

Fact sheet 3 — How to nominate

The CGEN nomination website is available at:

<https://www.eawards.com.au/2019/cgenonstage>

One teacher from each school should be allocated as the coordinating teacher during the nomination process. This coordinating teacher must register the school using the nomination website.

If other teachers at the school wish to access the nomination website, they must login using the coordinating teacher's email address and password. It is suggested that the coordinating teacher use their departmental email address and create a generic password that can be shared with other teachers within their school. Additional teacher contact information can be entered during the nomination process.

There are four steps for each nomination. All information is to be supplied via the <https://www.eawards.com.au/cgenonstage> website:

1. provide school details
2. provide coordinating teacher/supervisor details
3. provide nomination details
4. upload audition footage/supporting material.

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

No, only registered teachers of the DoE are permitted to nominate students.

2. What will I be asked to acknowledge when submitting the nomination?

- The school principal where the student is enrolled has endorsed the nomination.
- All students nominating for a place in the program have returned to the school a completed (unamended) CGEN 2019 project consent form and a completed (unamended) Network Ten release form. If unamended forms are not returned, students are not able to participate in the program.
- Nomination and participation fact sheets 1 and 2 have been distributed and understood by all relevant personnel supporting the students' participation in the program.
- Parents/guardians and students understand the entire program, and the expectations and level of commitment required.
- All school team members supporting the students' participation in the program understand the expectations and level of commitment required.
- All students (and parents/guardians of those students) understand the DoE is collecting personal information, and will handle this material in accordance with

the *Information Privacy Act 2009* and the *Education (General Provisions) Act 2006*.

- They have read, understood and agree to the terms and conditions of the program.

3. What information will I need to know when submitting the nomination?

- School name
- Is the school part of a cluster? (A cluster is a group of schools combining to form one nomination)
- CGEN coordinating teacher name, email and mobile number
- Teacher name, email and mobile number for up to three additional CGEN contact teachers
- Nomination category
- Individual student or group name (student categories)
- Individual teacher name (teacher crew categories)
- Year level of student/s in 2019
- Number of male and female students
- Number of students identifying as Indigenous (Aboriginal or Torres Strait Islander)
- Total number of students
- CGEN and or MOST t-shirt sizes
- Choir performer shirt sizes (if applicable)

In addition to the above information, the following details are required for specific categories.

To assist teachers to collect student information, students should complete an expression of interest form available in this document or on the CGEN Participant Gateway and CGEN website.

VOCAL

Featured or backing vocalist

- Was the nominee a featured or backing vocalist in 2018?
- Can the student read music?
- Voice type?
- Student contact information including:
 - home postal address
 - home phone number
 - student mobile number
 - student email address
 - parent/guardian email
 - parent/guardian mobile number
- The student's previous choral or vocal ensemble experience (if any)
- Has the student also been nominated for core, central or massed choir in 2019?

Core, central and massed choir

- Voice type (e.g. soprano, alto, tenor or bass)

DANCE and DRAMA

Massed dance

- Costume t-shirt size

- Child 4	- Adult 6
- Child 6	- Adult 8 or XS
- Child 8	- Adult 10 or S
- Child 10	- Adult 12 or M
- Child 12	- Adult 14 or L
- Child 14	- Adult 16 or XL
- Child 16	- Adult 18 or 2XL
	- Adult 20 or 3XL
	- Adult 22 or 4XL

- Trouser size

- Child 4	- Female 6	- Male 77 or XS
- Child 6	- Female 8	- Male 82 or S
- Child 8	- Female 10	- Male 87 or M
- Child 10	- Female 12	- Male 92 or L
- Child 12	- Female 14	- Male 97 or XL
- Child 14	- Female 16	- Male 102 or 2XL
- Child 16	- Female 18	- Male 107 or 3XL
	- Female 20	- Male 112 or 4XL
	- Female 22	

Featured/soloist dance

- Student contact information including:
 - Home postal address
 - Home phone number
 - Student mobile number
 - Student email address
 - Parent/guardian email
 - Parent/guardian mobile number
- Measurements (cm)
 - Height
 - Chest circumference
 - Waist circumference
 - Hip circumference
 - Shoulder to wrist length
 - Hip to floor length
- Costume t-shirt size

- Child 4	- Adult 6
- Child 6	- Adult 8 or XS
- Child 8	- Adult 10 or S
- Child 10	- Adult 12 or M
- Child 12	- Adult 14 or L
- Child 14	- Adult 16 or XL
- Child 16	- Adult 18 or 2XL
	- Adult 20 or 3XL
	- Adult 22 or 4XL

- Trouser size

- Child 4	- Female 6	- Male 77 or XS
- Child 6	- Female 8	- Male 82 or S
- Child 8	- Female 10	- Male 87 or M
- Child 10	- Female 12	- Male 92 or L
- Child 12	- Female 14	- Male 97 or XL
- Child 14	- Female 16	- Male 102 or 2XL
- Child 16	- Female 18	- Male 107 or 3XL
	- Female 20	- Male 112 or 4XL
	- Female 22	

Drama

- Student contact information including:
 - Home postal address
 - Home phone number
 - Student mobile number
 - Student email address
 - Parent/guardian email
 - Parent/guardian mobile number
- Costume t-shirt size

- Child 4	- Adult 6
- Child 6	- Adult 8 or XS
- Child 8	- Adult 10 or S
- Child 10	- Adult 12 or M
- Child 12	- Adult 14 or L
- Child 14	- Adult 16 or XL
- Child 16	- Adult 18 or 2XL
	- Adult 20 or 3XL
	- Adult 22 or 4XL

- Trouser size

- Child 4	- Female 6	- Male 77 or XS
- Child 6	- Female 8	- Male 82 or S
- Child 8	- Female 10	- Male 87 or M
- Child 10	- Female 12	- Male 92 or L
- Child 12	- Female 14	- Male 97 or XL
- Child 14	- Female 16	- Male 102 or 2XL
- Child 16	- Female 18	- Male 107 or 3XL
	- Female 20	- Male 112 or 4XL
	- Female 22	

INSTRUMENTAL

Symphony orchestra or big band

Extensive instrument and examination grade information is required to complete the nomination process for symphony orchestra and big band students. An expression of interest form is available in this document or on the CGEN Participant Gateway and CGEN website.

Massed string orchestra

- Instrument type (violin, viola, cello or double bass)
- Describe the general standard of the student

Solo instrumental

- Student contact information including:
 - home postal address
 - home phone number
 - student mobile number
 - student email address
 - parent/guardian email
 - parent/guardian mobile number
- Instrument name
- Level completed, examining institution, result and exam year

Drumline

- Drum type (snare, tenors (quads and quints), bass, djembe)
- Can the student read music?
- What is the student's AMEB, Trinity, Rockschoo or similar level?
- A short paragraph describing the student's experience and training

VARIETY

Standalone item, specialty act or skill

- type/description of item/skill (e.g. rock band, hip hop dance crew, acrobat)
- Is the person who created the item a teacher or student or consultant?
- name of the person who created the item
- contact person first name
- contact person surname
- contact person mobile
- contact person email

PRODUCTION

Student stage crew

- Was the nominee a member of the student stage crew in 2018?
- Student contact information including:
 - home postal address
 - home phone number
 - student mobile number

- student email address
- parent/guardian email
- parent/guardian mobile number
- Teacher's recommendation — a short paragraph explaining why the student is a suitable nominee for the stage crew

Media crew

- Role preference (e.g. camera crew, interviewer/presenter, film editor)
- Student contact information including:
 - home postal address
 - home phone number
 - student mobile number
 - student email address
 - parent/guardian email
 - parent/guardian mobile number

Teacher crew

- Was the nominee a member of the teacher crew in 2018?
- Contact information including:
 - home postal address
 - home phone number
 - mobile number
 - email address
- A paragraph on why the teacher would like to be involved in 2019
- Role preference:
 - props team
 - tunnel team
 - backstage team
 - front of house team
 - vocalist support
 - choir support
 - dance support
 - drumline support
 - media crew support
 - massed string orchestra support
 - symphony orchestra/big band support

4. Further hints for completing the CGEN nomination process

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

If you find 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.

5. Can I view my nominations once I have submitted them?

Yes, you can view your nominations using the following steps:

- Login to the <https://www.eawards.com.au/2019/cgenonstage> website.
- On the left-hand side select NOMINATIONS, then MY NOMINATIONS.
- If you would like to download an electronic copy of your nominations, use these additional steps:
 - Tick the checkboxes next to the nominations you wish to download.
 - Select DOWNLOAD.

6. 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 by using the following steps:

- Login to the <https://www.eawards.com.au/2019/cgenonstage> website.
- On the left-hand side select NOMINATIONS, then MY NOMINATIONS.
- Click on the nomination you wish to edit or delete.
- Edit the data as required and SAVE.

7. Tips for maximising your ability to upload audition footage and support material

1. The size of files for audition footage should not exceed 50 MB.
2. Do not leave uploading audition footage to the last nomination day as excessive use of the system will incur delays.
3. If uploading files from a shared network (e.g. school), access the system out of hours when internet traffic will be reduced.
4. Ensure you keep to the time limit set for each nomination category. Excessive footage will not be viewed and will increase the file size.
5. You should convert your movie file into a more compressed format (reduced file size).
7. Accepted file formats are doc, docx, pdf, gif, jpeg, jpg, png, m4v, mov, mp4, mpeg, mpeg4, mpg and wmv.
8. Clearly label each audition and support material with student name, school and category (e.g. JaneSmithFVCGENSHS).

Note: When recording audition footage, please ensure that the filming location is acceptable and that there is no background noise.