

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

**ENTRY DEADLINES:**

ALL entries must be submitted through TexasMusicForms.com, and checks for fees **received** in the Region UIL Office or **postmarked** no later than the posted deadline, which is 30 days prior to the first day of the event. **NOTE** that the “unpublished” **BUFFER** deadline is 37 days prior to the event, or seven days prior to the official deadline!

**EXCEPTION:** If 30 days prior to the contest falls within the winter holiday, the deadline will be set soon after the beginning of the spring semester, and will most likely be less than 30 days prior to the contest.

**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 of \$25 per solo or ensemble apply after this date.

**LATE ENTRIES:**

1. The initial” entry must BE ON FILE on or before the published deadline.
2. Additional entries may be added after the deadline by paying an additional fee of \$25 per solo or ensemble member (in addition to the initial \$15 entry fee). The initial school entry must have been done by the deadline date, or there will be an “organizational” late fee of \$50 in addition to those individual \$25 fees mentioned above.
3. By C&CR Rule, the executive secretary may reject late entries if they create major disruption to the contest.
4. All entry fees are \$15.00 for each solo and member of an ensemble, except for Twirling, which is \$20 per participant.

**HOW TO ENTER THE CONTEST:**

**ENTER THROUGH [www.texasmusicforms.com](http://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 division if you are entering different division events, such as a band director entering a piano solo, or a choir director entering a harp soloist. If you need help with this, contact Jim Van Zandt.
2. Note that Piano and Vocal events are paired in the Vocal Solo and Ensemble Contest. String, Harp, and Guitar are entered in the String Solo and Ensemble Contest. All wind, string, piano, harp, guitar solos and ensemble are entered with **Form 6**. Percussion events are entered with **Form 7**. Medium Ensembles are entered using **Form 8**.
3. Go to the correct Solo and 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 MOVEMENTS per the PML!
4. The program will allow you 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 is 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, include the **Invoice**. Click on “Review Entries,” and **print out your Invoice to send WITH your entry check!** You can use this Invoice for your business office to generate the entry fee check. Remember to do this as soon as you can, because it is due in the Region 26 office by the 30-day deadline.

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 confirmation. We will reach out to you personally only if we see any problems. If you do not receive this confirmation, or if you have any other issues or questions, contact Jim Van Zandt at 512-751-0472 or [jimvanzandt@uilmusicregion26.com](mailto:jimvanzandt@uilmusicregion26.com)!
7. **MAIL (USPS) your Invoice with your Entry Fee Check** to the region UIL office PRIOR to the posted deadline. **Checks must exactly match the amount shown on the Invoice.** 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**

8. You may also send your **Form 1** 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 EMAIL the Form 1 to the region office prior to the day of the contest.

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

**ENTRY** – Must be completed prior to the deadline.

**INVOICE** – Must be sent WITH the entry fee check prior to the deadline. **Checks are payable to UIL Music Region 26.**

**FORM 1 (Entry Form and Student Roster)** – This is the certified copy of the roster of participating students, listed in alphabetical order, and signed by the principal or superintendent. **It must be on file in the region office prior to each organization’s first scheduled event.** Although we ask that you email it ahead of time, you can bring it to the event. **If this Form 1 is not on file prior to your participation, all ratings, comments sheets, and awards will be withheld until an official signed copy is presented to the contest chair or the region executive secretary.** This important! Don’t risk getting you or your principal in trouble by having a student perform that is not listed on this document.

**SUGGESTION!** To verify the accuracy of your entries: **Print a copy of the “Review Entries” from TexasMusicForms.com Post it in your rehearsal room and ask the students to initial their entries when titles, editions, publishers, 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 NO LATER than seven days prior to the contest. Any requested changes by be done by email, and the PML codes for the new titles must be included.

## **OTHER CRUCIAL INFORMATION**

**PIANO, HARP, GUITAR Entries** for Band, Orchestra, and Choir Director

- Piano events must be entered in the Vocal Solo and Ensemble Contest.
- Harp and Guitar events must be entered in the String Solo and Ensemble Contest
- Band or Orchestra directors entering piano solos must create a profile as a Choir director in TexasMusicForms. Similarly, Band or Choir directors entering harp or guitar solos must create a profile as an Orchestra director. Ask Jim Van Zandt to assist with creating a username and password for this.

**SPECIAL SCHEDULING REQUESTS:** All special scheduling requests that are driven by conflicts should be made with the Event Host as soon as you are aware of the conflict. We cannot promise that drastic changes can be made after the event host has created the schedule. That said, there is usually some flexibility within each event performance room.

**ADDING PARTICIPANTS:** Forms 6, 7, and 8 should list all participants, 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. Ineligible students will not be allowed to participate, and will receive a DNA.

Ineligible students or incomplete ensembles may NOT perform for comments only.

**ACCOMPANISTS:** We strongly encourage you to **use as many different accompanists as possible**, and **NOT** to share accompanists with other schools. If you have trouble with this, let the event host know as soon as possible, so he/she can attempt to schedule your students with the least conflicts.

**SMART MUSIC:** If you are using a SmartMusic accompaniment system (or similar system) and plan to use it at Solo and Ensemble Contest, you need to list SmartMusic as the accompanist on the Form 6. **YOU MUST SUPPLY YOUR OWN EQUIPMENT.** *Be sure that your students have ample opportunities to rehearse with this system BEFORE the day of the contest.*

**SCHEDULES:** The contest host will normally have schedules out no later than two weeks prior to the contest. If you have not received it by then, feel free to contact the contest host or Jim Van Zandt.

**PRINTED MUSIC FOR JUDGES:** **Students will not be allowed to perform unless the judge is provided with scores that are original published editions or copies with documentation of legal download and proof of purchase. Measures must be numbered.**

**NAME OF STUDENT AND SCHOOL ON MUSIC:** To avoid losing music, be sure that all music that is used by performers, accompanists, or judges have the name of the school clearly printed on the outside cover or first page.

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