

Entry Instructions for MSHSAA State Solo/Small Ensemble Music Festivals

General Information:

These instructions will be helpful when entering solos or small ensembles that qualified for the MSHSAA State Music Festival. I encourage you to print a copy of these instructions as a reference when you begin to submit your entries.

The window to submit your state festival entries will **open on Tuesday, March 23, 2010** and **close on Tuesday, April 6, 2010 at 11:00 p.m.** Each school will be allowed to submit any omitted or late entries until 4:00 p.m. on Thursday, April 8th. Late entries will be assessed a late fee of \$100 plus a doubling of the entry fee as stated in Section 6-B of the MSHSAA Music Manual. After April 8th **NO** late entries shall be accepted.

How to Access the MSHSAA Festival Manager:

Go to www.mshsaa.org and select the 'music activities' located in the blue shaded area. You will be taken to the Music Activities page where the Festival Manager Program link will be available. Simply click on the link and the Festival Manager home page should appear. You will log in with your user name and password as before.

How to Enter a Solo Form:

Entry procedures for state are almost exactly the same as entering the district festival. After you log into the MSHSAA Festival Manager, you simply click on the 'Registration' button at the top of the page. Once you have located your assigned festival day (the breakdown of days is located on the MSHSAA website under the 'Music Activities' link and is called 2010 MSHSAA State Music Performance Dates by School) simply click on the day and a screen called 'Entry Forms' will appear; select 'create a new entry form'.

PLEASE REMEMBER THAT SOLOS AND ENSEMBLES USE 2 DIFFERENT ENTRY FORMS.

A new screen will appear, on this screen you will be asked to choose what kind of form you wish to create (solo or ensemble). The default is set for solo. If you have a purchase order number you should enter it at this time. Beside the 'Scheduling Details' you will need to indicate if your school is planning to stay overnight. If you select 'yes' you will need to select which night on the drop down screen. Your choices will be the night prior to your assigned festival day or the evening of your assigned festival day. Please make sure you have selected the appropriate date as this is one of the criteria used in determining when your events will be scheduled.

You will need to complete the information located in the 'Scheduling Details' section. If your school is staying overnight prior to your festival day, you will need to indicate which hotel your school will be staying at. This will allow MSHSAA to contact you if anything unexpected should arise regarding the festival.

If you have any special request (student in wheelchair, crutches, etc.) you will need to indicate those in the box provided.

PLEASE NOTE: READ/REVIEW SECTION 11-B-4 REGARDING SPECIAL REQUESTS. DUE TO THE LARGE NUMBER OF EVENTS PARTICIPATING; OUR OFFICE CANNOT HONOR REQUESTS FOR SPECIAL TIMES DUE TO OTHER SCHOOL ACTIVITIES. I thank you in advance for your cooperation and understanding regarding this matter.

Once you have completed all information on this page select the 'create' button located in the top right hand corner of the screen. The program will now create an official entry form, with a unique form ID number, hit 'OK'.

If you have inadvertently selected the incorrect festival date a message bar will appear telling you which festival day to enter. You will need to go back out and under 'Registration' select the correct date.

The new form has been created, but is basically 'blank'. It has your school name, your name and other information; but no solos appear on the entry form. To add a soloist, select 'add soloists' (red arrow). A new soloist screen will appear simply select the drop down box and a list of soloist who received a Division I rating at districts will appear.

PLEASE VERIFY THAT ALL SOLOISTS THAT RECEIVED A DIVISION I RATING APPEAR IN THE DROP DOWN BOX. If not please contact the MSHSAA office immediately.

Select the soloist from the list and the information will appear in the box. Select 'Create' and 'o.k.'. If you are changing accompanist or selection numbers you will need to do so here. Remember an accompanist may accompany a total of 20 entries per festival day. If you are sharing an accompanist with another school or multiple schools assigned to your festival day it is your responsibility to ensure this rule is followed. Please take a few minutes to make sure the accompanist is listed correctly because once the festival is scheduled it will be extremely difficult to change the accompanist and not create a conflict in the schedule. This may result in your entry being re-scheduled to the end of the day.

If the soloist information appears to be correct select 'update' and the entry will appear on the 'Entry Form'. If you need to make a change in any entry prior to submitting your form you will select the name of the event and the 'edit entry' screen will appear. Once all information has been updated select 'update' located at the top right hand corner of the box. You will continue this process until all soloists have been entered and appear on the 'Entry Form'. After all your solos have been entered select the yellow 'SAVE' button located at the top of the entry form. This will save everything appearing on the main entry form.

At this time I highly recommend that you **PRINT** an invoice to **POST** in your room to allow the students to **PROOF** prior to submitting your entries. Once the entry deadline has passed no late entries will be accepted. After the proofing is complete and all entries are correct you will need to submit your entries using the **green** 'Submit' button located in the top right hand corner of the 'Entry Form'.

YOU HAVE NOT OFFICIALLY ENTERED THE FESTIVAL UNTIL THE ENTRY FORM HAS BEEN SUBMITTED (Select the green 'SUBMIT' button).

Once you have submitted your entry form a pop-up window will appear asking you to print a copy of this invoice. The invoice serves two purposes 1) it is your verification of entries, and 2) it must be used to begin the payment process. A copy of each invoice should accompany your payment.

Payment shall be submitted directly to the MSHSAA Office. The address is provided on the invoice. A copy of each entry form must be included with payment to the MSHSAA Office. That is all you have to do. By clicking on the 'Status' button at the top of the screen, located on the gray toolbar, you will see the status of your entry form. It will show if your form is 'not submitted', 'submitted', and 'waiting to be scheduled' or 'scheduled'. If you misplace your entry form you may also print a new copy by selecting the form number. A pop-up window will appear allowing you to print the form. Once you get an email from me telling you the festival is scheduled, simply go to the bottom of the 'Status' page to view your schedule.

ALL ENTRY FORMS MUST BE SUBMITTED BY 11:00 P.M. ON TUESDAY, APRIL 6TH.

How to Enter an Ensemble Form:

Entry procedures for state are almost exactly the same as entering the district festival. After you log into the MSHSAA Festival Manager, you simply click on the 'Registration' button at the top of the page. Once you have located your assigned festival day (the breakdown of days is located on the MSHSAA website under the 'Music Activities' link and is called 2010 MSHSAA State Music Performance Dates by School) simply click on the day and a screen called 'Entry Forms' will appear; select 'create a new entry form'.

PLEASE REMEMBER THAT SOLOS AND ENSEMBLES USE 2 DIFFERENT ENTRY FORMS.

A new screen will appear, on this screen you will be asked to choose what kind of form you wish to create (solo or ensemble). The default is set for solo so be sure to select the radio button next to ensemble. If you have a purchase order number you should enter it at this time. Beside the 'Scheduling Details' you will need to indicate if your school is planning to stay overnight. If you select 'yes' you will need to select which night on the drop down screen. Your choices will be the night prior to the festival day or the evening of your assigned festival day. Please make sure you have selected the appropriate date and that both the solo and ensemble form match as this is one of the criteria used in determining when your events will be scheduled.

You will need to submit information in the 'Scheduling Details' section. If your school is staying overnight prior to your festival day, you will need to indicate which hotel your school will be staying at. This will allow MSHSAA to contact you if anything unexpected should arise regarding the festival.

If you have any special request (student in wheelchair, crutches, etc.) you will need to indicate those in the box provided.

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If you have inadvertently selected the incorrect festival date a message bar will appear telling you which festival day to enter. You will need to back out and under 'Registration' select the correct date.

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 the entry form. To add an ensemble, select 'add ensemble'. A new ensemble screen will appear; simply select the drop down box and a list of ensembles that received a Division I rating at districts will appear.

PLEASE VERIFY THAT ALL ENSEMBLES THAT RECEIVED A DIVISION I RATING APPEAR IN THE DROP DOWN BOX. If not please contact the MSHSAA office immediately.

Select the ensemble from the list and the information will appear in the box. Select 'Create' and 'o.k.'. If you are changing accompanist, selections or members of the ensemble you will need to do so here. Remember an accompanist may accompany a total of 20 entries per festival day. If you are sharing an accompanist with another school or multiple schools assigned to your festival day it is your responsibility to ensure this rule is followed. Please take a few minutes to make sure the accompanist is listed correctly because once the festival is scheduled it will be extremely difficult to change the accompanist and not create a conflict in the schedule. This may result in your entry being re-scheduled to the end of the day.

If the ensemble information appears to be correct select 'update' and the entry will appear on the 'Entry Form'. If you need to make a change in any entry prior to submitting your form you will select the name of the event and the 'edit entry' screen will appear. Once all information has been updated select 'update' located at the top right hand corner of the box, OK and the 'Back' button. You will continue this process until all ensembles have been entered and appear on the 'Entry Form'. After all of your ensembles have been entered select the yellow 'SAVE' button located at the top of the entry form. This will save everything appearing on the main entry form.

At this time I highly recommend that you **PRINT** an invoice to **POST** in your room to allow the students to **PROOF** prior to submitting your entries. Once the entry deadline has passed **NO** late entries will be accepted. After the proofing is complete and all entries are correct you will need to submit your entries using the **green** 'Submit' button located in the top right hand corner of the 'Entry Form'.

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If you have any questions or problems, please call the MSHSAA office at 573-875-4880.