



## CREATIVE GENERATION – STATE SCHOOLS ONSTAGE (CGEN) FREQUENTLY ASKED QUESTIONS

### 1. Can students or parents complete the online nomination form themselves?

No, only Department of Education and Training employees with access to OnePortal are able to gain access to the online nomination form. We ask all students to nominate with the support of a teacher at their school.

### 2. How does my principal endorse the nomination?

Prior to submitting an online nomination, we ask teachers to please ensure the school principal is aware of all students being put forward for nomination.

Once nominations have closed in December, the principal will receive an email notifying them of all received nominations from their school. They will need to respond to that email to endorse the nominations.

### 3. Can I view my nominations once I've submitted them?

Yes you can view your nominations using the following steps:

- From the HOME page, navigate to QUICK LINKS
- Select VIEW MY SUBMITTED NOMINATIONS
- If you would like to download an electronic copy of your nominations use these additional steps:
  - Select ACTIONS
  - Select EXPORT TO SPREADSHEET

### 4. Can I edit my nomination once it's been submitted?

Yes, once your nomination has been submitted you may edit it, if required, until nominations close on **Friday 9 December 2011**.





## 5. What information will I need to know about my nominee prior to submitting an online nomination?

The following information will need to be completed for all online nominations:

- School name
- Principal's name
- Principal's email address
- Has the Principal endorsed this nomination?
- CGEN school coordinator 1 name, email and mobile number:
- CGEN school coordinator 2 name, email and mobile number:
- Nomination category
- Individual student or group name
- Year level of student/s in 2012
- Number of male and female students
- Total number of students
- YouTube link of the student's auditioning pieces and titles of auditioning pieces
- If you do not have a You Tube link, you will need to send in a DVD along with a DVD identification form (found in the nomination guidelines)

In addition, the following details are required for specific categories:

### Featured and backing vocalist

- Was the nominee a featured or backing vocalist in 2011?
- Can the student read music?
- The student's previous choral or vocal ensemble experience (if any).

Please note: if a student wishes to nominate for both categories you may use the Featured and Backing Vocalist category. This will save time entering the same information in both the Featured Vocalist and Backing Vocalist categories.

### Massed and core choir

- Number of sopranos, altos, tenors and basses

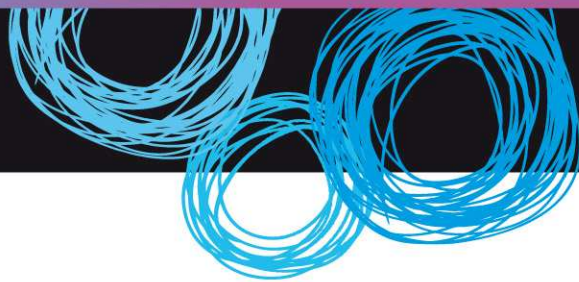
### Featured dance

- Was the nominee a featured dancer in 2011?
- Student's preferred dance style (e.g. classical ballet, contemporary, hip hop, jazz, pointe, tap, theatrical).



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## Drama

- Did the nominee attend the Young Artists' Workshop in 2011?
- Teacher's recommendation – a short paragraph describing why the student is a suitable nominee for the Creative Generation Young Artists' Award in Drama program.

Please note supporting documentation must be sent to the Drama Coordinator (see nomination guidelines) by **Friday 9 December 2011**.

## Film crew

- The film crew the student nominating for - film crew one, film crew two or both - see nomination guidelines for descriptions.
- Teacher recommendation - a short paragraph on why the student is a suitable nominee for the CGen film crew
- The role the student played in the audition material

## Stand-alone and students' own

- Type/description of item (e.g. rock band, hip hop dance crew, instrumental soloist).
- Is the person who created the item a teacher or student?
- Name of the person who created the item.

## Symphony orchestra

- Instrument 1
- Instrument 1 level completed (e.g. Grade 7 AMEB)
- Instrument 1 result achieved
- Year instrument 1 result was achieved
- Current level of instrument 1 (e.g. AMUS A standard)
- List other instruments the student plays well and has access to.
- A short paragraph describing the student's experience and training in any orchestras or similar ensembles.

You will need to mail the student's DVD audition material to the symphony orchestra manager (see nomination guidelines) by **Friday 17 February 2011**.

Please note: if the student is nominating with a second instrument all the above details are also required for that instrument.



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## Student stage crew

- Was the nominee a member of the student stage crew in *Creative Generation – State Schools Onstage 2011*?
- Teacher's recommendation – a short paragraph on why the student is a suitable nominee for the Creative Generation 2012 stage crew
- What is the student's preference e.g. props team, stage management (performer movement) or registration and merchandise team?

Please note: a current resume of the student must be sent to the student stage crew coordinator (see nomination guidelines) by **Friday 9 December 2011**.

## Teacher support crew

- A paragraph on why the teacher would like to be involved in *Creative Generation – State Schools Onstage 2012*
- Teacher's preferences (choir, choreographer, costume team, dance, registration and merchandise team, stage management, symphony orchestra, vocalists, Young Artists' Workshop supervisor)

Please note: a current resume must be sent to the teacher support crew coordinator (see nomination guidelines) by **Friday 9 December 2011**.

## OTHER HINTS

### Compulsory Fields

If a field is marked with a red star, it's a compulsory field. If there is no data to place in that field (e.g. no basses in your choir) then please enter **0 (zero)**. You will not be able to continue submitting the nomination until all compulsory fields are filled with data.

### Drop Down Menus/Fields

If you find that an option you require for your nomination isn't available in a drop down menu, please contact the CGen team via email as we may be able to add an additional field.

### Are you having difficulty with the online nomination process?

If you're having difficulty with the new online nomination process, please don't hesitate to contact a member of the CGen team – we're happy to help.

