

How to Enter a MSHSAA Solo/Small Ensemble Music Festival

General Information:

You must have registered as a user and updated your profile before you will be allowed to enter ANY festival. To update your profile, simply log in and follow the directions on the opening page. It will prompt you to add the proper school to your profile and ask for names of your students and accompanist. You only need to list the names of the students who are performing in solos or small ensembles. If you are taking only large groups to festival you do not need to list any individual student names, unless the festival is combined with the solo and small ensemble events being held on the same day. In that case you would only list the student(s) that are taking a solo/small ensemble event.

Next, check to see if your accompanist is listed. If not, please add their name, the program will make sure not to 'double-book' your accompanist, even if they play for many different schools during your festival. All schools need to agree on the spelling of the accompanists name (i.e. Patricia Smith, versus, Patty Smith, versus Pat Smith). The program would consider this to be 3 different individuals and therefore double-book the accompanist. Please enter the city where the accompanist resides. This should easily identify accompanist's that may share the same name and allow you to select the correct accompanist.

An accompanist may now register as a user with the Festival Manager to access a copy of their schedule. In order for this option to work you must use the accompanist's correct name. **DO NOT** list an accompanist as 'Eagles1' or 'Rushmore HS'. The accompanist will not be able to access their complete schedule if the names do not match.

REMINDER: Please use proper format when entering all participants. Avoid using all upper or lower case letters.

Be sure the 'pop-up' blockers are turned off. To test for this, click the 'help' button at the top of the page, you will find a test for pop-up suppression there. If you do not turn this off, you will not be able to see all entry pages, or view the PML (Prescribed Music List).

How to Enter a Solo or Small Ensemble:

After you log into the MSHSAA Festival Manger, you simply click on the **Registration** button at the top of the page. You can use the **filter** at the top of the page to display a particular district, type or instrumental type of festival. Before you select your festival please click the **details** link located on the left hand side of the screen (under the Name Column). This contains additional information regarding the festival. Once you find the festival you are assigned to attend, simply click on the name of the festival (for example, District Liberty High School Instrumental Solo and Small Ensemble). The window to submit entries will open **2 weeks prior** to your district entry deadline. To see if the window has opened place your pointer over the name of your festival; if it turns **red** the window has opened. If the festival name does not turn **red** the window has not opened.

A list of 2010 festival dates and deadlines is available on the MSHSAA website under the 'music activities' link. If the festival name does not turn red the window has not opened. You can also click on the name of the manager of any festival and an email window will appear if you have a specific question that you want to send to your festival manager.

IT IS VERY IMPORTANT THAT SOLOS AND ENSEMBLES USE 2 DIFFERENT ENTRY FORMS, DO NOT PUT THEM ON THE SAME FORM!!!!

A new screen will appear, on this screen you will be asked to enter a purchase order number and choose what kind of form you wish to create (solo or ensemble) and what school you are entering if you teach at more than one school. Once you have the correct form selected and school listed, click on the **Create** button at the top-right corner. The program will now create an official entry form, with a unique form ID number, hit 'OK'. The new form has been created, but is basically 'blank'. It has your school name, your name, and other information; but no solos or ensembles appear on this entry. To add a soloist, click **Add Soloist**.

A new screen will appear with the title **soloist**. Any field appearing in **red** is a required field and information must be entered in order to add the event. Using the pull down menu, select the student's name; the name will only appear if you have entered them on your school roster. You must have the name listed prior to entering the solo or ensemble. You will click on the **instrument** field, and all possible solos and ensembles for the festival are listed, select the correct solo and list the correct accompanist (if needed) from the pull down menu. The scheduling program will make sure not to schedule your accompanist in more than one location at any single time.

HOW TO ASSIGN A PML CODE TO SOLOS

Instrumental:

As a result of the MSHSAA Prescribed Graded Music List Review and Revision Project each title appearing on the PML has its own unique number. This number is not reflective of grade level and may not be a four digit number. The project also addressed the 'cross-over' lists (e.g. piccolo solos performing flute literature, baritone solos performing trumpet or trombone literature, etc.). When you view the list you will notice that some lists will include more than one event type. Also if a selection has been listed as being under the 3 minute minimum time requirement a pop-up box will appear after you enter the PML number advising you of this. If you do not enter an additional selection you are acknowledging that the performance will be lowered one rank. You may also access the PML by selecting **view pml list** located in the top left-hand corner of the screen. You do not have to list the name of the required piece, just the official number. If the information appears correctly select **create** and 'ok'. Another window will appear summarizing the information you have entered if any of the information is incorrect you may change it. Remember to select **update** to save any changes. If no changes are necessary, click on the **Back** button to add the soloist. The soloist should appear at the bottom of the entry form page.

Vocal:

Vocalist must perform at least one selection from the MSHSAA Prescribed Graded Music List. The PML is on-line, under the 'Music' button (just to the left of 'Registration'). You may also access the PML by selecting **view pml list** located in the top left-hand corner of the screen. You do not have to list the name of the required piece, just the official number. The title of the selection will appear once the PML number has been entered. For vocalist, the second selection does not have to come from the PML, so you are required to enter the actual name and composer/arranger of your second selection. This information will appear on the adjudication ballot.

After filling in all of your selections, select the 'Create' button in the top right-hand corner. You will see the message 'Soloist added'; hit 'OK', then hit 'Back'. You will now see that the soloist is added to your entry form at the bottom. You can list as many solos as you wish on this one form, simply repeat the process.

DO NOT CREATE A NEW ENTRY FORM FOR EACH SOLOIST.

Ensembles are very similar, but they must be listed on a separate ensemble form. Start by clicking on the 'Registration' button at the top of the page. Once you find the festival you are to attend, simply click on the name of the festival (for example, District Liberty High School Instrumental Solo and Small Ensemble). The window to submit entries will open **2 weeks prior** to your district entry deadline. To see if the window has opened place your pointer over the name of your festival; if it turns **red** the window has opened. If the festival name does not turn **red** the window has not opened. A list of 2010 festival dates and deadlines is available on the MSHSAA website under the 'music activities' link. You can also click on the name of the manager and an email window will appear if you have a specific question that you want to send to your festival manager. A screen will appear that will show any existing entry forms you have created for that particular festival site (You may have a solo form already). Select 'Create a New Entry Form'.

IT IS VERY IMPORTANT THAT SOLOS AND ENSEMBLES USE 2 DIFFERENT ENTRY FORMS, DO NOT PUT THEM ON THE SAME FORM!!!!

A new screen will appear, on this screen you will be asked to enter a purchase order number and choose what kind of form you wish to create (Solo or Ensemble) and what school you are entering if you teach at more than one school. This time, choose 'ensemble'. Once you have the correct form selected and school listed, hit the 'Create' button at the top-right corner. The program will now create an official entry form, with a unique form ID number, hit 'OK'. The new form has been created, but is basically 'blank'. It has your school name, your name and other information; but no ensembles appear on this entry. To add an ensemble, simply click 'Add Ensemble'. A new screen will appear with the title 'ensemble'. You will have to provide a unique/different name for each ensemble, such as 'Smith Quartet' or 'Davis Girls 3'. **DO NOT** name all your ensembles the same (i.e. string duet or girls trio). Try to use one name out of the ensemble to help you remember who is in the event (i.e. Jones Perc. Ensemble or Miller Mixed 4). Please remember this information will appear on the MSHSAA website so choose appropriate names for your events.

On the instrument line, simply choose the correct ensemble from the pull-down menu, and also provide the correct name of your accompanist. If the accompanist's name is not listed, simply add them using the 'Accompanist' button located on the gray toolbar.

HOW TO ASSIGN A PML NUMBER TO ENSEMBLES

Next enter in the prescribed music number and then select the 'Create' button at the top-right. You will see the message 'Ensemble added', hit 'OK'. You will see that a number of pull-down menus appear below the purple bar, asking for the students names who are going to be in the ensemble. The names will only appear if they are on your school roster; you must have the name listed prior to entering the solo or ensemble. The scheduling program will make sure not to schedule your accompanist in more than one location at any single time. After you have completed all information, simply hit the

'update' button in the top-right corner, then click 'o.k.' and the 'Back' button. You will be taken back to your ensemble form. You will now see that the ensemble is added to your entry form at the bottom.

You can list as many ensembles, as allowed per MSHSAA Festival Rules, on this one form, simply repeat the process. If you are entering a miscellaneous ensemble or percussion ensemble you may need to add additional members to the ensemble. Simply select 'add a member' until you have the required number of performers in the ensemble. You will then select the members from the drop down menu. You may also remove members as well by checking on box beside the name and selecting 'remove checked member(s)'.

Select the 'save' (yellow) button before you log-off the program to save your entry form.

Notice that even though you have filled out the forms, and added groups, you have not electronically 'Submitted' the form to MSHSSA or to the festival manager. At some point when you are confident that you have finished adding events to the form(s), open the form and hit the 'Submit' (green) button. A pop-up window will appear prompting you to print a copy of this invoice. Select 'OK'. Another screen will appear. This is your invoice and entry form. Please notice it will show the exact time and date that you submitted the form. Select the 'print' button to generate a copy of your entries. This invoice serves as proof of your submitted entries and will also be needed to generate the payment process. You must include a copy of your invoice with your payment to MSHSAA.

This year the selection information should also appear on your invoice. This will allow your students to double check their selections to ensure that the correct titles have been entered.

Payment, along with a copy of the invoice, shall be submitted directly to the MSHSAA Office. The MSHSAA address will appear on the invoice. **DO NOT** send payment to the festival manager. That is all you have to do. By clicking the 'Status' button at the top of the screen, on the gray toolbar you will see the status of your entry forms. It will show if your forms are 'Not Submitted', Submitted', Waiting to Be Scheduled' or 'Scheduled'. Once you receive an email from the festival manger telling you the festival has been scheduled, simply go to the bottom of the 'Status' page to view your schedule.

Once the manager has completed and published the schedule you may view your schedule by selecting the 'status' button. Your schedule will appear at the bottom. All you have to do is select 'view my entries'.

ALL ENTRY FORMS MUST BE SUBMITTED BY 11:00 P.M. ON THE DEADLINE DATED LISTED IN THE MSHSAA FESTIVAL MANAGER PROGRAM AND UNDER THE MUSIC ACTIVITIES LINK OF THE MSHSAA WEBSITE.