Setting up an account with OpusEvent

***Be sure to follow all of the steps, especially linking your NAfME account at the end… if you skip this step, you won’t be able to see the OMEA events***

With the new version of OpusEvent, users now have a single account using their email address of choice. A user must have access to the email account in order to verify ownership. Below are the steps required for the one-time set up of your new OpusEvent account.

Open OpusEvent in your browser

Go to the OpusEvent application of your choice:

<table>
<thead>
<tr>
<th>Website Link</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="https://audition.opusevent.com">https://audition.opusevent.com</a></td>
<td>Honor Group Auditions</td>
</tr>
<tr>
<td><a href="https://register.opusevent.com">https://register.opusevent.com</a></td>
<td>Conference Registration</td>
</tr>
<tr>
<td><a href="https://contest.opusevent.com">https://contest.opusevent.com</a></td>
<td>Solo &amp; Ensemble Contest</td>
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</table>

This single account you setup will work for all OpusEvent applications.

Choose to Create a new Account

On the Sign In screen, click on the Create an account link
Tell us who you are

New User Account

Step 1: Create a new User account

- First Name
- Last Name
- Email
- Password
- Confirm password

Next

- All fields are required
- Passwords must have a minimum of:
  - 6 characters
  - One number
  - One lower case letter
  - One upper case letter
- If the email address you enter already exists in OpusEvent you will be directed to Log in instead. Each email address can have only one OpusEvent account
- Be assured that OpusEvent does not, and will never, use your email for sales/marketing, nor will we ever sell or give your email away to a third party. It is used solely for the purposes of communications by the Event Managers to you.
- When done entering your information click on Next
Verify your Email Account

You will be sent an email that contains a 6-digit PIN to confirm that you have control of the email account. Enter that PIN on the screen.

- Optionally, you can resend the PIN if needed
- Be sure to check your Inbox, Clutter folder, and Spam folder for an email from noreply@opusevent.com
- If you need to change to a different email click on the Back button

Enter your Contact Information
· Enter your basic contact information
· All fields are required except for Address2 and Secondary Phone
· If you want to link in a membership to your National or State organization, select it from the drop-down box
  o You can always add a membership link at a later time from your User Profile
· Click on Create User to finalize the set-up process

Finished!

Once the account is created you will be directed to select an event from the list of available events. The events shown to you will be determined by your Linked Memberships to NAfME, ACDA, MSBOA, NMEA, TPSMEA, etc.

Linking new Memberships

If you are not seeing the event you want, you may be missing a membership link. You can always add a new link using the User Profile menu option. For example:

  o Go to your User Profile from the menu
Click on **Link a New Membership**

- Fill out your Membership information (differs with each membership) and then click **Save**
- If your membership information is valid, the new link will be saved in the OpusEvent database. If it is invalid, or expired, you will see the appropriate message and be asked to re-enter valid information.

An OpusEvent user can have membership links to multiple organizations. Each link will give you access to additional events in our system. If you are not seeing an event you desire, please contact the event organization to find out what specific membership link is required.

To go back to your Home Page, click the **Home** icon at the upper left of your menu bar. This will always take you back to your OpusEvent Home Page.