

# INDIANA BANDMASTERS ASSOCIATION

## Instructions for Uploading Files

1. Log-on to the All-State Audition Site Upload webpage:  
<https://forms.indianabandmasters.org/allstate/upload/>  
User Name: email address, Password: last name (all lower case)
2. Connect a DR-05 unit to your computer with one of the supplied USB cables. Hold down the ■ home button to start the unit. Use the down arrow button and select “STORAGE”.
3. Carefully match the recording to the student’s name and ID number. The recorder number and recording file number should be listed by the room proctor on each student’s audition sheet. Press the upload button. When the upload is complete the button will turn green. You may check the recording by clicking on the green button. The recording will show and may be played to verify the correct ID number. If an error would occur, you may replace the recording using this window. Do not erase the files from the DR-05 it will be our back-up. **Recording listeners will review each recording by ID # only.**
4. When you have copied all the files select “remove storage device” on your computer. When you get the “safe to remove” message again hold down the ■ button on the DR-05 to power down. You may then disconnect the USB cable.
5. Repeat the process for each of your DR-05 recorders. Be sure each recorder is back in the original case. *If you need to check, the serial number is located inside the battery compartment of the recorder. It should match the serial number on the case label.*
5. Each proctor should list the students on the room summary **with name, ID # and recording file # in performance order.** The room proctor will indicate the recorder number they used at the bottom of the sheet.
7. Please put the audition forms and proctor summary sheets in a large envelope and **send them UPS Ground on Monday, January 13** to:  
Jeff Carnall  
Schmucker Middle School  
56045 Bittersweet Rd  
Mishawaka, IN. 46545  
You may also choose to scan the paperwork and email it to Jeff [jcarnall@phm.k12.in.us](mailto:jcarnall@phm.k12.in.us)
8. Re-box the DR-05 recorders and **send them UPS Ground on Monday, January 13** to:  
Myron Snuffin  
43 Lakeshore Cir.  
Brownsburg, IN 46112

**Send the envelope and the box on Monday, January 13!**