

# 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 the Invitation Code and Audition ID Number from your director.

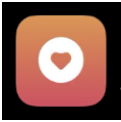
## BEFORE YOU BEGIN

You will need...

- 1) Smartphone
- 2) Invitation Code
- 3) ID Number
- 4) Student/Ensemble Name

## 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.

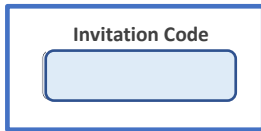
## SELECT THE CORRECT ICON

**i** *Private Auditions*

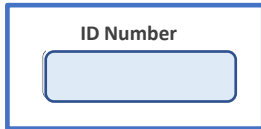


Select "Private Audition," then "**New Audition**". Enter the Invitation Code, and then your Audition ID Number received from your director. Users may select "**Test Recording**" to check camera angle, volume level, balance, and lighting.

**i** Enter **Invitation Code** & the **Student ID** you obtained from your director.

A rectangular box with a blue border. Inside, the text "Invitation Code" is centered at the top. Below the text is a light blue rounded rectangular input field.

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

A rectangular box with a blue border. Inside, the text "ID Number" is centered at the top. Below the text is a light blue rounded rectangular input field.

The **Audition ID Number** will allow access to your audition. If you already entered it, then you will find your audition to continue under **"Pending Auditions."** Once this unique code is registered, it cannot be used again.

## 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.

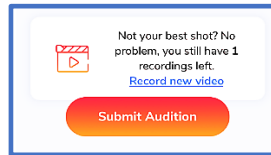
### Technical Problems

**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!*

