

INSTRUCTIONS FOR ENTERING SOLO & ENSEMBLE CONTESTS

USE www.texasmusicforms.com or Charms TO SUBMIT ALL ENTRIES!

1. Check “Contest Schedule Page” for dates and sites of all Solo & Ensemble Contests.
2. Piano events participate with the Choir contest but are entered in the separate Piano S&E Contest; guitar events enter Orchestra contest. Twirlers enter the Region 4 contest.
3. Fees – Check the “Fee Structure” page for entry fee amounts. **Fees should be paid no later than contest day.**
4. UIL rules allow for late solo & ensemble entries as follows:
 - A. **Inadvertently omitted** entries will be accepted up to the day of the contest provided that the school has already submitted entries by the official deadline, and that the additional entries do not disrupt the schedule.
 - B. **Late Fees will be due no later than the day of the contest** – Check “Fee Structure” page for late fee amounts.
 - C. **Submit late entries after the deadline date by entering them in the applicable “Late” solo & ensemble contest on texasmusicforms.com. Click on “Review Entries” after submitting late entries; then click “Print Invoice” – fees for the LATE ENTRIES will be automatically calculated and you can use this invoice to process payment.**
5. **Title changes** will be allowed until 7 days before the contest. **NOTIFY BONNIE BY EMAIL** with any changes, indicating **name of student, new title, & new PML #** in the email – Bonnie will correct the entry and a new official judge form will be printed. **Do not expect to change titles on the day of the contest!!**
6. **30 days before the contest** (see Schedule Page for deadlines), complete your entries using the on-line entry system (www.texasmusicforms.com or Charms) on the website. **Only one director’s log-in should be used for entering all events!**
7. After submitting all your events, go to “Review Entries”; you can check for accuracy, make sure all students are entered, titles are correct, etc. **IMPORTANT: Print two copies of the invoice – one to turn in for payment, and one for your records. FEES SHOULD BE PAID NO LATER THAN CONTEST DAY, INCLUDING LATE FEES.**
8. Any student in Grades 9 through 12 will be permitted to enter a **Class 3** solo or ensemble, provided the student has not previously earned a division 1 rating in Class 1 or 2.
9. On the day of the contest, bring 1 copy of the official **Form 1**, listing all eligible students who will perform. Principal must sign this form. Signed Form 1 may be mailed or emailed prior to contest.
10. All evaluation forms will be printed for you – **DO NOT bring your own forms to use at the contest.**
11. **Indicate accompanist names and AM or PM preference, but - LARGE SCHOOLS – PLEASE DO NOT EXPECT ALL OF YOUR EVENTS TO BE SCHEDULED BEFORE NOON!** This creates an impossible situation for the contest host. Every effort will be made to accommodate individual students’ scheduling needs.
12. **PRINT A COPY OF YOUR ENTRIES (“REVIEW ENTRIES”) AND POST IT SO STUDENTS CAN VERIFY ACCURACY AND THAT THEY ARE ENTERED!**

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