Registration Instructions for 2024-25 Cal-Western Video Auditions

To begin registration
1. Login to nats.com
2. Your member page should come up automatically. If you are elsewhere on the site, click on your email address in the upper right hand corner to go to your member page.
3. Scroll down and click on the blue AuditionWare button
4. In the upper left hand corner, select Cal-Western Region auditions.
5. Click on the "My Registration: Cal-Western 2024-25 CWR Video Auditions"

Enter student's personal information
1. Date of birth
2. Grade level or years of study post High School, as applicable
3. Home address and telephone number
4. Email address for each student
5. Parent email address for students under 18
6. Category/genre

At this point you will also be asked to acknowledge the NATS copyright and video policies.

Enter student's school and repertoire information
1. Verify previously entered information
2. Scroll down to select school or institution.
3. If you want your student to sing for comments only, select the appropriate box.
4. Enter the first title. If you use the "Search by title" function, the other fields will auto-populate.
5. You can indicate which song you would like the judges to start with by writing "1. Title of Song" in the title box.
6. Enter the YouTube link for the selection.
7. Continue this process for each selection.
8. Check the box at the bottom after you have verified all information
9. Click the green Save button.

Register more students/different categories
1. At this point, you will be asked if you want to register this student in another category. If yes, you will repeat the above process.
2. If not, you will be asked if you want to register another student. If yes, you'll be taken back to the first personal information screen to start a new student registration.
3. When you have finished registering students, you will be taken to a list of your students. Here you can view all of your registered students, edit their entries, and export their repertoire to excel.

[Finish registration and pay fees](#)

1. On the Student List page, click on the green "Complete Registration and Pay Fees" button.
2. Indicate if you will not be judging the video round ("attending this event"). Please note, if you click this box, you will be charged an additional $50. Enter the name of your substitute judge, if applicable.
3. Select your judging preferences. Please select those categories (and only those categories) that you feel confident judging.
4. Enter all relevant workplaces. This is to avoid having people judge students with whom they are already familiar.
5. You will be asked to save this information, then taken to a registration summary. Please verify that all the fees are correct, and that you have fully completed registration.
6. Click on the payment page, at which point you will be taken to NATS payments.