auditioning on more than one instrument/voice part, you must return to the instrument box and add an instrument from the dropdown menu for each audition. You DO NOT need to enter the student information again.
 9. Once your student is added, you can edit their information in the dropdown box below.
 10. If there are any Special Requests (audition times, handicap accessibility, etc) you can enter in each students record by pressing the special requests button.
 11. Once all student information is correct, press the “I’m done. Let’s keep going.” button.
 12. Verify your student information is correct on the next page. Check the box acknowledging that teachers/administration are aware of the NHMEA policies for this event. Then press the “All Done! Submit my registration now!” button. This will close this registration. If you need to add additional registrations after this you will need to start the registration process again.
 13. On the next page press the Print Invoice button. A PDF of your invoice and student applications that need to be signed will be generated. Please be sure to adhere to the deadlines or your students may not be scheduled for their auditions.
 14. That’s It! You will receive an email from the auditions chairperson in a few weeks with your audition information.

REGISTERING FOR AN IN-SERVICE CONFERENCE

1. Log in to OPUS using the account information you created above.
2. Go to the Registration Menu and select “New In-Service Registration”
3. On the next page question 1 will ask you to verify your information and type the City/Town you would like to appear on your badge. Question 2 will ask you to select your NHMEA membership option. When you are done, press the “All done! Let’s keep going!” button.
4. On the next page question 3 will ask you to confirm your information.
5. Question 4 will ask you if you would like to pay by check or credit card.
6. If paying by credit card enter your card information on the next page. Once your information is submitted successfully you will be able to print out your badge, receipt and registration materials.
7. If paying by check, you will be able to print out an invoice. Your registration materials will be available when you arrive at the conference.

