

UIL MUSIC REGION 11 ENTRY PROCEDURES

SOLO & ENSEMBLE CONTEST

ENTRY DEADLINES:

All entries must be submitted online via www.texasmusicforms.com. Checks for entry fees and the accompanying Invoice Form 1A must be received by the Executive Secretary prior to the first day of the competition. No purchase orders, please. [Please make checks payable to: UIL Music Region 11.](#)

LATE ENTRIES:

1. Late entries may be added by paying a late fee of \$12.00 per solo or ensemble member, in addition to the \$12.00 entry fee per solo or ensemble member. For twirling, the late fee is \$25.00 per solo or ensemble member, in addition to the \$25.00 entry fee per solo or ensemble member. Register additional entries via Texas Music Forms.
2. The Executive Secretary may disallow late entries if they create major disruption to the scheduling and/or management of the contest.

HOW TO ENTER SEC:

Enter via www.texasmusicforms.com. If you enter through Charms, be sure to click on Region 11, otherwise, the entry will not go through. Also, be sure that your profile has been updated correctly on Charms, if you use that site.

1. Register your school. Enter all of your director information.
2. Piano, guitar, and harp events must enter the STRINGS SEC. All solos and small ensembles are entered on **Form 6**. All percussion events are entered on **Form 7**. Medium Ensembles are entered on **Form 8**. Twirling events are entered on **Form 3**.
3. Go to the correct Solo & Ensemble entry section and enter the requested information. You must fill in every space. Be sure to LIST ALL MOVEMENTS!
4. The program allows you to create your **Form 1** roster with the students' names that you entered into **Forms 3, 6, 7, and/or 8**. Please be aware that the individual student's name will appear as many times as he/she enters a particular contest. You cannot override this feature; it's a quick check of how many events each student is participating in. Do not send Forms 3, 6, 7, and/or 8 to the Executive Secretary, as he will have them at the contest.
5. Once you complete your online entry, you can view your forms, including the 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.

6. The program generates an automatic confirmation email to you, letting you know that your entries have been submitted. This is your official entry confirmation. Note that this confirmation is a feature of the program and is not generated by the Executive Secretary. ***If you do not receive this confirmation, contact the Executive Secretary.***
7. Mail your Invoice Form 1A and your check to the Region 11 Executive Secretary before the day of the contest. Checks, payable to *UIL Music Region 11*, must match the amount shown on the Invoice Form 1A. Please do not combine entry fees for more than one contest on one check. However, it is okay to include fees for multiple groups or schools within the same district.

PLEASE MAIL TO:

UIL MUSIC REGION 11
c/o Fran Badrak
9185 N Point Drive
San Antonio, TX 78266

8. Send your Form 1 Eligibility Certification, signed by your principal or superintendent, with your Invoice Form 1A and check, or turn it in the day of contest. If your Form 1 is not on file prior to your participation, all ratings, comment sheets, and awards will be withheld until the form is turned in.

ADDITIONAL INFORMATION

- Solo or ensemble titles ***may not*** be changed, unless the Executive Secretary is notified in writing of these changes SEVEN DAYS PRIOR TO THE CONTEST. There is no standard form to make the request; please write a brief email and send it to uilmusicregion11@gmail.com.
- ADDING PARTICIPANTS: Forms 3, 6, 7, and 8 should list all participants that you expect to participate, even if there is a question of eligibility at the time of entry. Ensemble members may be substituted prior to the performance of the event, provided that they are not already in two events. Soloists must DNA if they are not eligible.
- ACCOMPANISTS FOR SOLO & ENSEMBLE CONTESTS: In order to avoid scheduling problems, unscheduled overtime for judges, and long waits for student performers, we ask that you add accompanists' names to the entry as you enter your students. This is already required for TSSEC, so please adhere to it with these entries as well. ***PLEASE make every effort to have MULTIPLE accompanists in order to avoid a backlog in a particular contest room.***
- SMARTMUSIC: If you are currently using SmartMusic (or similar system) and plan to use this at SEC, you need to list SmartMusic as the accompanist on each Form 6. **YOU MUST SUPPLY YOUR OWN AUDIO SYSTEM/DEVICE.**

HELPFUL HINTS!

To verify the accuracy of your entries:

Print a copy of the “Review Entries” from www.texasmusicforms.com.

Post it in your rehearsal room/hall and have the students initial their entries.

THANK YOU for your attention to directions and details as you prepare for UIL Region 11 SEC!

Contact **Fran** or **Debbie Badrak** with questions at:

uilmusicregion11@gmail.com and/or

210-274-6651 and **210-887-6705**



Music Region 11