

## Region 11 CSR Evaluation Entry Procedures Band, Choir, & Orchestra

<p><b>Q:</b> What constitutes an entry?</p>	<p><b>A:</b> An entry to CSR Evaluation consists of three parts:  (1) Online registration/submission via <a href="http://www.texasmusicforms.com">www.texasmusicforms.com</a>  (2) UIL Contest Fee Invoice Form 1A  (3) Entry fee payment.</p>
<p><b>Q:</b> Where and when do I register for CSR Evaluation?</p>	<p><b>A:</b> Register online via <a href="http://www.texasmusicforms.com">www.texasmusicforms.com</a> on or before the CSR Evaluation deadline date posted on Region 11 website, <a href="http://www.uilmusicregion11.com">www.uilmusicregion11.com</a>, under CALENDAR tab.</p>
<p><b>Q:</b> What do I need to send/mail the Region 11 Executive Secretary <b>on/before</b> the CSR Evaluation deadline date?</p>	<p><b>A:</b> The Region 11 Executive Secretary must receive:  (1) entry fee payment in check or money order  (2) UIL Contest Fee Invoice Form 1A generated on Texas Music Forms when you register for the CSR Evaluation. Print a copy of it and mail it with your entry fee payment to:</p> <p style="padding-left: 40px;">UIL Region 11  Fran Badrak  9185 N Point Dr  San Antonio, Texas 78266</p>
<p><b>Q:</b> What happens if I enter/register late and/or pay my entry fees after the deadline?</p>	<p><b>A:</b> A \$50.00 late fee will be assessed if online entry submission <b>and/or</b> entry payment is not received by Region 11 Executive Secretary on/before the deadline date.</p>
<p><b>Q:</b> What do I do with the Form 1 Eligibility/Certification Form?</p>	<p><b>A:</b> Form 1, which is not the same as Form 1A, comes from Texas Music Forms and can be mailed/delivered to the Executive Secretary <b>on or before</b> the day of the contest. Form 1 must be turned in to the ES <b>before</b> your group can perform. If your Form 1 is not turned in prior to your group's performance, your group will be allowed to perform, however, all ratings and related awards will be held until the form is received. The group's director will receive a formal reprimand from the UIL Music Region 11 Executive Committee for failure to submit the required form by deadline. <b>Please print your Form 1 on buff colored paper to help simplify our clerical/filing system.</b></p>

## HOW TO ENTER CSR EVALUATION:

- 1) Enter via [www.texasmusicforms.com](http://www.texasmusicforms.com). Be sure you register only once and that you have only one username and password.
- 2) IMPORTANT: The name of the director whose profile is used to enter an event will be displayed as the conductor of that ensemble. Therefore, if there are multiple directors from a school with multiple ensembles, the primary conductor of each specific ensemble should be the one doing the online entry. There will be an option to add additional directors' names during the process.
- 3) Go to the correct Concert & Sight Reading entry section and enter the requested information on Form #4. There is a place for all pertinent information, and you must fill in every space. We will know that your music is listed correctly, as it is taken straight from the PML integrated into the program. Be sure to LIST ALL MOVEMENTS!
- 4) Once you complete your online entry, you will view your forms, including the Contest Fee Invoice Form 1A. Click on "Review Entries" and print out your Invoice Form 1A to send with your entry fees. Your total amount due will appear on the Invoice Form 1A, which automatically computes the total of your group entry fee, state organization fee, and your audio recording. (NOTE: Be sure that secretaries, bookkeepers, and/or accounts payable clerks generate your checks only from Invoice Form 1A.)
- 5) The program should generate a confirmation email to you, letting you know that your entry has been submitted. This is your official entry confirmation. We will personally contact you only if we encounter any problems. If you do NOT receive this automatic confirmation, contact Executive Secretary Fran Badrak.
- 6) Mail your Invoice Form 1A and check to the Region 11 Executive Secretary prior to the deadline. Checks must exactly match the amount shown on the Invoice Form 1A. Do not combine entry fees for more than one contest on one check (e.g., mixing choir and band, or choir and orchestra, etc.) However, it is okay to pay for multiple organizations in the same event with one check. No need to send by Certified Mail. However, if you prefer to use "Delivery Confirmation" for your peace of mind, feel free to do so.

Mail to:  
UIL Region 11  
Fran Badrak  
9185 N Point Dr  
San Antonio, Texas 78266

- 6) Mail/Deliver UIL Eligibility/Certification Form 1 to the Executive Secretary **on or before** the day of CSR Evaluation. Form 1 must be turned in to the ES **before** your group can perform. If your Form 1 is not turned in prior to your group's performance, your group will be allowed to perform, however, all ratings and related awards will be held

until the form is received. The group's director will receive a formal reprimand from the UIL Music Region 11 Executive Committee for failure to submit the required form by deadline. **Please print your Form 1 on buff colored paper to help simplify our clerical/filing system.**

### Things to Know:

- We will print Forms 4 & 5 for you and will have them at the contest site.
- Choral groups: Please indicate the type of sight-reading music you will be performing (SATB, SAB, SSAA, SA, etc.). This will enable us to have the correct music on hand for your organization to read. Please consult the UIL website for any rule changes regarding sight-reading music.
- Music selection changes must be made **in writing** within 7 days prior to the first day of the contest. The required procedure is as follows:
  - a. Scan or email the Executive Secretary a letter or a corrected copy of your Form # 4, with the new selection(s) listed.
  - b. Follow up, by mailing or hand carrying (depending on time limitations) a complete new set of Form #4's, directly to the contest chairman, prior to your performance unless instructed otherwise by Fran Badrak.
  - c. The contest chairmen and site workers are not responsible for music selection changes not appearing on the printed contest programs.
- Failure to participate: *A band, choir, or orchestra that fails to compete after officially entering a region organizational event evaluation shall be penalized in accordance with Subchapter R unless excused for justifiable reasons by the region executive committee.*
- A group may not withdraw from the evaluation without proper and prior correspondence. If a group is going to cancel, the campus principal must send a letter of explanation to the Region 11 Executive Committee. This letter must be on school letterhead and include all data, regarding numbers, voicing, instrumentation, etc., explaining how eligibility affected your group. This letter must be very specific and signed by the principal or superintendent. ***No refunds for entry fees will be made.***

