

## IMPORTANT TIPS FOR RECORDING AN AUDITION:

- **RECORD ON THE APP** - Auditions can only be recorded ON THE APP on a mobile device. You cannot record on our website.
- **Make sure you have enough MEMORY**- at least 1GB for one audition
- **DO NOT USE SCHOOL DEVICES** - school devices often have restrictions. Our videos get uploaded privately to Vimeo. **If you cannot access Vimeo on your device, you will not be able to upload your audition.**
- **AVOID SCHOOL WIFIS** - school WiFis often have restrictions. Our videos get uploaded privately to Vimeo. **If you cannot access Vimeo on your school's WiFi, switch to Cellular Data, a Hotspot, or upload your audition at home on your personal WiFi.**
- **PARENTAL CONTROLS OFF** - turn off parental controls and/or VPN on the device you would like to use
- **ONE ACCOUNT PER DEVICE** - Do not log out of your account before submitting your audition/s. Prior to uploading an audition, the videos get stored locally on the device. Logging out of your account prior to submitting an audition may cause you to lose your unsubmitted videos.
- **STRONG INTERNET CONNECTION** - When trying to upload an audition, make sure you have a strong internet connection (WiFi or Cellular Data). If the uploading page is taking too long, switch from WiFi to Data (or vice versa) **without exiting the app**. Wait at least 5 minutes after making the switch to allow the connection to restart the uploading process.
- **LATEST APP VERSION** - Before you start recording, make sure you have the latest version of the HeartOut app. Go to the app store and Update your app if needed.
- **TRY YOUR DEVICE AND CONNECTION** - If you want to make sure everything works before an actual audition, go to **Private auditions**, enter code **INFO123**, record a 10 second video and upload. If that process went smoothly it means that the device and connection are working correctly.

# HEARTOUT STUDENT USER GUIDE



**i** This **HeartOut User Guide** will provide information on basic steps to login and use the App. Please note the information you will need to complete to register, login and submit your performance video.

- Obtain your Invitation code from your director.

## BEFORE YOU BEGIN

You will need...

- 1) Smartphone
- 2) Invitation Code

## DOWNLOAD THE APP

**i** Download the HeartOut App from the Google Play or the App Store.



Available for both Android and iPhone smartphone users.

## LOGIN & REGISTER

*Register your account*

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

## SELECT THE CORRECT ICON

**i** *Private Auditions*



Select "Private Audition," then "**New Audition**". Enter the Invitation Code, and then your Audition ID Number received from your director. Users may select "**Test Recording**" to check camera angle, volume level, balance, and lighting.

**i** Enter **Invitation Code** you obtained from your director.



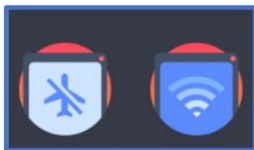
The **Invitation Code** is specific to the organization you are auditioning for.

Once you type the Invitation code in once, you will see your audition under PENDING CONTESTS until you select your best take and Submit your audition.  
After Uploading your audition, you will be able to find it under SENT AUDITIONS.

## BEFORE THE PERFORMANCE

**i** Practice all aspects of the performance.

- Try a **Recording Test** to check positioning, clarity of the video and audio balance, (especially if singing with a backing track.) You can do **as many Recording Tests as you want**, they do not get saved anywhere.
- Check that all performers can be seen, adjust lighting & audio, minimize distractions.



**Airplane mode** will allow access to camera and audio without interruptions and notifications interrupting the recording in process. Only go On or Off Airplane mode when prompted by the App.

### Pending Auditions/ Sent Auditions

If you have more than one performance, be sure to use the corresponding, (unique) Student 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 may be asked to answer identifying questions.

Use your Full Name and/or the Student Ensemble Leader’s Name obtained from your director that was registered.

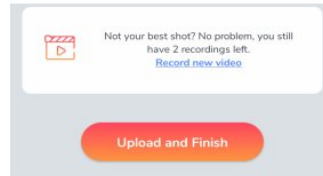
### Technical Problems

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

## AFTER THE PERFORMANCE

### Submit your best performance

**i** You may record up to **three, four, or five attempts**, according to your organization's choice before selecting & submitting your best performance for feedback.



## VIDEO SUBMISSION WINDOW

You will not be able to upload any virtual performances after 11:59 p.m. EST on the final day of the Submission Window.

*Thank you for participating and as always, Play Your HeartOut!*



**Click on the link below to watch a quick tutorial**

**[HO Student User Guide - How to Audition](#)**