

INSTRUCTIONS FOR ENTERING CONCERT & SIGHTREADING EVALUATION

1. Before you can enter contest, you must be registered as a director on www.texasmusicforms.com or Charms. Be sure to register only once, choosing a user name and password that you will remember. **Remember that your name, as the director of a group, will appear on all forms exactly as you type it on your registration. The person who logs on to texasmusicforms.com and submits the entry is whose name will appear as the director on the forms. There is a place to list additional directors for a group when you complete your contest entry form at www.texasmusicforms.com.**
2. Log on to www.texasmusicforms.com to enter contest. You will click on “Form 4” to submit your entry for C&SR; the sightreading Form 5 is automatically created when you submit your Form 4.
3. Region 3 uses the following designations for non-varsity groups:
Non-Varsity, Sub Non-Varsity A, Sub Non-Varsity B, Sub Non-Varsity C, etc.
4. After submitting your entry(ies), click on “Review Entries”; then click “Print Invoice”. The system automatically calculates your fees and creates an invoice that you can use as your official paperwork to request payment. **PRINT TWO COPIES – ONE FOR YOUR PAYMENT REQUEST AND ONE FOR YOUR RECORDS.** *You do not need to mail a copy of the invoice to Bonnie.*
5. **Entry fees** are listed on the Contest Schedule Page.
6. **On the day of the contest, bring the following forms with you:**
 - A. 1 copy of the Form 1 listing all eligible students who will perform. **THIS FORM SHOULD BE SUBMITTED TO THE CONTEST OFFICE BEFORE YOUR SCHEDULED PERFORMANCE TIME.** Form must be signed by principal. Signed Form 1 may be mailed or emailed prior to contest.
 - B. 1 copy of the **Announcer’s Form for Concert/Sightreading** – this form is on the website under “Contest Entry/Concert & SR”. You can type directly on the form and then print to bring to the contest.
7. Don’t forget to turn in 3 sets of judges’ scores **with measures numbered**, to the contest office.
8. **PLEASE MAKE EVERY EFFORT TO SEND ENTRY FEE PAYMENT BY THE CONTEST DEADLINE, BUT PAYMENT MUST BE SENT PRIOR TO CONTEST DAY.**

TO SUM UP:

- 30 days before contest (see schedule page for deadlines) (or earlier), submit entries using the on-line entry system & turn in Invoice page for payment request (*invoice page is found by clicking on “Review Entries”*)
- 30 days before contest (but no later than contest day), MAIL entry fee payment to:

UIL Region 3 Music, 1308 Luverne Drive, Wylie, TX 75098