

Instructions for the 2024/25 Online Application Process

Timeline for 2024/25 Auditions

1. April 1, 2024: Online applications open.
Note: All applications must be completed by a parent/guardian using a parent/guardian account, not a student's account.
2. April 1–May 1, 2024: Submit your online application and \$55 audition fee. The deadline for submissions is May 1, 2024, at 5:00 PM. *For those who have financial hardship and would like to request an audition fee waiver, you must email HYS@HoustonYouthSymphony.org BEFORE April 29th at 9:00 am. If you do not request a fee waiver before this day, you will not be considered for a waiver.*
3. Mid to late June 2024: Audition placement notifications sent by email. No phone calls, please.

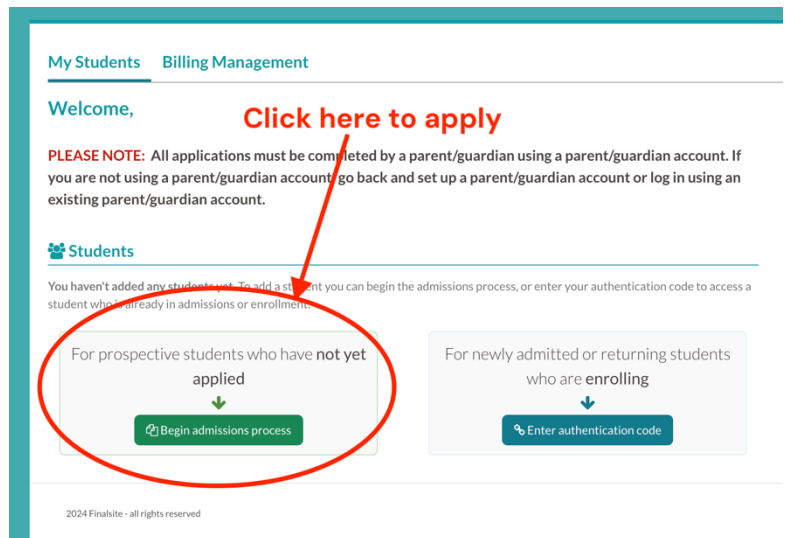
Starting your Online Application

To begin your online application, you need to determine which of the following scenarios applies to you.

- A. Musicians applying to HYS for the first time with this portal
- B. Musicians who have applied before but did not participate in HYS this year
- C. Current HYS Musicians

A. Musicians applying to HYS for the first time with this portal

1. Create an account on the HYS enrollment portal using the following link:
<https://houstonyouthsymphony.schooladminonline.com/portal>
 - a. Note: All applications must be completed by a parent/guardian using a parent/guardian account.
2. After creating an account, please select "Begin admissions process". Complete the application.
3. At the end of the application, you will be directed to pay the application fee.
4. After you have submitted your application and paid the fee, please log back into your account and upload a recent photo to complete the application process.



B. Musicians who have applied before but did not participate in HYS this year

1. Visit the HYS enrollment portal using the following link:
<https://houstonyouthsymphony.schooladminonline.com/portal>
 - a. Note: All applications must be completed by a parent/guardian using a parent/guardian account, not a student's account.
2. On your homepage, you will be presented with two options.
 - a. **Apply for a new year.**
 - OR
 - b. **Begin admissions process**

My Students Billing Management

Welcome,

PLEASE NOTE: All applications must be completed by a parent/guardian using a parent/guardian account. If you are not using a parent/guardian account, go back and set up a parent/guardian account or log in using an existing parent/guardian account.

Students

You haven't added any students yet. To add a student you can begin the admissions process, or enter your authentication code to access a student who is already in admissions or enrollment.

For prospective students who have not yet applied

Begin admissions process

For newly admitted or returning students who are enrolling

Enter authentication code

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OR

My Students Billing Management

Welcome,

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Students

Select "Apply for a new year"

Applying for Cello in 2023-2024

Continue Admissions Process 2 items left | View Checklist

Add a new student - Prospective students who have not yet applied

Apply for a new year - Prospective students who applied previously but would like to apply for a new year

Enter authentication code - Current students who are enrolling

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3. Complete the application.
4. At the end of the application, you will be directed to pay the application fee.
5. After you have submitted your application and paid the fee, please log back into your account and upload a recent photo to complete the application process.

C. Current HYS Musicians

1. Visit the HYS enrollment portal using the following link:
<https://houstonyouthsymphony.schooladminonline.com/portal>
 - a. Note: All applications must be completed by a parent/guardian using a parent/guardian account, not a student's account.
2. On your homepage, select "Apply for a New Year".
3. You will notice that parent and household information has been pre-filled. You can clear it and start over if needed.
4. Complete the application.
5. After you have submitted your application and paid the fee, please log back into your account and upload a recent photo to complete the application process.

My Students Billing Management

Welcome,

PLEASE NOTE: All applications must be completed by a parent/guardian using a parent/guardian account. If you are not using a parent/guardian account, go back and set up a parent/guardian account or log in using an existing parent/guardian account.

Students

Select "Apply for a new year"

Applying for Cello in 2023-2024

Continue Admissions Process 2 items left | View Checklist

Add a new student - Prospective students who have not yet applied

Apply for a new year - Prospective students who applied previously but would like to apply for a new year

Enter authentication code - Current students who are enrolling

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