

# REGION 26 ENTRY PROCEDURES

## CONCERT & SIGHTREADING

### ENTRY DEADLINES:

ALL entries must be submitted online, and checks for fees postmarked, **no later than 37 days prior to the first day of competition.** (The extra 7 days is mandated by our Executive Committee, with the hope that this will allow plenty of time for the entries to be processed by all parties and the schedule sent out 2-3 weeks prior to the contest.) **Please be aware that there is a \$50 fee for late entries. The check, along with the online entry, must be received by the deadline.**

### HOW TO ENTER THE EVENT:

ENTER VIA [www.TexasMusicForms.com](http://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. It MUST be 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, 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 **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 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!**
- 6) 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. We will personally contact you only if we encounter any problems. If you do NOT receive this automatic confirmation, contact Jim Van Zandt!

**MAIL your INVOICE FORM 1A and your check to the Region Executive Secretary prior to the deadline. Checks must exactly match the amount shown in Invoice Form 1A! Purchase orders do not 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 to: Jim Van Zandt, Region 26 Executive Secretary  
4000 Springwillow Lane  
Round Rock, TX 78681**

- 7) You may also send your Form I signed by your principal. However, you have the option of sending it later if eligibility could change between the entry deadline and the first day of competition. However, it is highly recommended that you send the Form I prior to the day of the contest!

## 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 26 Executive Committee and will vary, but are itemized online when you access your entry procedures at uilforms.com. The fee amounts are posted on the Region 26 website.**
- **COSTS FOR RECORDINGS are set by the vendor selected by vote of the directors in each division, based on bids submitted by vendors. Once approved by the Executive Committee, these amounts are reflected in the Invoice Form 1A, and will be posted on the Region 26 website.**

## SUMMARY

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

**FORM 1 may be sent at the time of the entry, or submitted prior to the performance):**

"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 (ie. 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, contact YOUR Contest Chairman. If he/she does not have the information you need, contact Jim Van Zandt.**

**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 PML codes](#) to Jim Van Zandt.
- The Event Host and site workers 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.

### **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 26 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.**