

INSTRUCTIONS FOR ENTERING VIRTUAL SOLO & ENSEMBLE CONTESTS

Use www.texasmusicforms.com or Charms TO SUBMIT ALL ENTRIES

1. Piano events participate with the Choir contest but are entered in the separate Piano S&E Contest; guitar events enter Orchestra contest.
2. Directors will enter students on texasmusicforms.com by the posted deadline.
3. Directors will upload a link to a video recording and a pdf of the ORIGINAL PUBLISHED solo part with measures numbered by the designated deadline into a google sheet which the director will be given access to. Information on guidelines for the video performance will be sent out to all schools entered. Preferably, the recordings should be done at school under director supervision, however if you have students that have opted to stay at home, they may submit recordings from their home.
4. **Please read the information from the UIL State Office regarding participation in Virtual Contests:** https://www.uil texas.org/files/policy/Guidelines_for_UIL_Virtual_Music_Events.pdf . Pay especially close attention to the link in the document regarding permissions. This list is updated daily, so keep checking it for updates. You must make sure that the pieces you select and enter for your students are on the posted approved list or obtain permission yourself and provide me with this approval prior to the designated deadline for video submissions. You, the director, are liable for any copyright infringement.
5. All solos must be accompanied unless designated as unaccompanied in the PML. Students may use smart music, live piano accompaniment, or pre-recorded piano accompaniment. The accompaniment must be audible and balance between soloist and accompaniment.
6. Fees - \$12.50 per solo; \$12.50 per ensemble member. Fees should be paid no later than the deadline for your division, posted on the Region 24 website (30 days in advance of adjudication). Late fees are due immediately after entering late student.
7. **No last-minute changes this year** (after 7 days in advance).
8. Title changes will be allowed until 7 days before the contest. NOTIFY SUSAN FOR ANY VOCAL CHANGES, AND JIM FOR ANY INSTRUMENTAL CHANGES BY EMAIL, indicating name of student, title and new title, & new PML # in the email – we will correct the entry and a new official judge form will be printed. No changes will be made after 7 days before the deadline.
9. 30 days before the contest, 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!**
10. 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 BY CONTEST ENTRY DEADLINE.**
11. 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, 2, or 3.
12. **On the day of posted uploading deadline, be sure to upload an official copy of your Form 1 listing all eligible students who will perform, to your Google Sheet in the designated column. A Principal must sign this form. Your students will not be adjudicated without this form on file.**
13. **PRINT A COPY OF YOUR ENTRIES ("REVIEW ENTRIES") AND POST IT SO STUDENTS CAN VERIFY ACCURACY AND THAT THEY ARE ENTERED!**
14. Results will be posted on Texasmusicforms.com as they come in from the judges. At the conclusion of the contest, an email containing pdfs of the judges' comments will be sent and medals will be delivered to your campus.