

Region 26 Entry Procedures For Concert And Sightreading

ENTRY DEADLINES:

ALL entries must be submitted through TexasMusicForms.com ON OR BEFORE the posted deadline, which is 30 days prior to the event. **NOTE** that the “unpublished” BUFFER deadline is 37 days prior to the event, or seven days prior to the official deadline!

Please be aware that there is a **late fee of \$50 per ensemble** for entries submitted after the posted deadline. This amount is automatically charged on the Invoice Form 1A in the TexasMusicForms.com system.

NEW: There is also a posted **LATE ENTRY deadline** in the system that locks the system seven days after the posted deadline, or 23 days prior to the event. Late fees apply after this date.

HOW TO ENTER THE EVENT:

ENTER THROUGH www.texasmusicforms.com.

1. Be sure that your school, and you as a director, are registered in TexasMusicForms.com (managed by CutTime). You will need a separate profile for each campus or event if you are entering different division events, such as from two campuses, or perhaps high school and middle school events. If you need help with this, contact Jim Van Zandt.
2. **IMPORTANT:** The name of the director whose profile is used to enter an event will be displayed as the conductor of the 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 and Sightreading entry section and begin entering the requested info on **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. Be sure you enter your music correctly as listed in the PML. **Access the PML directly from the state UIL website!** Not any other source. Be sure to list the movements!
5. Once you have completed your online entry, you will be able to view your forms, including the **Invoice (Fee Statement)**. This automatically computes the total of your group entry fee, state organizational fee, and your audio recording fee. **(NOTE: Be sure that secretaries, bookkeepers, and/or accounts payable clerks generate your checks ONLY from this Invoice!)**
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 auto confirmation, contact Jim Van Zandt!

MAIL your downloaded INVOICE with your check to the Region Executive Secretary when you have entered! Checks must exactly match the amount shown on the Invoice. Purchase orders do not constitute payment.

Do NOT combine entry fees for different events on the same check (e.g. including fees for choir and band, or choir and orchestra, or any organization with solo and ensemble, etc. However, it IS okay to pay for multiple groups 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, UIL Music Region 26 Executive Secretary
4000 Springwillow Ln
Round Rock, TX 78681

7. You may also send your **Form 1** 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 1 prior to the day of the event!

EXPLANATION OF FEES

- The State Organizational Fee (included in the Fee Statement (Invoice) is:
 - \$15 for Varsity groups
 - \$10 for all Non-Varsity or Sub Non-Varsity groups
- Entry Fees (for each performing group) are set at the annual summer meeting of the Region 26 Music Executive Committee and can vary from year to year, but are itemized online when you access your entry procedures at TexasMusicForms.com. 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 must be done by the posted deadline. Payments must be received by the posted LATE ENTRY deadline, which is normally seven days after the official deadline, or 23 days prior to the event.

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 the performance (signed by the principal or superintendent) must be on file with the region executive secretary or the designee prior to the time of each organization’s first scheduled...event.” (CONSTITUTION AND CONTEST RULES)

CHORAL GROUPS: Please indicate the voicing for the sightreading music you will be performing (i.e.. SATB, SAB, SSA, 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 sightreading music.

NOTE: If you have not received a performance schedule within two weeks prior to your event, contact your event host or Jim Van Zandt.

Organization Entries must be correct and/or changes made **prior to seven days before the event.** 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 programs if the changes were made within seven days of the event.

FAILURE TO PARTICIPATE:

If a group enters the event on time, but then chooses to withdraw after the deadline date, 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 reason for the withdrawal. **This letter should be specific, and signed by the principal.** There will be no refunds of entry fees.