

REGION 15 ENTRY PROCEDURES

CONCERT & SIGHTREADING

ENTRY DEADLINES:

ALL entries must be submitted online, and checks for fees postmarked, **no later than 30 days prior to the first day of competition.** **Please be aware that there will be a significant fee for late entries.** Your entry fee check, online entry, and completed Form 1 are due on the designated deadline date indicated on the UIL Region 15 Calendar, which you can find on www.uilmusic15.com.

HOW TO ENTER THE EVENT:

ENTER VIA www.TexasMusicForms.com or through Charms.

- 1) Register your school. Enter all of your Director Info. Be sure you register only once, and that you have **only one username and password** per director per campus.
- 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) Enter the requested info for Certification Form 1.
- 4) Then go to the correct Concert & S.R. entry section, and begin entering the requested info on the **Form #4**. **Completing just a Form #1 does not generate an entry. YOU MUSIC COMPETE FORM #4 to generate an official entry.** There is a place for all pertinent information, and you must fill in every space. We will know that your music is listed correctly, because it is taken straight from the PML integrated into the program. Be sure to **LIST ALL MOVEMENTS!**
- 5) Once you have completed your online entry, you will be able to view your forms, including the **Entry Form 1**. Click on "Review Entries," and print out your **Form 1** to send with your entry fees.
- 6) **Your total amount due will appear in 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 and purchases orders ONLY from the INVOICE FORM 1A!**
- 7) The system should generate an auto-response confirmation email to you, letting you know that your entries have been submitted. This is your official entry confirmation not your entry to the contest. We will personally contact you only if we encounter any problems.
- 8) You can scan your Form 1 and email it to me at uilmusic15@gmail.com prior to the deadline. Mail or hand deliver your check to the Region Executive Secretary prior to the deadline. Checks must exactly match the amount shown in Invoice Form 1A! **Purchase orders will no longer constitute payment.**

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 or Hand Deliver to: Ruben Adame
Region 15 Executive Secretary
1608 E. 24th Street
Mission, Texas 78574

EXPLANATION OF FEES

- **The STATE ORGANIZATION FEE (Included in the INVOICE FORM 1A) is:**
\$10.00 for all Non-Varsity or Sub Non-Varsity Groups
\$15.00 for all Varsity Groups
- **Entry FEES (For Each Competing Group) are set at the annual meeting of the Region 15 Executive Committee and will vary, but are itemized online when you access your entry procedures at uilforms.com.**

SUMMARY

The online Entry, Form 1, and the check must be received prior to the deadline.

FORM 1 must be submitted prior to the contest deadline:

"A certified copy of the Organization Roster Form #1, listing in alphabetical order, all students eligible the day of competition (signed by supt. or principal), must be on file with the region executive secretary or the designee prior to the time of each organization's first scheduled event." (C & CR)

WE WILL PRINT FORMS 4 & 5 FOR YOU AND WILL HAVE THEM AT THE CONTEST SITE

CHORAL GROUPS PLEASE INDICATE THE TYPE OF SIGHTREADING 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.

NOTE: If you have not received a performance schedule within two weeks prior to your contest, please contact Ruben Adame ASAP.

ORGANIZATION ENTRIES must be corrected and/or changes made prior to the 7-day deadline. Music selection changes must be made IN WRITING within 7 days prior to the first day of the event. The required procedure is as follows:

- Email your requested title changes **INCLUDING THE NEW UIL ID NUMBER** to Ruben Adame @ uilmusic15@gmail.com
- The Contest Host and UIL Contest Staff on site are not responsible for music selection changes not appearing on the printed contest programs if the changes were made within seven days of the event
- If program changes were submitted within the 7 day deadline and the contest sheets are incorrect, the correct sheets will be re-printed for you. If program corrections were submitted after the 7 day deadline, corrections to the sheets will not be made. This may result in a disqualification and / or a private letter of reprimand

FAILURE TO PARTICIPATE:

If a group enters the contest or event, but then chooses to withdraw, the campus principal must send a letter of explanation to the Region 15 Executive Committee. This letter must be on school letterhead, and clearly explain the reasons for the withdrawal. If the reason is based on eligibility, include all data, regarding numbers, voicing, instrumentation, etc. **This letter must be very specific, and signed by the principal or superintendent. There will be no refunds of entry fees.**