

2017 ITA Solo and Ensemble Competitions

Submission Instructions

Please carefully review these instructions before proceeding with your application(s). **It is recommended that applicants complete the application via personal computer rather than with a mobile device.**

*Please note that only one application to a specific competition may be entered from each Acceptd account. For example, a teacher wishing to enter multiple applications to the Gagliardi Competition on behalf of her students would need to create an account for each student with a unique email address.

1. Navigate to the ITA landing page on the Acceptd site:
<https://app.getacceptd.com/ita>
2. Locate the "Program Group" drop down menu on the left side of your screen and select either ITA Ensemble Competitions or ITA Solo Competitions.
3. Select the specific competition for which you wish to apply from the "Program" drop down menu.
4. Click the green button to apply to this competition.
5. At this point, you will be prompted to log in to your account with Acceptd. If you do not yet have an account, create one now by clicking on the green "Sign Up" link. (Teachers: please see the note above about multiple entries to the same competition.)
6. After reviewing the competition rules, click the green "Apply to..." button at the bottom of the screen to begin your application to the selected competition.
7. Fill in all required information on the "Applicant Information" page. (If you do not have a current school or teacher, you may type "N/A.") Click the green "Continue" button at the bottom of the page.
8. Upload any proof of age and audio or video files as required by the specific competition. **Be sure to pay particular attention to the rules on formatting and naming your audio/video file(s).** If you need to review the rules at any time, click the blue "Applications Guidelines" button on the right side of the screen. When you have uploaded your files, they will take a moment to process. Once the upload is complete, click on your uploaded file to select it and exit the upload menu. (If you are entering more than one competition, your previous uploads may display on this screen. Simply select your proof of age file from your library, but make sure you upload and select the correct

audio or video file for the competition for which you are applying.) When you have completed the uploads, click “Continue.”

9. On the “Preview the Application” page, review all of your information and make sure it is correct. **Please take this opportunity to verify that you have exactly followed the directions for naming your audio files.** If you need to edit the file name, you may do so by clicking the “pencil” icon next to the file name. Once you are satisfied with your application, click “Continue.”
10. Enter your payment information. (Visa, Mastercard, Discover, and American Express are accepted.) The total amount due is the combined ITA and Accepted application fees. Once your payment information is verified, click “Pay and Submit” to complete your application.
11. When your application has been successfully submitted, you will receive a confirmation message on screen as well as via the email address provided in your application.