

REGION 15 ENTRY PROCEDURES

SOLO & ENSEMBLE

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 individual responsible!
- 3) Enter the requested info for Certification Form 1.
- 4) Then go to the correct Solo & Ens. Contest entry section, and begin entering the requested info on the **Form #6, #7, and #8.** **Completing just a Form #1 does not generate an entry. YOU MUSIC COMPETE FORMS 6,7, &8 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 FOR SOLOS!**
- 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 solos & ensembles entry fee. (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 serve as payment until your check is completed.**

Combining entry fees for more than one contest on one check is OK (e.g., mixing choir and band, or choir and orchestra, etc.) However, please make sure there is a breakdown of what monies belong to who. 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: **\$8.00 EACH SOLOIST AND EACH ENSEMBLE MEMBER**

SUMMARY

The online Entry, Form 1, and the check must be received prior to the deadline. Form 1 is the official entry **form, not form 1A.** **Form 1A is your invoice.**

FORM 1 must be submitted prior to the contest deadline:

"A certified copy of the Organization Roster Form #1, **not form 1A,** 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 ALL COMMENT SHEETS FOR YOU AND WILL HAVE THEM AT THE CONTEST SITE.

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

ORGANIZATION ENTRIES: Changes are allowed as long as your change request is submitted 7 days prior to the contest date. 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 comment sheets if the changes were made within seven days of the event
- If changes were submitted within the 7 day deadline and the contest sheets are incorrect, the correct sheets will be re-printed for you. If changes 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. Also, you are not permitted to make hand written changes on your comment sheets. Any comment sheet that has been visibly altered will not be considered an official /approved comment sheet unless authorized by UIL Executive Secretary