



## **2021 VIRTUAL FESTIVAL ADJUDICATION SESSION GUIDE**

### **How to find out when your adjudication session will take place:**

There are two ways to find out when your adjudication will take place.

1. Login to your account with our festival [here](#).
2. Check our online 'program' which is located on the front page of our website ([www.highwoodmusicfestival.com](http://www.highwoodmusicfestival.com)).

### **How to prepare for your adjudication session:**

- Have your music near your instrument and be ready to listen and learn from our adjudicators.
- Prior to the adjudication session, please watch the other performers in your group--you can access the link to your group's playlist in the program at [www.highwoodmusicfestival.com](http://www.highwoodmusicfestival.com).
- Please login to your webinar link at least 10 minutes before your scheduled time. You will still be admitted after this time, but this will allow you time in case there are technical difficulties.
- Have your music and instrument ready in case the adjudicator asks you to try or demonstrate something.
- On a practical note, make sure that your device has a camera and microphone. Please note that we have found that these sessions work best when accessed by a computer or tablet, not a phone. If internet speed is unreliable in your home, ensure that no one else is using the internet during that time.
- As much as possible, eliminate background noise in the room you are in.

### **How to access the link for your adjudication session**

- You will access the link for your adjudication session by filling out a form for your discipline. You'll receive an email right away with the link for your session.
  - Find Senior Piano & Piano Plan I adjudication session links [HERE](#).
  - Find Intermediate Piano & Composition adjudication session links [HERE](#).
  - Find Junior Piano adjudication session links [HERE](#).
  - Find Voice adjudication session links [HERE](#).
  - Find Musical Theatre adjudication session links [HERE](#).
  - Find Strings adjudication session links [HERE](#).
  - Find Woodwind/Brass adjudication session links [HERE](#).
- Please register for the link with the participants name (as opposed to their parent's name) so our tech team can easily find them to bring them onto the screen at their group's time.
- If you are doing more than one session of the same instrument/discipline, the same link will work for both sessions. If you are doing a session in a different discipline, you will need to register for the link for both of them.
- Please note that the time the webinar registration page says it starts is the beginning time of that discipline (ie. all of junior piano), not your group's start time--consult the program for the time you need to be online.

**What to do during your adjudication session**

- When you first log into the adjudication by clicking the link you received by email after you registered, you will see the adjudicator, festival host, and any students currently in the adjudication session. You can just watch and learn from what is happening. When it's your group's time to start, our technical team will bring you onto the screen to interact.
- You may have to click 'unmute' and 'start video' so that we can see and hear you.
- The adjudicator will address you either one by one or as a group. Go with the flow and enjoy learning and growing as a musician!
- When your group is over, our technical team will take you off of the screen and you can either continue watching the next groups or go about your day.

**What comes after your adjudication session**

- In the next few weeks after your adjudication session our volunteers will email your certificates to the email address listed in you or your parent's profile in your festival account.
- If you have won an award or scholarship, you will be notified by phone by one of our board members.

## **FREQUENTLY ASKED QUESTIONS:**

**Can I reschedule my adjudication session?**

Because we are working with a large amount of entrants and as well as the schedules of our adjudicators, we are unable to accommodate schedule changes. We hope that the fact that the adjudication session will take place online will help as you can access them from a variety of places!

**Will I have to perform my entire piece during the adjudication session?**

No. The adjudicator will have already watched your piece, and the others in your session will have also watched your piece to prepare. The adjudicator may ask you to perform a small portion of your piece or to try a new idea or concept.

**Can friends or family members watch the adjudication sessions?**

Absolutely! They can watch the session by registering for the link at the same place you did and tuning in at the time you are scheduled.