BNMI Submission Guide

v. 2.0
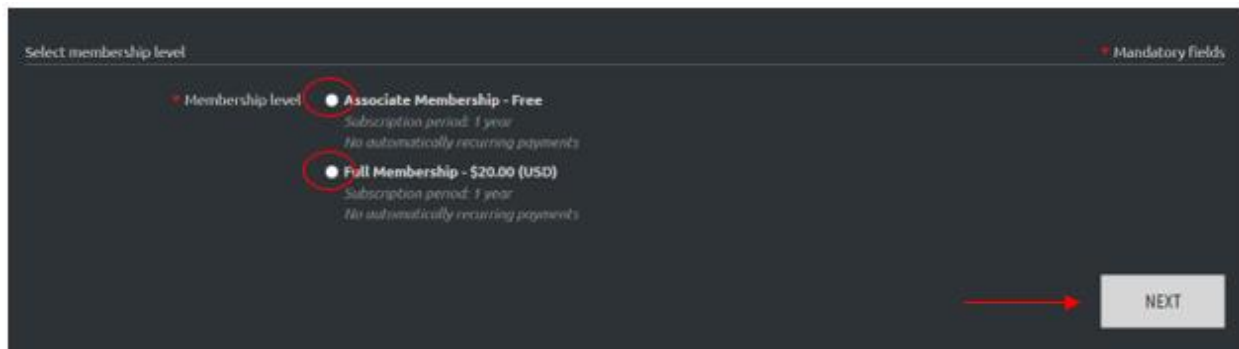
January 9, 2020

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Section I. Getting Started

Membership Account

BNMI's submission portal ties a user's submission(s) to their Member ID. This ID is not identifiable to the judging panel, allowing all submissions to remain entirely anonymous throughout the selection process. However, all composers submitting to any BNMI Call for Scores must be or become members of the organization in order to obtain login information to access the submission portal.

BNMI currently has two membership levels: Associate and Full Membership. Associate Membership is free, while Full Membership is $20.00 USD annually. Full Members receive discounted submission fees for BNMI-hosted Calls for Scores, in addition to other membership benefits.[1]

Existing members can log in to their account using their login credentials. New members can sign up by visiting www.bostonnewmusic.org/membership, and selecting their membership level. Once selected, click the "Next" button.

Enter the email address you wish to affiliate with your membership account. (Note: this should be an email address you will permanently have access to; if using a school or work account, be sure to update your email address in your BNMI account if and when your school or work situation changes.) Then click the checkbox in the reCAPTCHA section ("I'm not a robot") and click "Next."

Fill in the basic information on the next page. Only the "First name" and "Last name" fields are required. You may also choose to enter additional details. (Note: You cannot edit your email address from what you entered on the previous page at this point.) This information is for internal informational use only (such as for planning local membership events or activities) and will not ever be shared with third parties or used for unsolicited contact, mailing, etc.

If desired, you may also fill in the information from the Personal information section. Here you may upload a headshot (click "Choose File") and add any professional information you wish to share with other members. This information will not be shared or posted publicly.

The only required field in this section is the "Instrument(s)" category; if you do not wish to list an instrument, select "I just listen!" at the bottom of the page. Click the "Next" button once complete.

Review and confirm the information. If you need to make any edits, click the "Back" button; otherwise, click "Confirm."
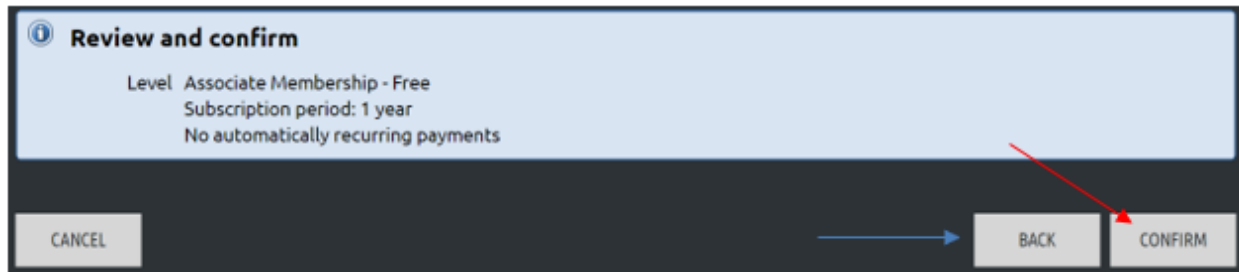
You will be brought to the following confirmation page. You will also receive an email with your login information, including an auto-generated password. (You may change this password at any point while logged in to your account.) If you are applying as a member specifically to submit to a particular BNMI Call for Scores, you may proceed to the "Submit" page on BNMI's website.

Note: it may take up to 24 hours for Associate Membership application to be approved. (Full Membership applications will be automatically approved once payment has been completed.) Be aware that Associate Membership applications should be submitted at least 24 hours prior to the call's closing date. BNMI staff will make every effort to approve last-minute membership applications as quickly as possible.

Section II: Submission Portal

Accessing the portal

Note: to ensure proper functioning within the score submission portal, we recommend using the most current version of Firefox, Safari, Google Chrome, or Internet Explorer. *Please try updating your browser if you encounter difficulty with the portal.*

If a call is currently open, the parameters and guidelines for the call will be outlined on this page (www.bostonnewmusic.org/submit), followed by a link at the bottom of the page: "Click here to submit to this Call for Scores." Clicking on the link will bring you to the portal.

Click here to submit to this Call for Scores

Note: *you must be logged in on the BNMI website in order to access the portal; otherwise, the link above will not work.* **You can verify that you are logged in by viewing the top right corner of your browser window.**

If logged in:

If logged out:
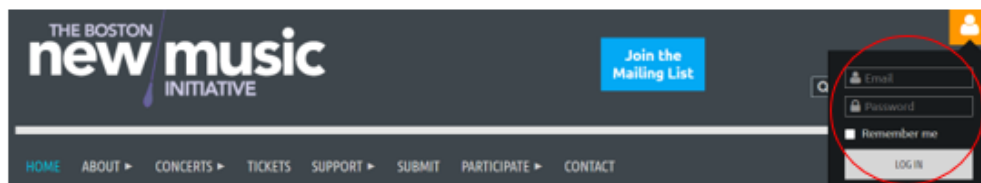
If you are not logged in, you will be prompted for your member email and password. If you have forgotten your password, you may leave the Password field blank and click Log In, and you will be brought to a separate login page. Click on the "Forgot password" link to have a new password re-issued to the member email address on file.
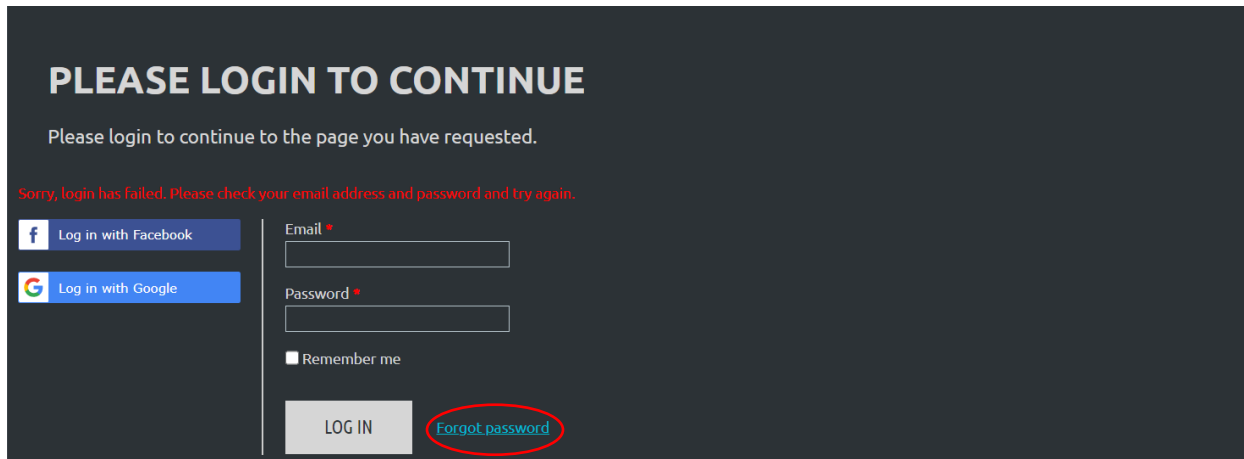
Portal Overview

Once logged in and into the portal, you will be able to manage all your submissions directly from the portal.

- Your name, membership level, and email address will appear in the top right corner of the screen.
- The name of the call will be listed in the middle of the page, along with the call's submission deadline. (Note: this is especially important information to verify when multiple calls are running simultaneously.)
- The number of submissions you have already completed for this call will be listed on the left side of the portal.
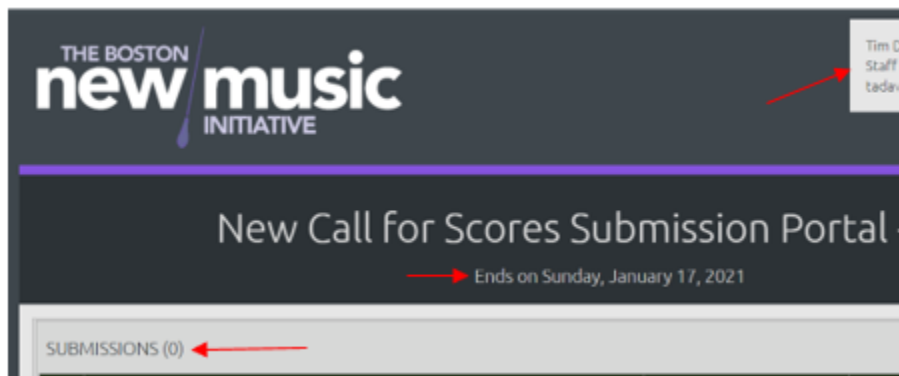
Adding submissions
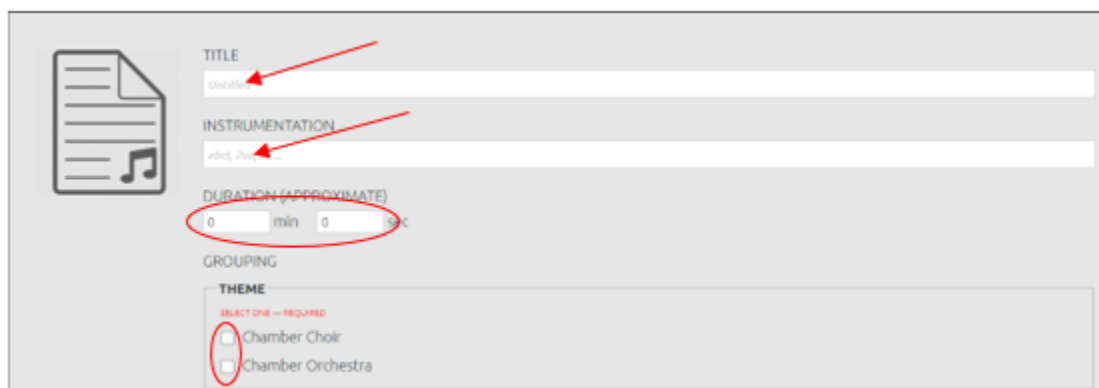
To add a new submission, click the large gray "Click to start" button in the middle of the page below "SUBMISSIONS (x)." The button will turn green when you hover over it.

Alternately, you may also click the "Add" button on the lower right side of the page.
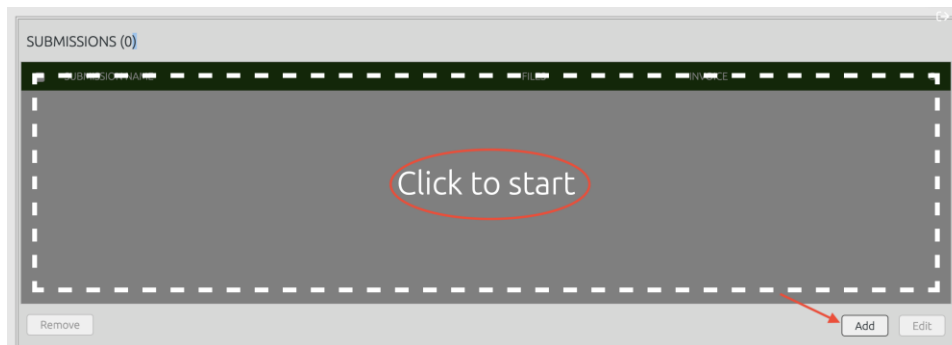
Enter the required information.

- **Title:** the name of the work you are submitting. Be sure this title does not contain any personally identifying information.
- **Instrumentation:** the instrumentation for your work. If the work is for a standard ensemble, it is recommended to simply enter the type of ensemble (i.e. brass quintet, piano trio, chamber orchestra, etc.) rather than listing out every instrument.
- **Duration:** list the approximate duration of the work you are submitting. This can be a best guess estimate, or an average based on a range of actual performance durations.
- **Grouping:** if the call specifies separate themes or instrument groupings, be sure to select the appropriate one for the work you are submitting.

Once you have entered the information for the work you are submitting, you may add files pertaining to that work. Scroll down to the "FILES (x)" section. You can submit your files either using the "drag and drop" method (dragging your file from your desktop to the "Drop File(s)" section, or by clicking on the "Add" button on the lower right side of the page. The following types of files can be included in your submission; all but the score and info sheet are optional:

- **Score (required):** the musical score for your work. If your work does not contain any notated musical material (such as for fixed media or improvisational works), some form of documentation in place of the score should be included, such as a technical spec sheet, description of the work, performer/engineer notes, etc.
- **Info Sheet (required):** the information containing the composer's contact information; title, instrumentation, and duration of the work; work's date of completion and complete performance history; performing rights organization, composer's year of birth; and program notes for the work. This information will not be shared with the judging panel and will only be reviewed once the submission has been selected for performance by the judging panel in order to identify the composer. Please refer to the specific call guidelines for full details on what the info sheet should specifically contain.
- **Recording:** recordings are not required but are encouraged, either as an electronic mockup of the work (for new/unperformed pieces) or a live performance or studio recording.
- **Bio:** the biographical information for the composer(s) of the work. This information will not be shared with the judging panel and will only be reviewed once the submission has been selected for performance by the judging panel in order to prepare marketing materials for the performance.
- **Libretto:** the text(s) accompanying a vocal work. Composers should demonstrate that the author(s) of the text(s) have authorized permission of use or that the work(s) are in the public domain.
- **Proposed Text:** for calls for proposals or works not yet complete, the text that is being proposed as part of the project.

If using the Drag and Drop method, select the file on your device and drag it (click and hold) over the "Drop File(s)" section.
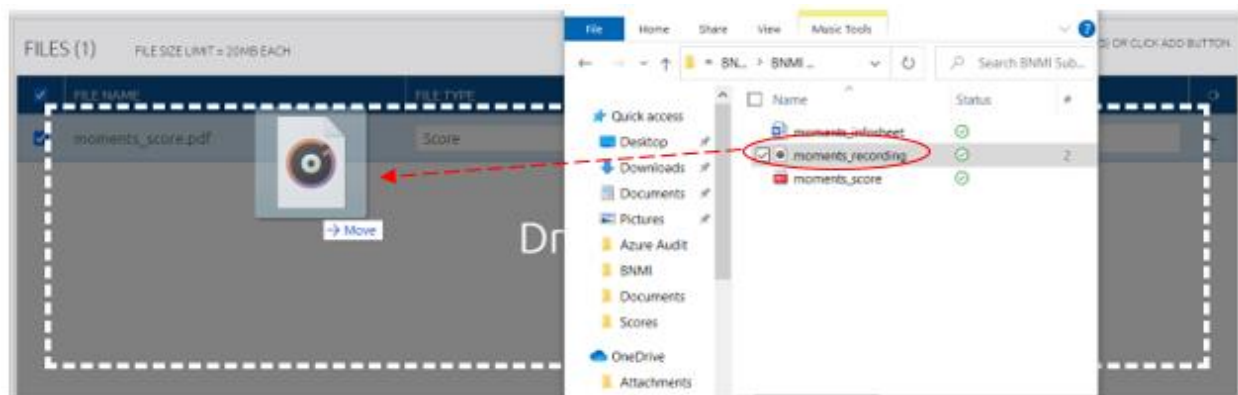
If using the "Add" button to add files, click "Add" and find the appropriate file. Select it and click "Open."
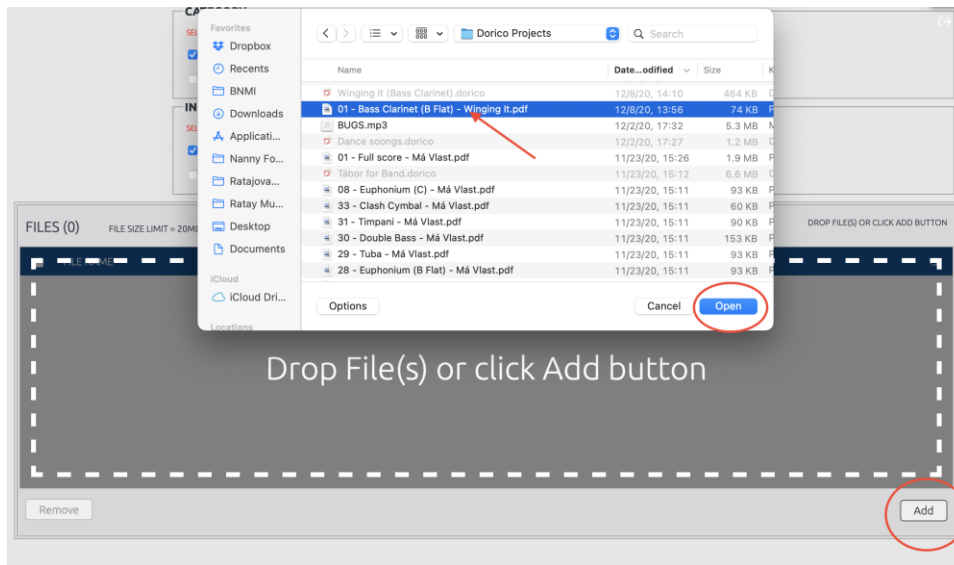
Once you have added all the files, be sure to verify the File Type fields are correct for each file. If adding multiple files for the same file type (i.e. a separate recording for each individual movement of a multi-movement work), you may add clarifying information in the "Optional Note" section. You may add as many files as necessary. If individual movements of one submission are in separate files, these files should be added under the same submission.

If you cannot add a file, it may not be an acceptable file type. Please refer to the call for scores info regarding acceptable file types for each call. If the file exceeds the upload limit, an error message will appear indicating that the file is too large.

Note that the file size limit is 20MB for each file. If a file exceeds this size, it should be compressed if possible, or broken into separate files. There is no limit for total number of files per submission. Please see the Guidance section below for more information on this topic.
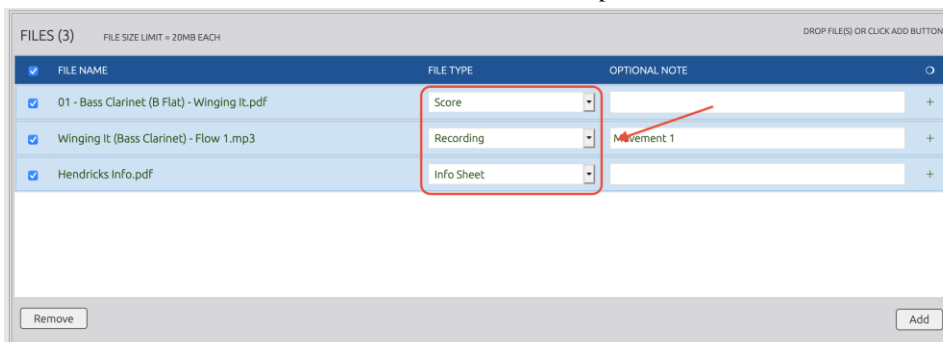
Removing/replacing a file

If you accidentally upload the wrong file or need to replace a file with a more current version, files can be added or removed at any point up to the submission deadline. To remove, select the specific file(s) you wish to remove, and then click the Remove button.

To remove a file (i.e. if you uploaded the wrong version of a file), click on the appropriate button at the bottom of the file list: "Edit File Info" or "Remove File."
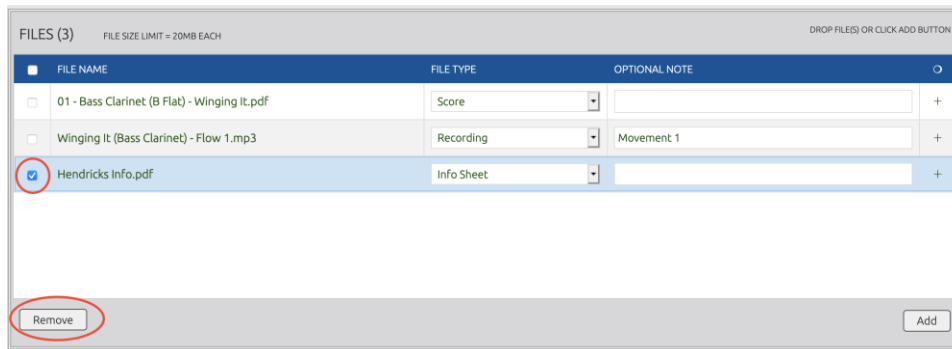
Once you have confirmed that all your files have been added for the submission and all information is complete, click the "Submit" button at the lower right side of the portal. A status box will then appear indicating that your files are being uploaded to the server with an estimated upload time.
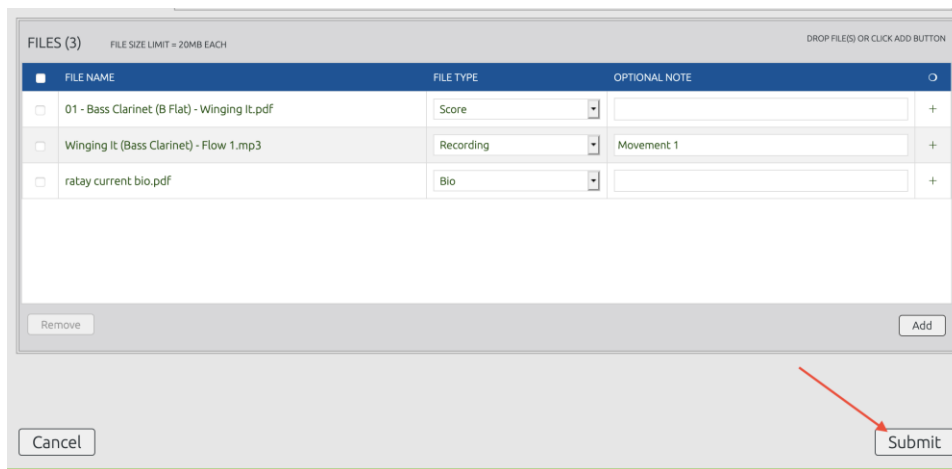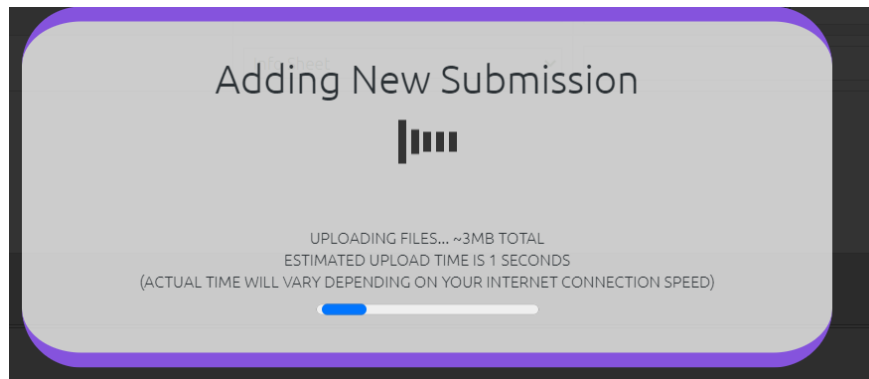
Once your submission has been uploaded, the Submission Name, the associated files, and the Invoice Number for your payment will appear under "SUBMISSIONS (x)." The amount owed (calculated based on your membership level and each call for scores submission fee schedule) will appear on the lower right side of the portal, including any payments already made for this current call.
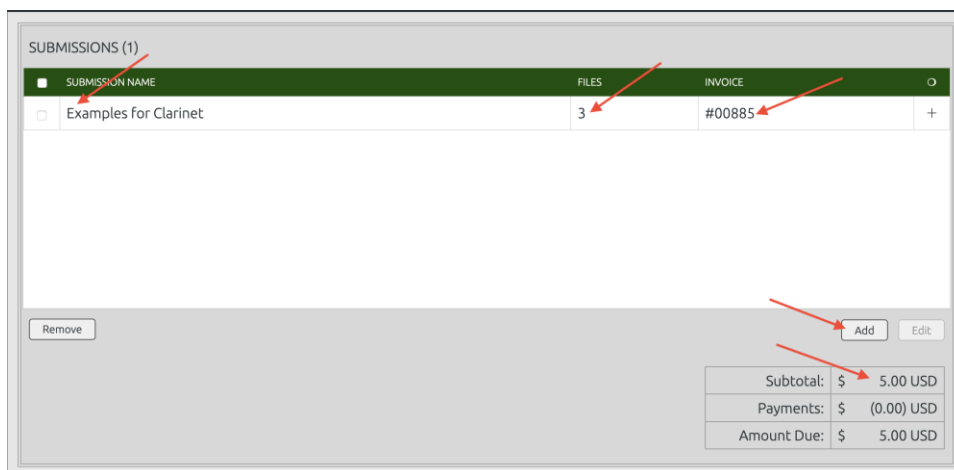
If submitting more than one work for a particular Call for Scores, follow the same process as above, starting with the "Add" button. The listing will then update with any additional submissions, as well as an updated Subtotal owed.

Once all submissions have been entered for the call, click "Finish and Pay" to complete the submission process. You will be redirected from the submission portal back to your membership profile and the "Invoices and payments" section. The invoices associated with this call for scores (with the title of each submission listed under the invoice number) will be listed with any balance due. You may pay these invoices at this point, or choose to pay them later; **however, any submission invoices not paid by the submission deadline will result in a voided submission and will not be sent to the judging panel for review and consideration.**

SUBMISSIONS (2)

	SUBMISSION NAME	FILES	INVOICE	↻
☐	Examples for Flute	3	#00886	+
☐	Examples for Clarinet	3	#00885	+

Remove   Add   Edit

Subtotal:	$	10.00 USD
Payments:	$	(0.00) USD
Amount Due:	$	10.00 USD

Finish and Pay

Profile   Privacy   Email subscriptions   Member photo albums   My event registrations   ⚠ Invoices and payments   Donations

⚠ Balance due (2 items): **$10.00**

VISA   MasterCard   DISCOVER   AMERICAN EXPRESS

PAY ONLINE

Search [   ]   Records found: **6**

Date	Transaction	Balance due ☑
2021-01-09	Invoice #00851 Submission 2	$5.00 ☑
2021-01-09	Invoice #00850 Moments	$5.00 ☑
2013-06-28	Payment PayPal Express Checkout	$20.00

Balance due: $10.00

The following items and recommendations are considered BNMI Best Practice for submitting works:

- BNMI's recommended best practice is to have scores uploaded as a singular PDF file (even for multi-movement works) and recordings for multi-movement works in separate files. However, this is not a requirement and will not have any impact on the selection process.

- For any competition billed as an anonymous or blind call, any materials that will be reviewed by the judging committee (scores, recordings, libretti written by the composer, etc.) must not contain any personally identifying information. (Pseudonyms are acceptable but are not necessary.) This includes information included in the file name, or metadata or document properties (such as "Author" in PDF files, "Album" in a MP3 file, etc.). This will result in disqualification. Information sheets and bios are not seen by the judging panel and, thus, may contain identifying information.

- The file size upload limit (20MB) has been reduced from previous years due to new server limitations. BNMI recommends that files are submitted in a compressed format when they are too large in their original form, or broken out (for example, a four-movement work is submitted as four separate recordings rather than one large file). If these options have been applied and the file size is still being exceeded, please email info@bostonnewmusic.org to explain the circumstances so that the BNMI Artistic Team can determine the best solution for getting the file anonymously to the selection committee. **Please DO NOT attach the file to your email or attempt to share it via Dropbox, Google Drive, etc. without explicit direction from a BNMI staff member first, as this could violate the rules of anonymity.**

- If you forget to include any information or files in your submission and the submission deadline has not passed, you may still go back into the portal and make the required edits. The process for this is described below. Please do not email BNMI with these files as it will violate the rules for anonymity and your work could be disqualified. Furthermore, in order to protect the submission process and member information, BNMI staff cannot access members' profiles to manually add information to their submissions. BNMI members maintain total control of their submissions up until the submission deadline for this reason and should make any needed changes to their submissions directly.

- Please be sure to only submit acceptable file types. Unless otherwise noted in the guidelines for a specific call, these typically are: .pdf (scores and libretti), .mp3 and .mp4 (recordings), .doc, .docx, .rtf, .txt, .odt, and .pdf (info sheet, bio, and proposed text)

Removing or editing a submission

If you decide that you wish to remove a submitted work, you may go back to the portal and remove any submissions ahead of the submission deadline. Click on the submission name you wish to remove and click the "Remove" button. Invoices generated for that submission will be voided and the balance owed for that submission will be removed from both the portal as well as your membership account.
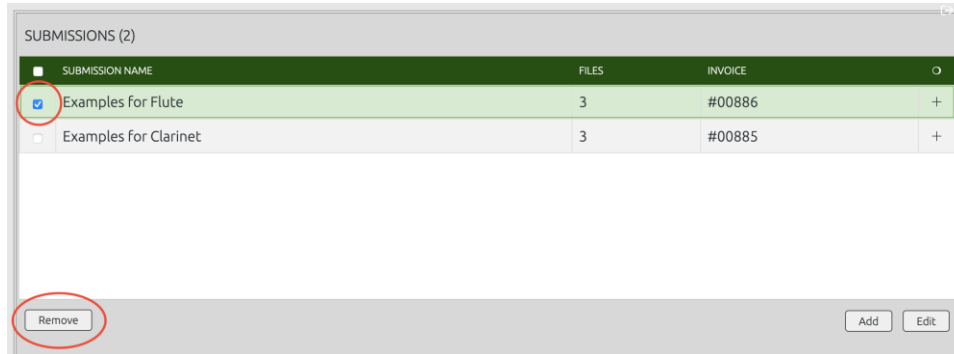
Similarly, if you wish to make additional edits to a submitted work, click on the submission name you wish to edit and click the "Edit" button. You will be brought back to that submission's page where you can make any changes needed. Once changes have been made, click "Submit" to update your submission.
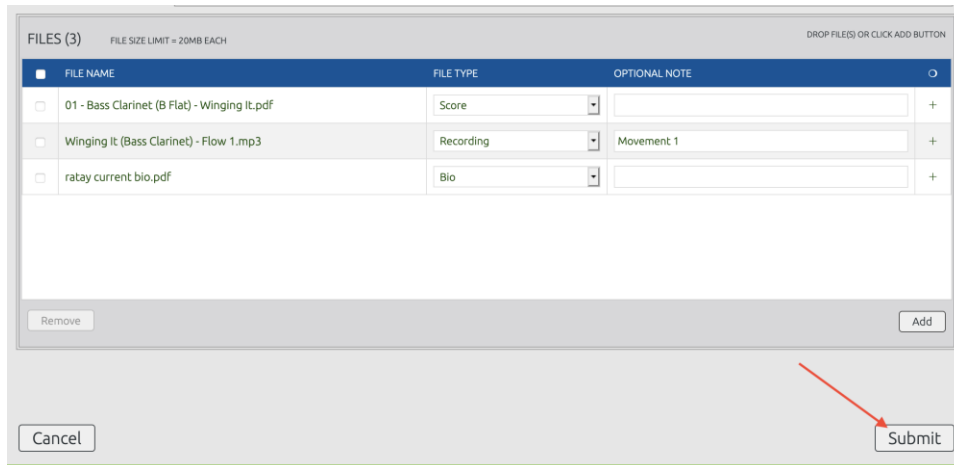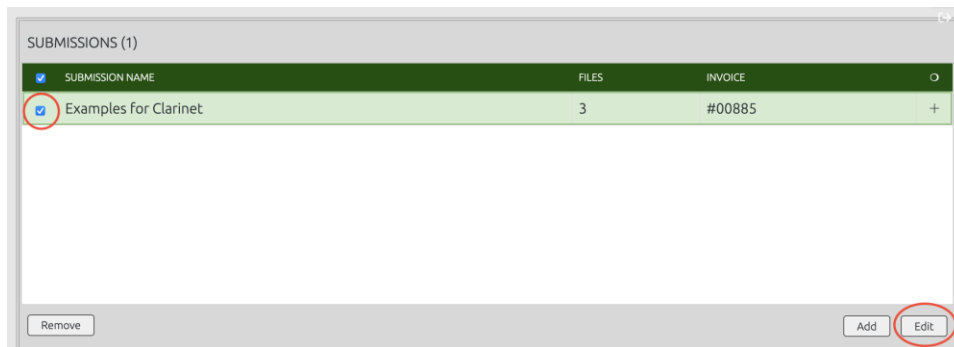
Note: If you have already paid for your submission and still wish to remove it prior to the submission deadline, you must contact BNMI at info@bostonnewmusic.org. BNMI will issue a full refund for your cancelled submission fee(s), but it may take 2-4 weeks to process. If you have already paid for your submission fee(s) and the submission deadline has passed, you may not be eligible for a refund of your submission fee, as the submissions will already have been sent to the judging committee. However, you may still contact BNMI at info@bostonnewmusic.org to discuss the matter in further detail with a member of BNMI's leadership team.

Completion, verification, and editing submissions

The submission process is complete once files for each submission have been added and payment is processed. You may return to the portal page at any point prior to the submission deadline in order to verify or modify information.

Submission entry files are uploaded directly to the server. Files cannot be removed unless manually selected by the user; BNMI staff and admins cannot remove files manually. To confirm if the files were properly uploaded, try restarting your browser window, logging back into the BNMI site, and accessing the portal. The submissions should be listed under "SUBMISSIONS (x)" with *x* being the number of submissions you have entered for this call.

Note: this is the preferred method for confirmation of submissions. It is not necessary to email the BNMI team to confirm submission, as this could violate the rules of anonymity and result in disqualification.

If any files or information were omitted or incorrect, you may correct the information by following the process above (see "Removing or editing a submission"). You may continue to edit or remove files associated with a submission even after you have paid the invoice for said submission.

If you have any questions or encounter any difficulty with the submission process, you may email info@bostonnewmusic.org at any point ahead of the submission deadline. Be careful to NOT reference any identifying information for your submission material (i.e. the name(s) of your submission(s)), as this could violate the rules of anonymity.

Section III. Submission Checklist

☐ Submit membership application/log in to BNMI website as BNMI Member

☐ Review Call/Competition submission requirements and parameters at
www.bostonnewmusic.org/submit

☐ Enter Submission Portal using link at bottom of page

☐ Complete Submission Information

☐ Add files associated with submission

☐ (optional) Repeat for any additional submissions

☐ Click "Finish and Pay" and submit payment via your BNMI Membership Profile