

**REGION 26 ENTRY PROCEDURES  
BAND, CHOIR, AND STRING/PIANO/HARP/GUITAR  
SOLO AND ENSEMBLE CONTESTS**

**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 the Region Music 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.) **EXCEPTION: If 37 days prior to the contest falls within the winter holiday, the entries must be completed prior to the beginning of the winter holiday.**

**LATE ENTRIES: All Solo and Ensemble Contests are governed by the following rules concerning late entries:**  
An entry **MUST BE ON FILE** with the original deadline met.

- 1) "Additional" entries may be added by paying a late fee of \$25 per ensemble or per solo (in addition to the initial \$10 entry fee), but again, the initial school entry must have been done by the deadline date.
- 2) The Executive Secretary may disallow late entries if they create major disruption to the contest.
- 3) All entry fees are \$10.00 for each solo and member of ensemble.

**HOW TO ENTER THE CONTEST:**

ENTER VIA [www.texasmusicforms.com](http://www.texasmusicforms.com). If you enter through Charms, be sure to click on Region 26! Otherwise, the entry will not get 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 Info. **Be sure that you only have ONE username and password and are only registered one time!**
- 2) Note that PIANO, GUITAR, and HARP soloists must enter the STRING Solo and Ensemble Contest. All wind solos and small ensembles are to be entered on **Form 6**. All percussion events are entered on **Form 7**. Medium Ensembles are entered on **Form 8**.
- 3) Go to the correct Solo & Ensemble entry section and enter the requested info. There is a place for all pertinent information, and you must fill in every space. **Be sure to LIST ALL MOVEMENTS!**
- 4) The program will allow you to create your **Form 1** roster with the students' names that you have entered into their **Form 6, 7, or 8**. However, please be aware that the student's name will appear as many times as he/she actually entered in a particular contest. You cannot override this feature. It does allow us a quick check of how many events each student is participating in.
- 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.** (NOTE: Be sure that secretaries, bookkeepers, and/or accounts payable clerks generate your checks and purchases orders **ONLY from the INVOICE FORM 1A!**)

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- 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 contact you personally only if we encounter any problems. **HOWEVER: If you do not receive this confirmation, contact the executive secretary!**
- 7) **MAIL your Invoice Form 1A and your check to the Region Executive Secretary PRIOR to the 37 day deadline. Checks must exactly match the amount shown in Invoice Form 1A.**

**Please do not combine entry fees for more than one contest on the same check.** However, it is okay to include fees for multiple groups or schools within the SAME contest. **Entries must be postmarked on or before the deadline date!** 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**

- 8) You may also send your Form I signed by your principal or superintendent. However, you have the option of sending it later if eligibility could change between the entry deadline and the first day of competition. It is highly recommended that you send the Form 1 prior to the day of the contest!

## **REVIEW: REQUIREMENTS FOR COMPLETE AND ACCURATE ENTRY**

**ONLINE ENTRY:** Must be completed prior to the deadline.

**INVOICE FORM 1A:** Must be sent with the check for your entry fees prior to the deadline. **Checks are payable to: UIL Music Region 26**

### **FORM # 1's (Entry Form and Student Roster):**

- "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."
- **You may send your Form #1 in with your entries, and later make amendments to that form. Or, you may hand carry these forms to the contest (not recommended).** Again, they must be signed by the principal or superintendent! If your Form 1 is not on file prior to your participation, all ratings, comment sheets, and awards will be withheld until an official signed copy is presented to the contest chairman.

**FORMS 6, 7, 8:** Do not send these. We will print these forms for you and will have them at the contest site.

**Hot tip! To verify the accuracy of your entries: Print a copy of the "Review Entries" from [texasmusicforms.com](http://texasmusicforms.com) or Charm. Post it in your rehearsal room ask the students initial their entries when titles, editions, and movements are totally accurate.**

### **CHANGES TO ENTRIES:**

Solo or Ensemble titles may not be changed for any reason, unless the Executive Secretary is notified IN WRITING of these changes SEVEN DAYS PRIOR TO THE CONTEST. Any requested changes must be done by email to Jim Van Zandt, and the PML codes for new titles must be included.

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## OTHER CRUCIAL INFORMATION

### PIANO, HARP, GUITAR ENTRIES FOR BAND, ORCHESTRA, AND CHOIR:

- **Must enter only in the STRING Solo and Ensemble Contests.**
- **Simply enter them as the appropriate solo on the appropriate date for your conference and they will be sorted with all piano, guitar, or harp solos for that date.**

### MARIACHI information:

New rule identifies this medium of ethnic music in a more specific fashion and allows for the development of specific expectations. Mariachi ensembles will now enter the UIL Medium Ensemble Contest.

**Mariachi Ensembles** shall consist of a minimum of 11 and a maximum of 24 vocalists and instrumentalists with no more than two performers per part. Mariachi medium ensembles (event code in parentheses below) will compete in the following categories:

- (1) Traditional mariachi that conforms to traditional mariachi instrumentation and part distribution **(900)**
- (2) Experimental ensemble that demonstrates the mariachi performance tradition but with no requirements in terms of instrumentation and/or part distribution **(910)**

**SPECIAL SCHEDULING REQUESTS:** All special scheduling requests that are driven by conflicts should be made when entering. We cannot promise that changes can be made after the contest chair has the materials and is trying to finalize the schedule.

**ADDING PARTICIPANTS:** Forms 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 (or a code) to the entry as you are entering 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.**

If Accompanists are also accompanying for another school, please let the contest chairman know in advance! We cannot help you with problems if we don't know about them when building the schedule.

**SMARTMUSIC:** If you are currently using a SmartMusic Accompaniment System (or similar system) and plan to use this at your S & E Contest, you need to list SmartMusic as the accompanist on each Form 6. **YOU MUST SUPPLY YOUR OWN SYSTEM.**

**NOTE:** If you have not received a schedule within two weeks prior to your contest, contact the Contest Chairman. If he/she does not have the information you need, contact Jim Van Zandt.

***BEST WISHES TO YOU AND YOUR STUDENTS FOR A VERY SUCCESSFUL  
MUSICAL EXPERIENCE!***