

Guidelines for Recording and Submitting TCCBDA All State Band Auditions

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Grayson College



MP3 Only Please

- Please record all audio files (Referred to as “Tracks”) in mp3 format. MP3 take less space compared to .wav, can easily be coded for auditions, and are easy to play back on all devices and platforms. If you difficulties with this file format, please contact the Vice President (VPTCCBDA@gmail.com) for assistance. Any files received which are not mp3 will need to be resubmitted.

One Track Per File

- Record only one student/instrument/etude per track. If a student is auditioning on two or more instruments (such as Flute and Piccolo), separate tracks for each must be submitted.

No Editing

- Studio effects (reverb, etc.), edits (splices, etc.), and multiple stop/starts within an track may not be used. Submissions thought to contain studio effects, edits, and multiple stop/starts will be disqualified. The student may select which track to submit, but each etude must be recorded straight through without stops.

How can I record?

- If you need a recording software, <https://www.audacityteam.org/> is free online and can be downloaded. The microphone will need to be the same microphone you would use on a zoom meeting.
- Please be sure to check your institution's acceptable use policy before downloading on a work computer.
- You can also use your recording apps on a tablet or smartphone like GarageBand.
- Here is a YouTube video on how to use Audacity if you are a beginner <https://www.youtube.com/watch?v=yzJ2VyYkmaA>

Talking Tacet. Right Music Only.

- Tracks which contain speaking, incorrect etudes, or any other extraneous sounds will be disqualified.

To repeat ourselves...

- Each etude must be its own track.

Double Check the Tracks.

- The audition etudes must be named in the order listed on the audition music list. Use the TCCBDA etude numbering order, not the TMEA etude numbering order (example: TCCBDA may elect to not use the first of the three TMEA listed etudes and only use their 2nd and 3rd etude; TCCBDA will then list and refer to these last two etudes as "Track 1" and "Track 2" for our purposes.) Visit www.TCCBDA.org for specific etude numbers.

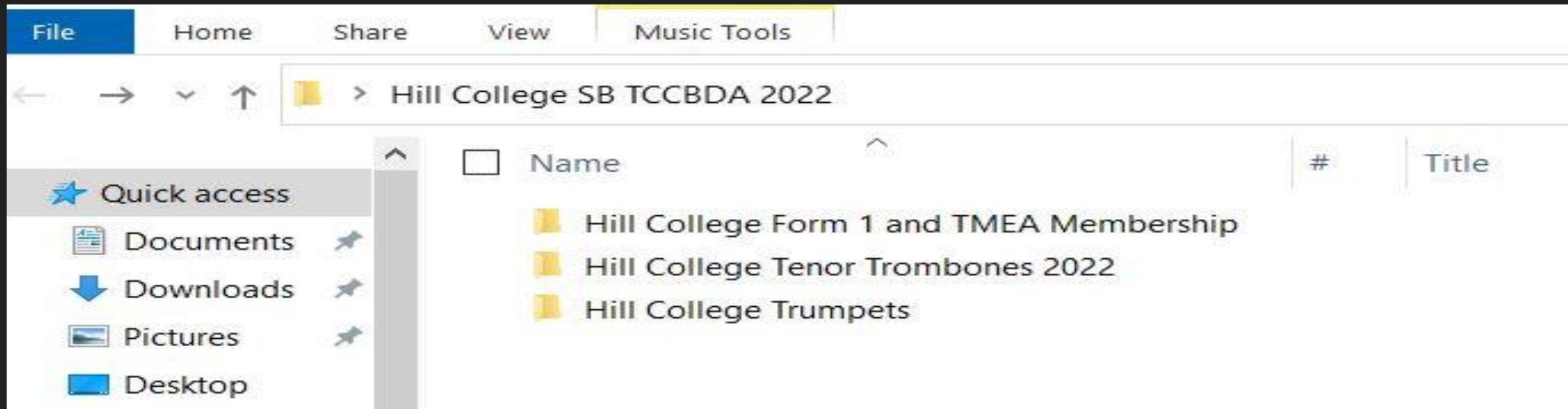
Create your master folder

- Create a new folder on your desktop or on a flash drive. Label the folder School Band Instrument Year (example below: Hill College SB TCCBDA 2022)



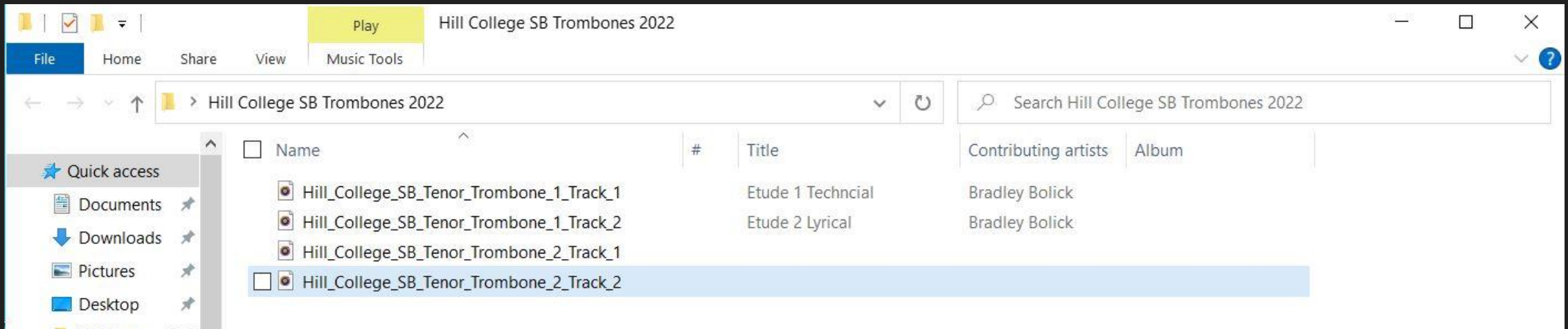
Create your subfolders for sections and forms

- Create a sub folder in the Master Folder. Label each file by school, ensemble and instrument, Year. Remember to create a folder for your TMEA membership proof and TCCBDA Forms. Make sure your TCCBDA Forms are in EXCEL not PDF!!!



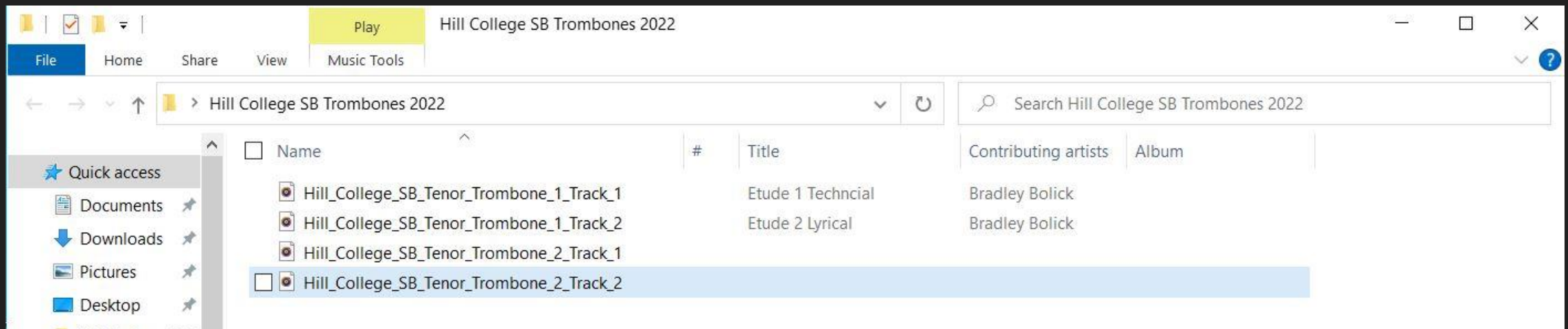
Label Each Track Correctly

- Label each track in the folder by school ensemble instrument etude number. (Example: Temple_SB_Alto_Sax_1_Track_1) Place underscores between each word as some file players prefer continuously named tracks.



Submitting Multiple Entries

- Add a number to the instrument if more than one student auditioning on the same instrument for the institution (example: Temple_College_SB_Trumpet_1_Track_1; Temple_College_SB_Trumpet_2_Track_1). For jazz band, use JB (example: Temple_College_JB,_Alto_Sax_Track_1; Temple_College_Drumset_1_Track_4; Temple_College_Drumset_2_Track_4).



Percussion are Special

- Percussion should list tracks according to the instrument/etude.

Example:

Temple_College_SB_Percussion_1_Snare_Track

Temple_College_SB_Percussion_1_2Mallet_Track

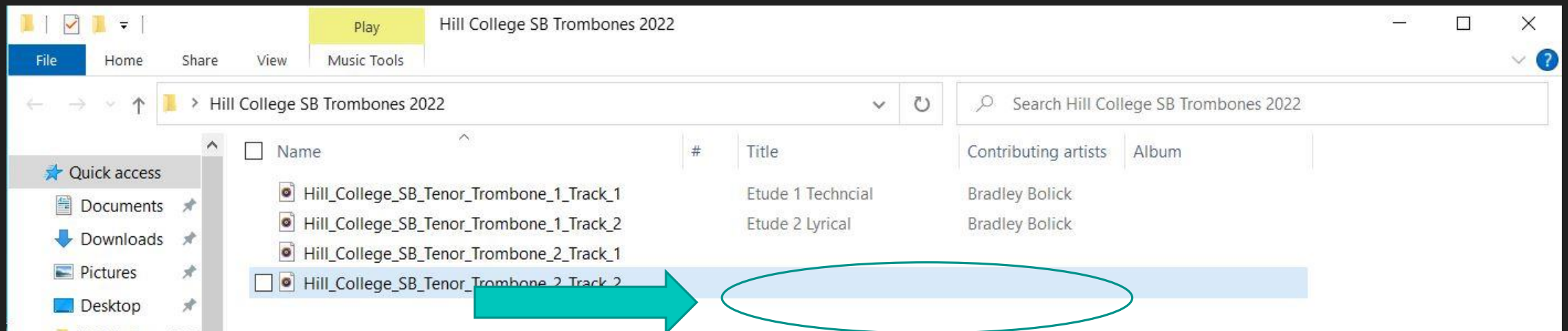
Temple_College_SB_Percussion_1_4Mallet_Track

Temple_College_SB_Percussion_1_Timpani_Track



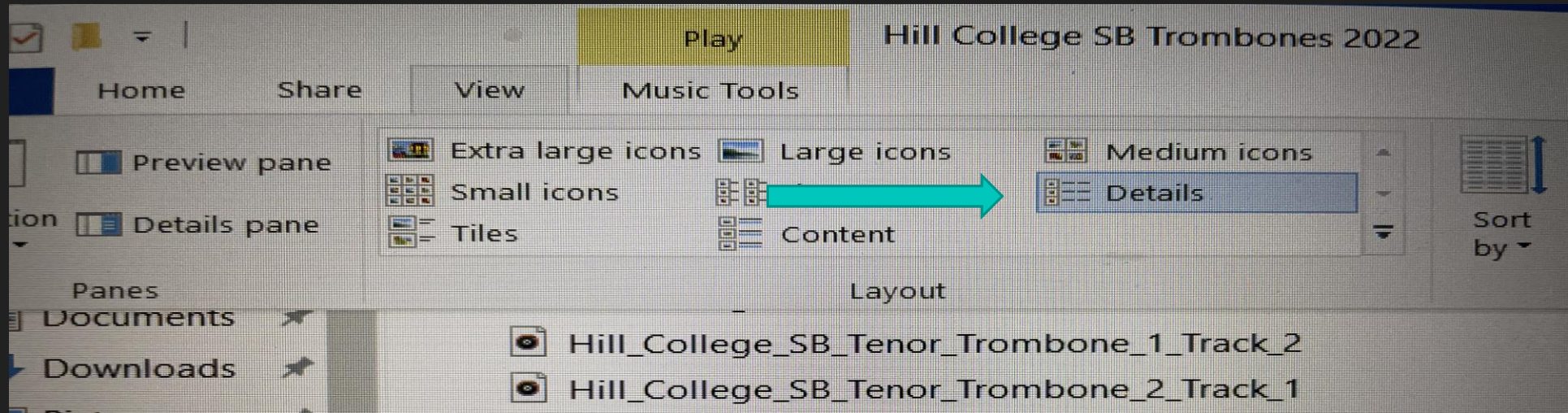
Remove metadata

- Some students or recording programs create metadata in the track. The metadata can be seen when playing the track when using some audio player on a personal computer. The metadata needs to be removed properly submit the track and maintain the integrity of a blind audition.



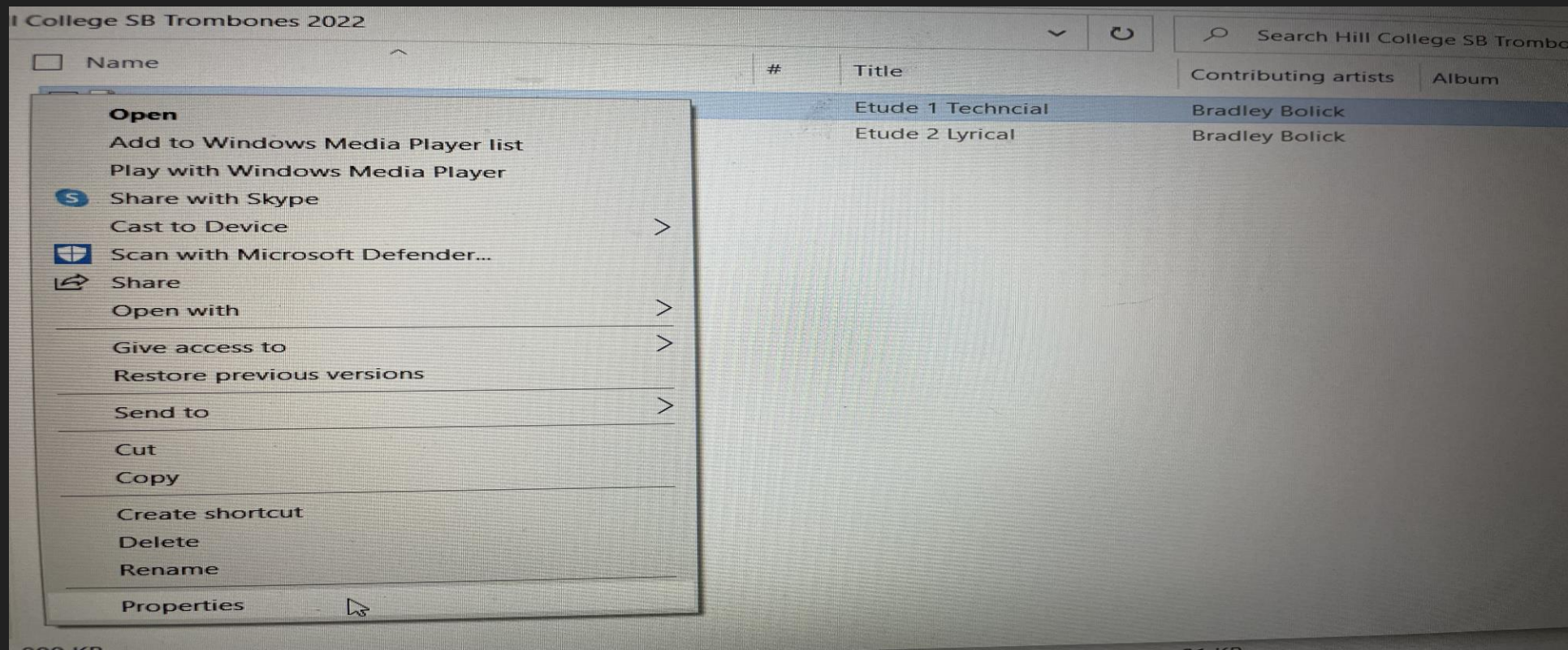
Details View in the Folder

- First be in the “Details” view of the file.



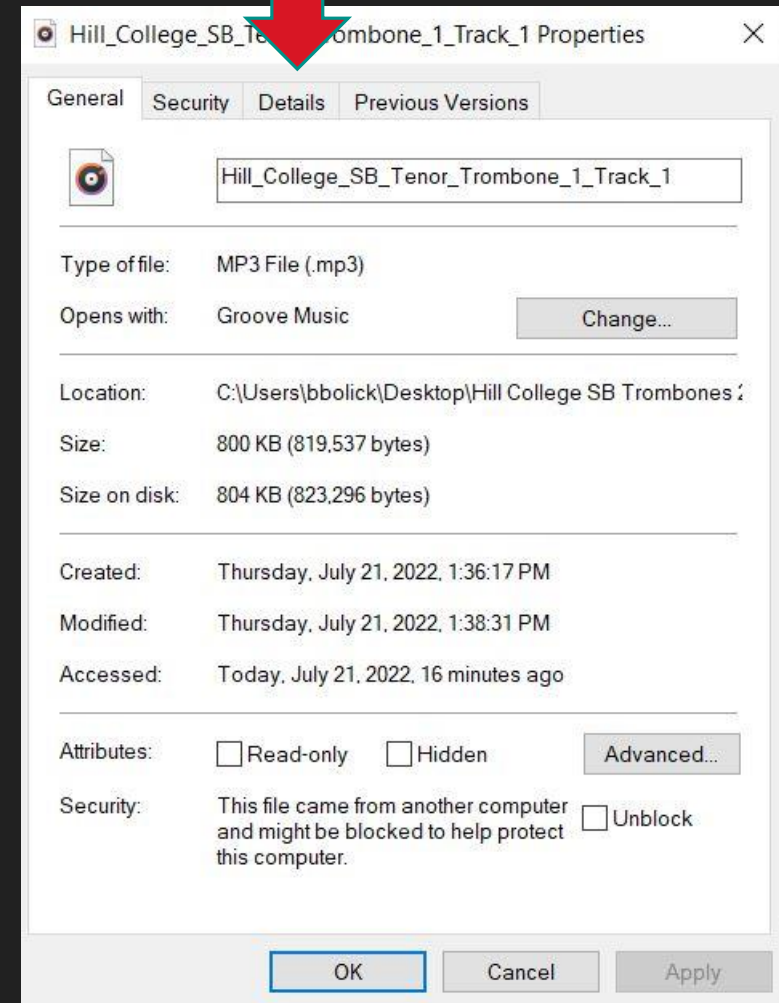
“Right Click” the data needing to be changed

- Next right click on the track to remove the metadata and select “properties” at the bottom of the popup window.



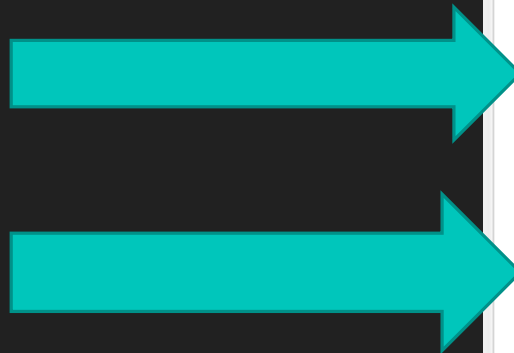
New window is open

- A new window with general information is now open. Click on the details tab.



Where is the metadata?

- In the details tab, the extra details are “metadata”



Hill_College_SB_Tenor_Trombone_1_Track_1 Properties

General Security **Details** Previous Versions

Property	Value
Description	
Title	Etude 1 Techncial
Subtitle	
Rating	☆☆☆☆☆
Comments	
Media	
Contributing artists	Bradley Bolick
Album artist	Hill College
Album	
Year	
#	
Genre	
Length	00:00:52
Audio	
Bit rate	124kbps
Origin	
Publisher	
Encoded by	

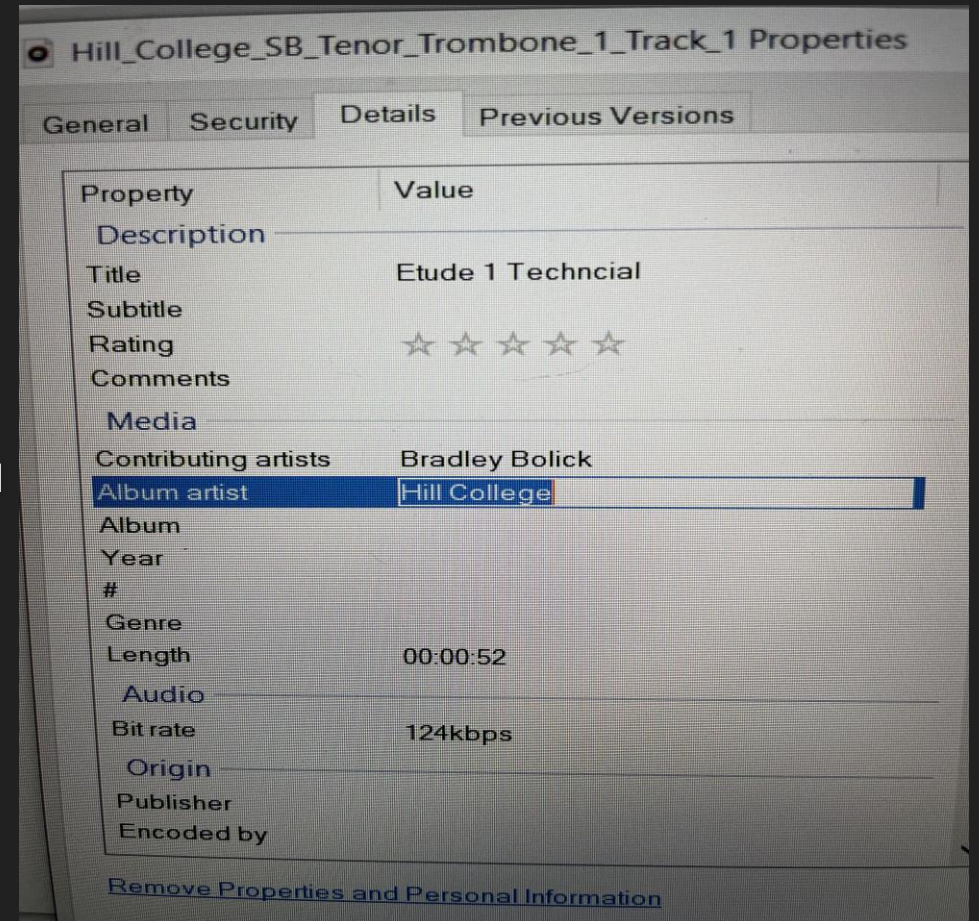
[Remove Properties and Personal Information](#)

OK Cancel Apply

Delete the metadata

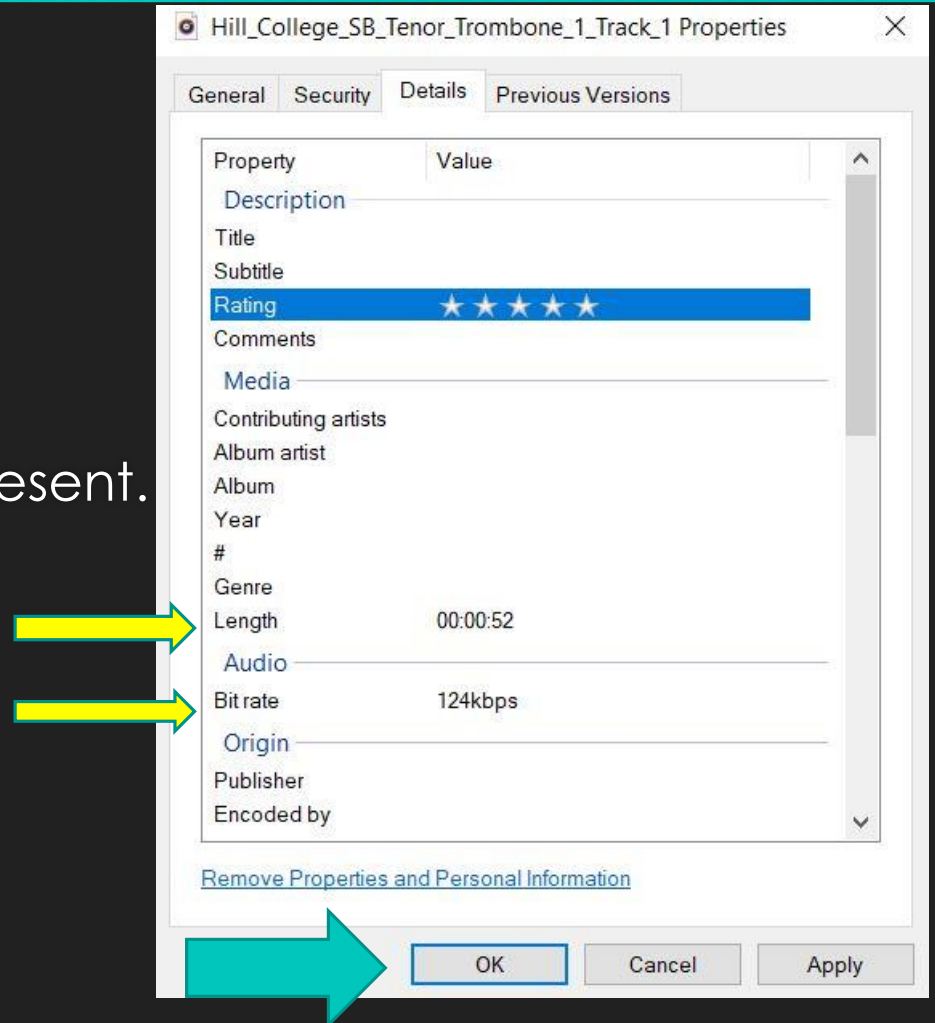
- Left click on the metadata
To delete highlight the data.
Press “Delete” or backspace
Deleting the metadata will not harm the file.

Do not change “track length” and “bit rate” data
as this will change your data.



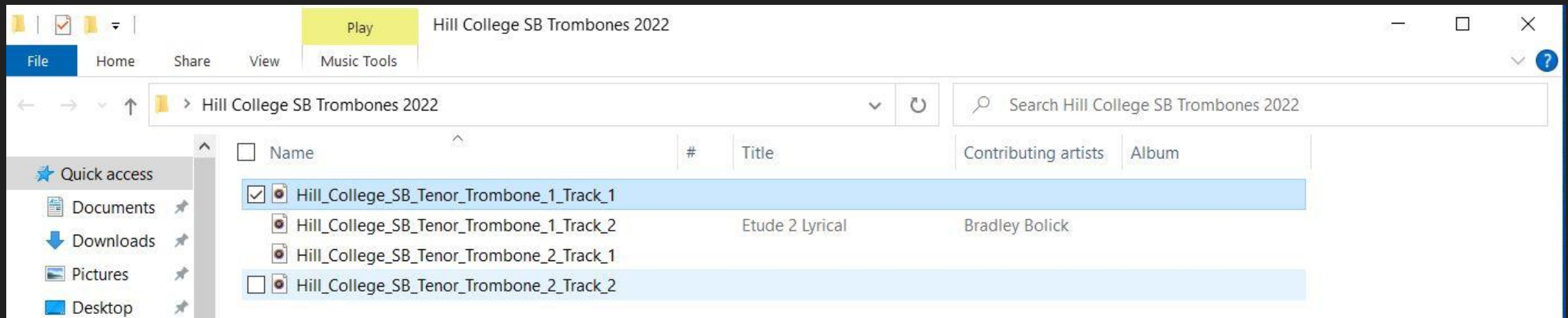
Apply the changes and Ok the changes

- Once the metadata is deleted the “Apply” Button is now active. Click “Apply” then click “OK” when the metadata is removed. Notice, the “Length” and “Bit Rate” data are still present.



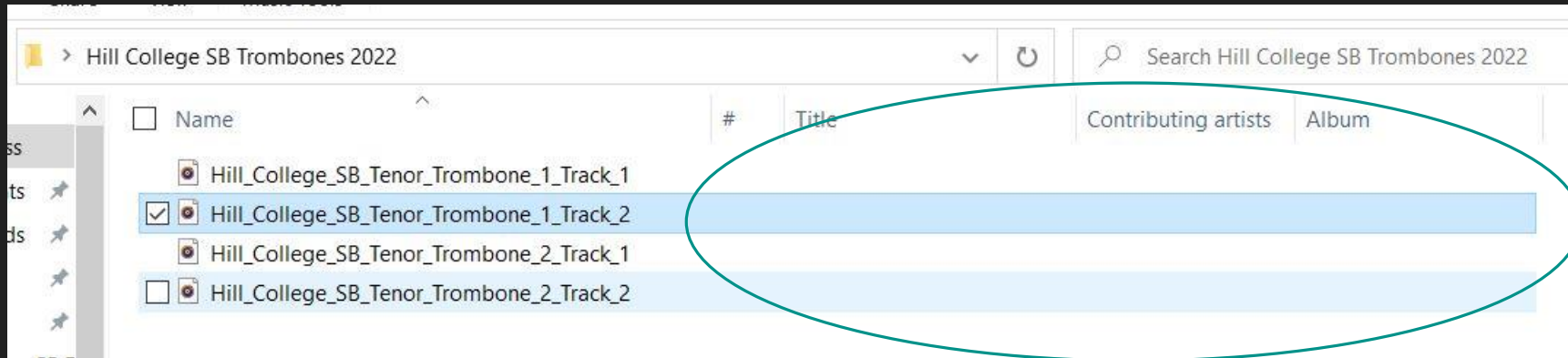
Your metadata is now gone

- Metadata removed is now removed from Tenor Trombone 1 Track 1



Repeat slides 15-21

- Repeat the steps found in slides 15-21 until all metadata is clear

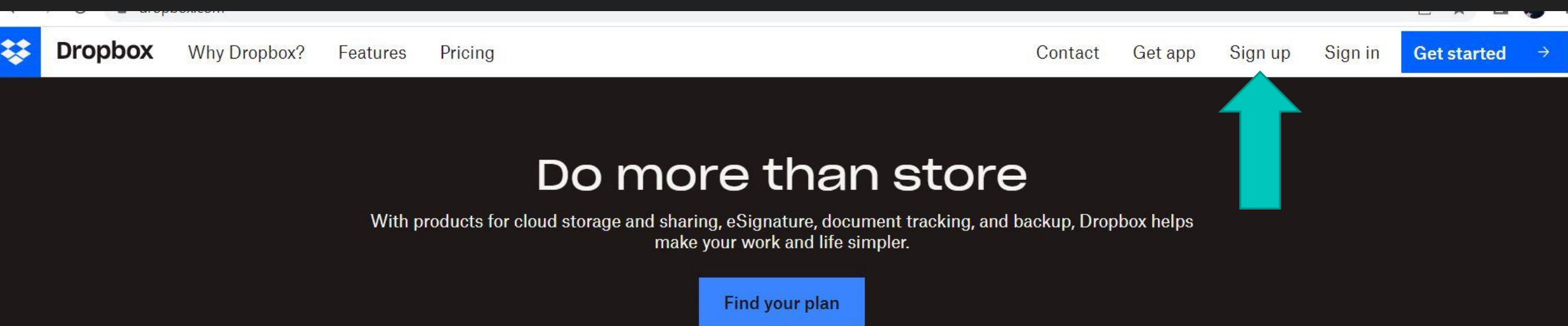


Create or Set Up a Dropbox account

○ Go to www.dropbox.com

At the top of the website select “Sign Up” or download app.

Please consult with you institutions acceptable use policies if you download the dropbox app on a work computer. (This guide is for web based drobox)



The screenshot shows the top navigation bar of the Dropbox website. The navigation bar is white with a blue background on the left containing the Dropbox logo. The navigation items are: "Dropbox", "Why Dropbox?", "Features", "Pricing", "Contact", "Get app", "Sign up", "Sign in", and a blue button labeled "Get started" with a right-pointing arrow. A large red arrow points upwards from the bottom of the page towards the "Sign up" link. Below the navigation bar, the main content area has a dark background with the text "Do more than store" in large white font, followed by a smaller white paragraph: "With products for cloud storage and sharing, eSignature, document tracking, and backup, Dropbox helps make your work and life simpler." At the bottom center, there is a blue button labeled "Find your plan".

Dropbox Why Dropbox? Features Pricing Contact Get app **Sign up** Sign in **Get started** →

Do more than store

With products for cloud storage and sharing, eSignature, document tracking, and backup, Dropbox helps make your work and life simpler.


Find your plan

Create your dropbox

- Next create an account with your work email or create/use a Gmail account for free.

Using Gmail can be easier because the dropbox and Gmail accounts can be linked with a single sign in vs remembering a password for other accounts.

Once the account is created log in.

 **Dropbox** Down

Create an account or log in

First name

Last name

Email

Password

I agree to the [Dropbox Terms](#). [Learn about how we use and protect your data in our Privacy Policy.](#)

Create an account

G Sign up with Google

Dropbox account “All Files” Screen

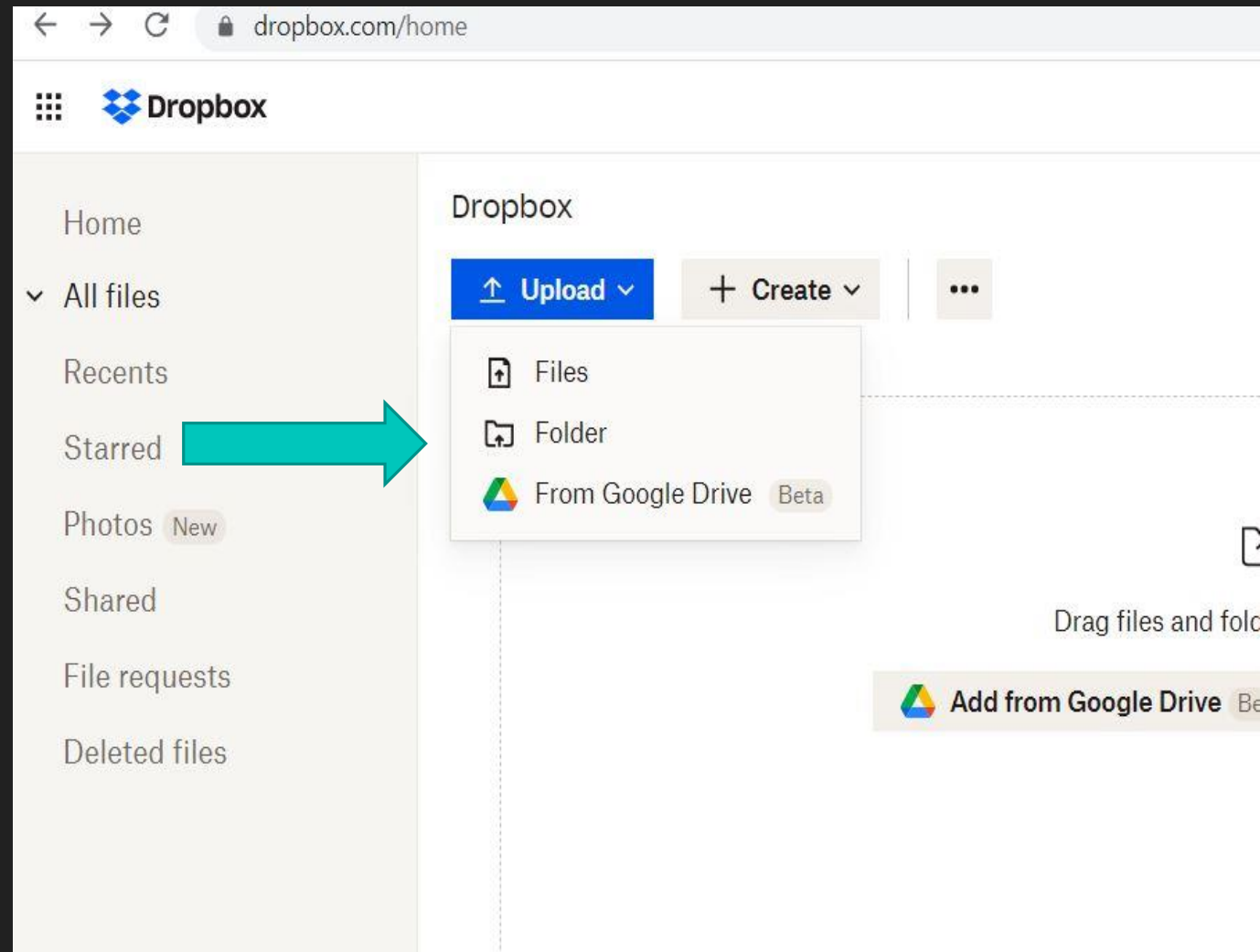
The screenshot displays the Dropbox web interface. At the top, the browser address bar shows 'dropbox.com/home'. The main navigation bar includes the Dropbox logo, a search bar, and user profile icons. The left sidebar lists navigation options: Home, All files (selected), Recents, Starred, Photos (New), Shared, File requests, and Deleted files. The central workspace is titled 'Dropbox' and features an 'Upload' button, a 'Create' button, and a menu icon. A large dashed box contains the text 'Drag files and folders here to upload' and two buttons: 'Add from Google Drive Beta' and 'Add from computer'. The right sidebar is titled 'Dropbox' and contains sections for 'Info' (with a folder icon), 'Tags' (with a tag input field and a privacy setting), 'Pinned items', and 'Activity'.

Upload the main audition folder

○ Select the upload button and click on “Folder” and select the Main folder created in Slide 9

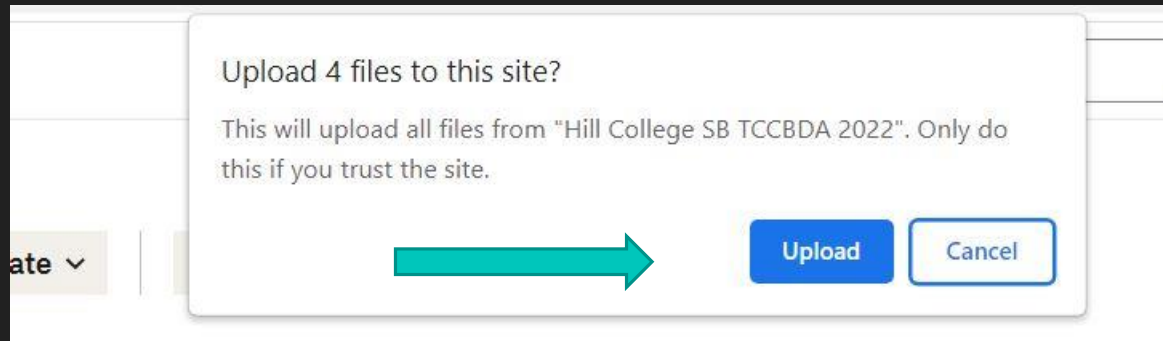
Or

“drag and drop” the Main Folder Created in Slide 9



Upload the main folder

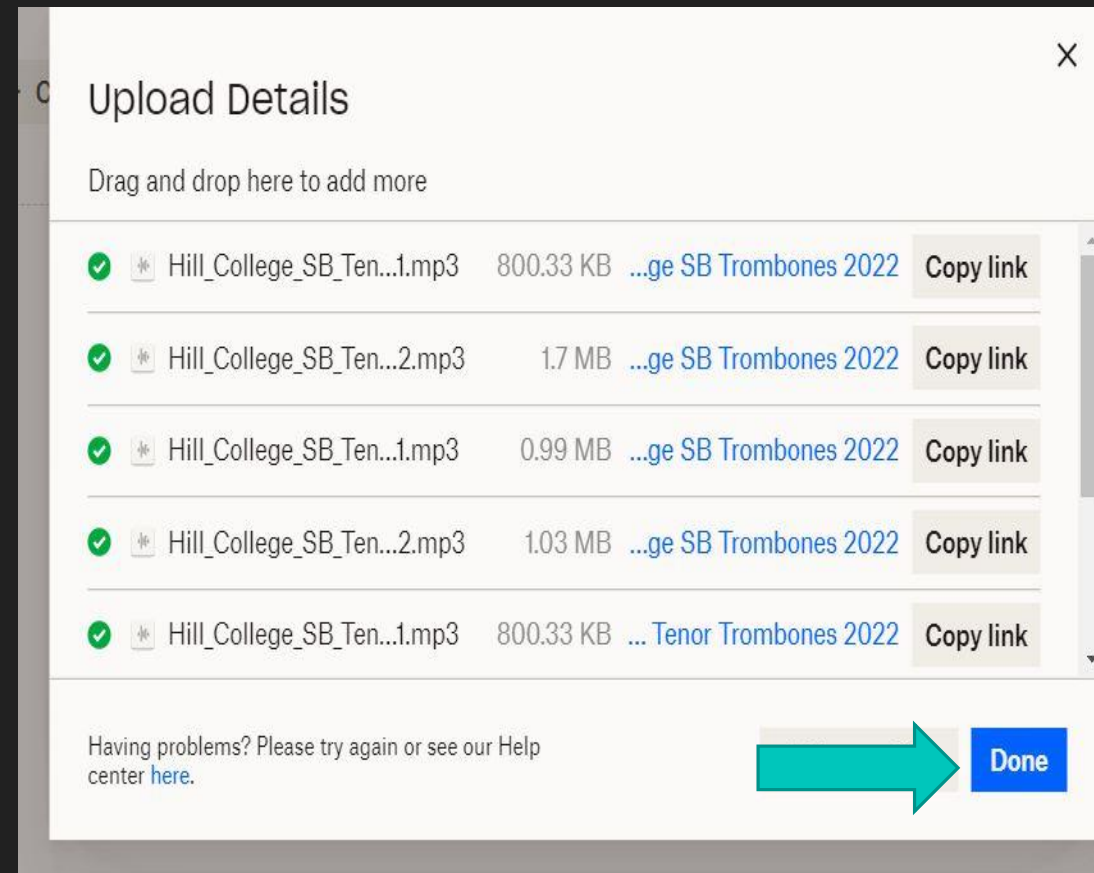
- Verify the correct folder to upload and click “upload”



Watch the data uploaded

○ You will see tracks uploaded from subfolders. It is highly recommended to have a reliable fast Internet connection. If a disruption occurs this can cause files to not upload properly.

The “done” button will turn blue when completed. Click done when files are uploaded.

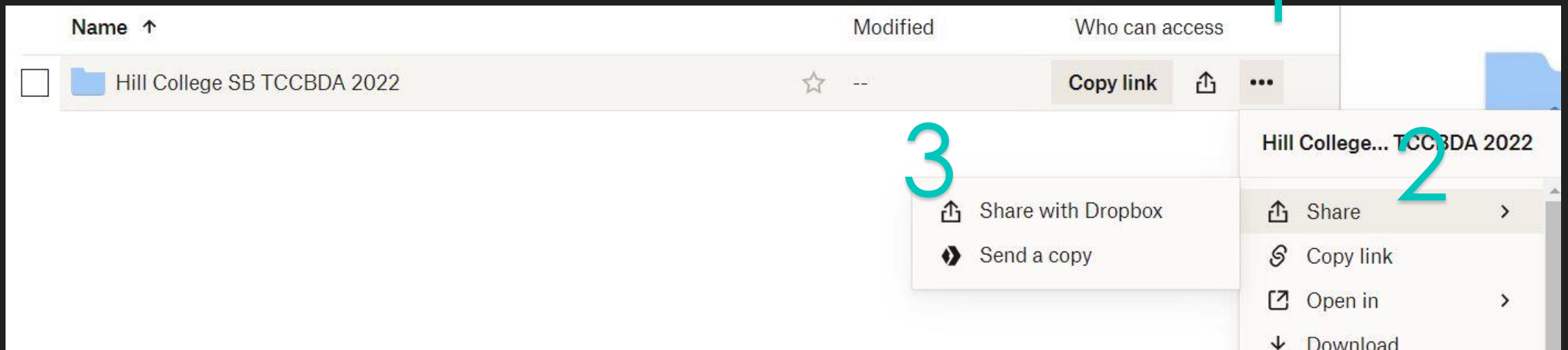


The screenshot shows a window titled "Upload Details" with a close button (X) in the top right corner. Below the title is a drag-and-drop area with the text "Drag and drop here to add more". A list of five uploaded files is displayed, each with a green checkmark, a file icon, the filename, size, and a "Copy link" button. At the bottom, there is a message: "Having problems? Please try again or see our Help center [here](#)." and a blue "Done" button with a teal arrow pointing to it.

File Name	Size	Destination	Action
Hill_College_SB_Ten...1.mp3	800.33 KB	...ge SB Trombones 2022	Copy link
Hill_College_SB_Ten...2.mp3	1.7 MB	...ge SB Trombones 2022	Copy link
Hill_College_SB_Ten...1.mp3	0.99 MB	...ge SB Trombones 2022	Copy link
Hill_College_SB_Ten...2.mp3	1.03 MB	...ge SB Trombones 2022	Copy link
Hill_College_SB_Ten...1.mp3	800.33 KB	... Tenor Trombones 2022	Copy link

Sharing the audition folder

1. Select the three “...” on the left of your newly created folder.
2. Select “share”
3. Select “share with dropbox”

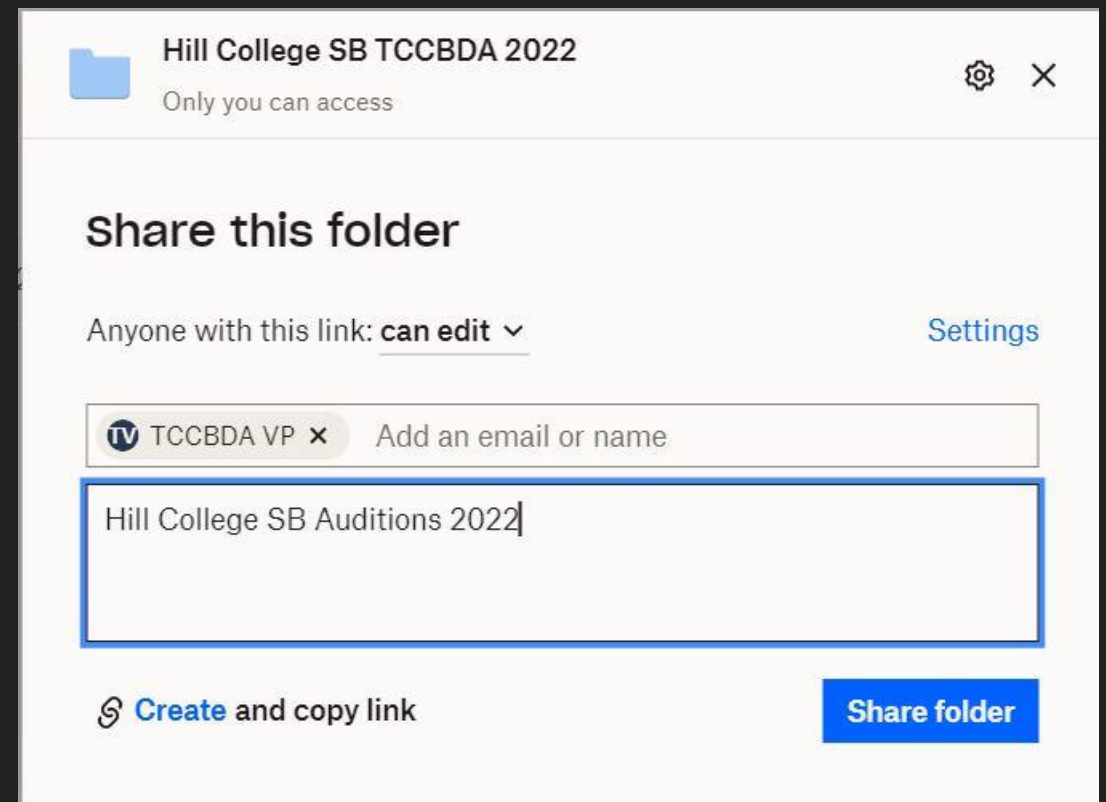


Input the email address to share folder with specifically VPTCCBDA@gmail.com

In the message section type school name, ensemble, and Year.

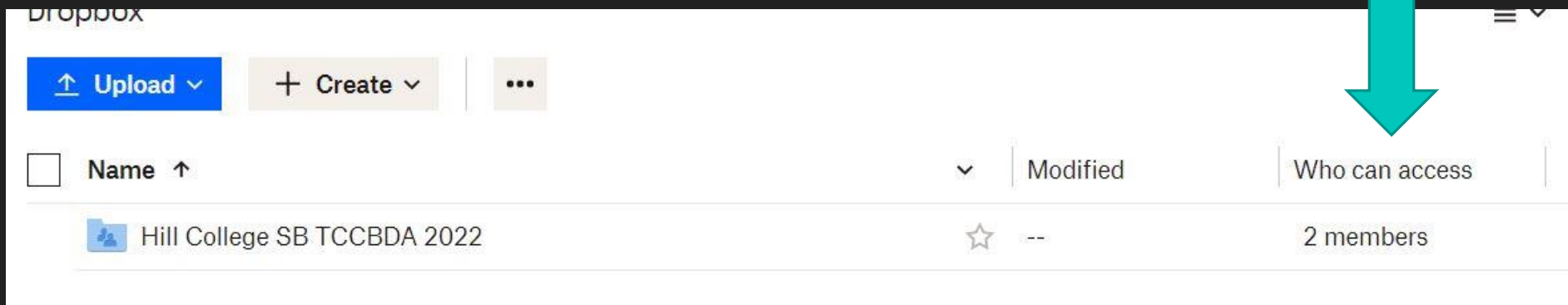
Make sure "CAN EDIT" is selected.

Then select "Share Folder"



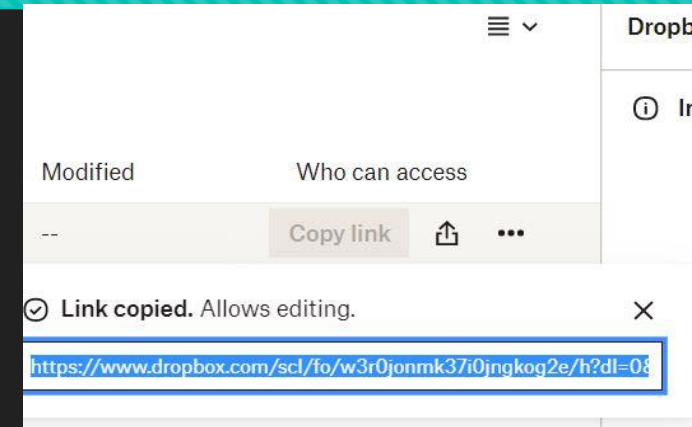
Verify

- Click on the folders button in the left hand panel list. The original folder created should be visible. Under “who can access” should read “2 members” the email account used to create the dropbox and TCCBDA VP.



Send a link and a message to the VP

- Hover the mouse cursor over the “2 members” and a copy link button will pop up. Copy the link.



Paste the link in an email to the Vice President VPTCCBDA@gmail.com

Ask the Vice President for a conformation of the dropbox folder and link. The link is a backup even though the folder is sent.

Removing Metadata on GarageBand Macintosh OS

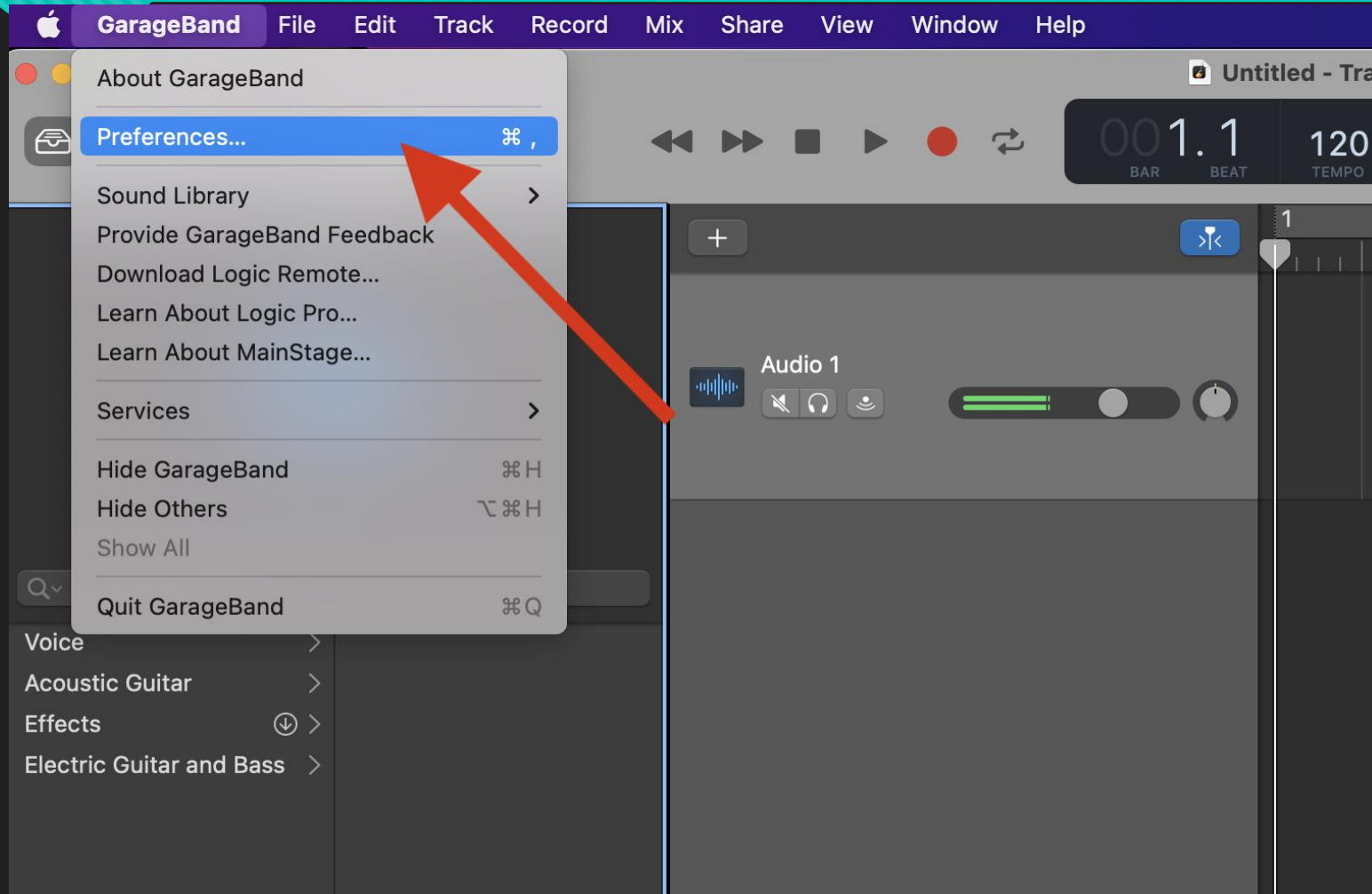
Created By:

Eric Baker

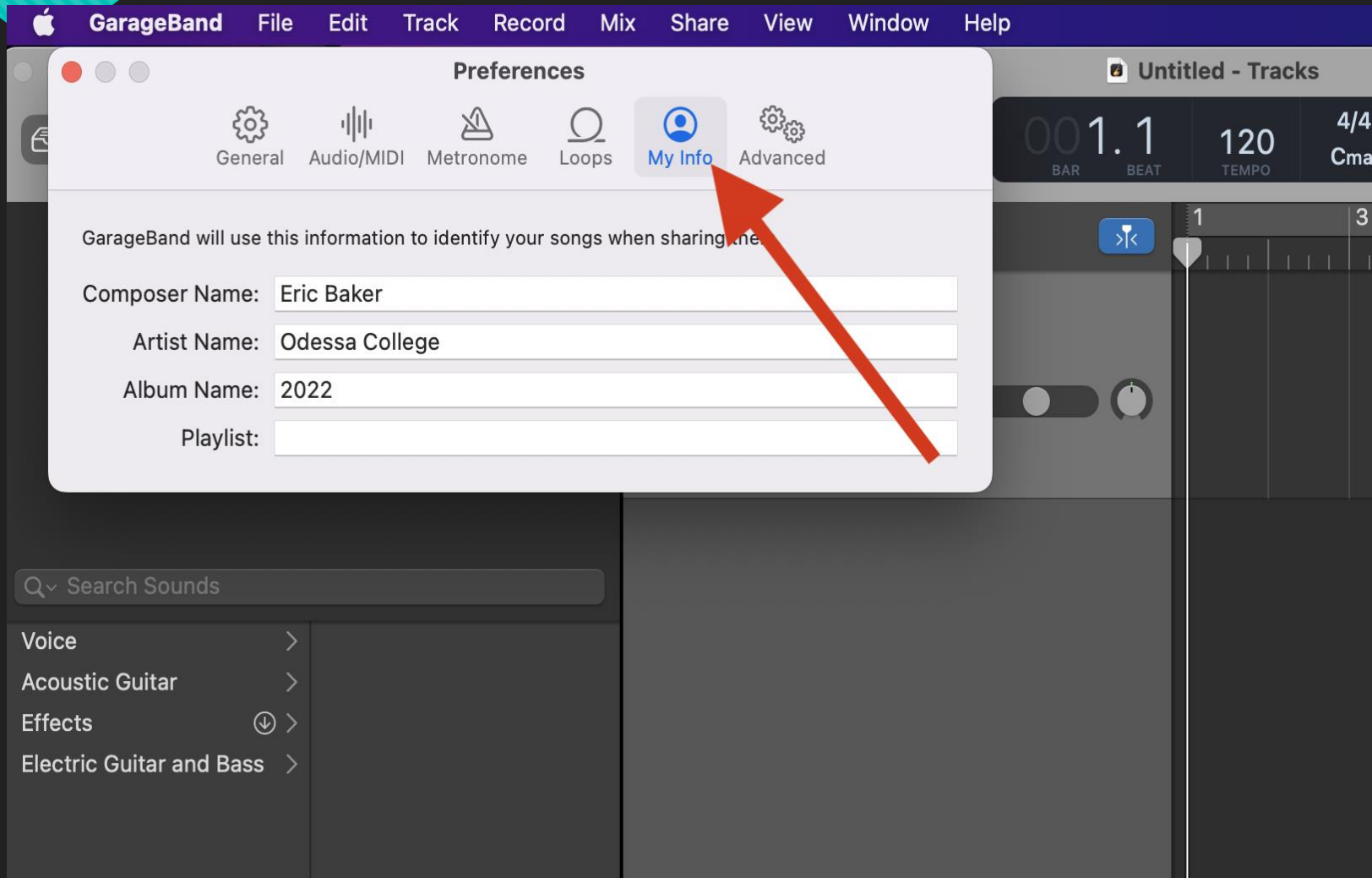
Odessa College

Former TCCBDA Secretary 2018 – 2022

Select Preferences under the GarageBand Tab



Then click on “My Info” tab



Erase The Data

