



# MSHSAA District Solo/Small Ensemble Festival Entry Instructions

## General Information

You must have registered as a user with the MSHSAA Festival Manager program and updated your profile before you will be allowed to enter **ANY** festival. To update your profile, log in to the MSHSAA Festival Manager Program 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 this 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 **not** 'double-book' your accompanist, even if they play for many different schools during your festival if as long as all schools agree on the spelling of the accompanist's 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 register as a user with the Festival Manager program 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 and the false name will be removed from the accompanist list immediately.

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

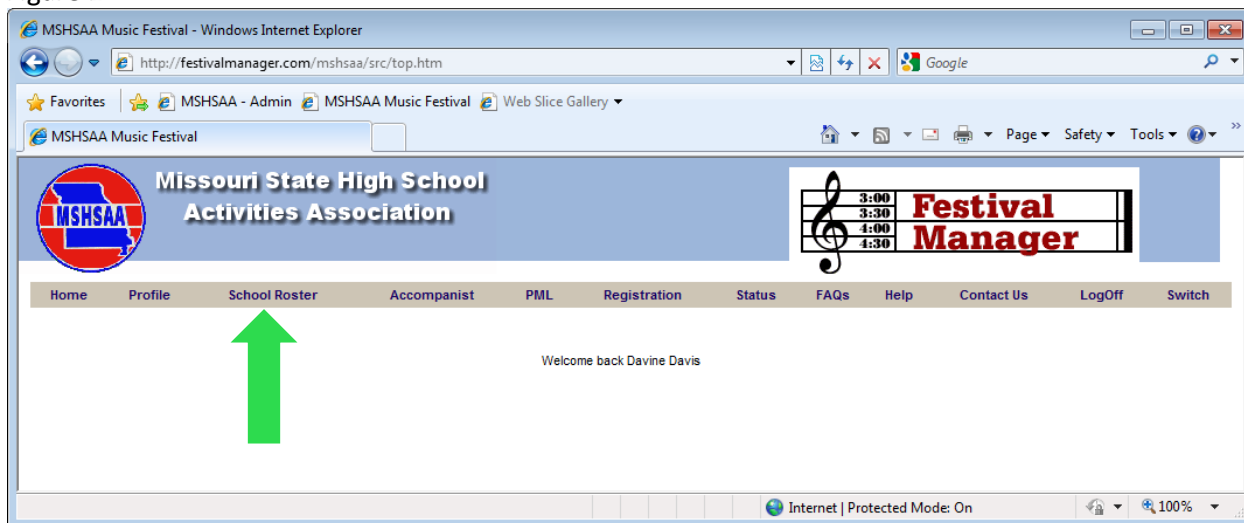
Be sure the 'pop-up' blockers are turned off. To test for this, click the 'Help' button at the top of the page, you will find a test for pop-up suppression here. **If you do not turn this off, you will not be able to see all entry pages, or view the PML (Prescribed Music List).**

Before you begin entering events you will need to make sure your **school roster** is updated in the Festival Manager program. Information on how to update the roster is listed below.

## How to Update School Roster

Select the **'School Roster'** link on the gray toolbar after you log in (see **green** arrow, Figure 1).

Figure 1



This is where you will add and remove students on the roster. To add students select the link **'create a new student'** (see **red** arrow, Figure 2). A new screen will appear (Figure 3). Any field appearing in **red** is required information. Enter the student's last name then first name. If you receive a message that the student's name already appears in the Festival Manager program you will need to do one of two things. First, check to see if the student has moved to your district from another district. If so you will need to contact the school and ask that director to remove the student from their roster. This should allow you to enter the student. Second, the student may have the same name. You will need to add a middle initial or make the name unique to the program (i.e. John P Smith or John Smith (Mexico)). If you have any problems please contact the MSHSAA office. Once the information has been entered click the **'Create'** button and **'OK'**. The name should now appear in alphabetical order on your roster.

To remove students place a check in the box beside the name(s) and select the link **'remove checked student(s)'** (Figure 4). You can select multiple names to remove at one time. To edit or update any information regarding students appearing on your roster simply click on the name of the student. Remember to select the **'Save'** button when you are finished or the information will not be updated.

Figure 2

MSHSAA Music Festival - Windows Internet Explorer  
 http://festivalmanager.com/mshsaa/src/top.htm

Missouri State High School Activities Association

Home Profile **School Roster** Accompanist PML Registration Status FAQs Help Contact Us LogOff Switch

School Roster: Davis Test School [Update Grade Levels]

Note: The grades listed below in red are adjusted by the date the student was first listed on the roster. When the grade levels shown are correct, click the update button to update the database for this year. If it is not correct, click on the student's name to edit.

» create a new student      » remove checked student(s)

[ALL](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

REMOVE	STUDENT	GRADE
1 <input type="checkbox"/>	Bell, Tinker	11
2 <input type="checkbox"/>	Charming, Prince	12
3 <input type="checkbox"/>	Deere, Bambi	10
4 <input type="checkbox"/>	Dog, Pluto T	9
5 <input type="checkbox"/>	Duck, Daisy	12
6 <input type="checkbox"/>	Duck, Dewey	12
7 <input type="checkbox"/>	Duck, Donald	9
8 <input type="checkbox"/>	Duck, Huey	9
9 <input type="checkbox"/>	Duck, Louie	9
10 <input type="checkbox"/>	Dwarf, Bashful	12
11 <input type="checkbox"/>	Dwarf, Doc	12

Internet | Protected Mode: On      100%

Figure 3

edit student - Windows Internet Explorer  
 http://festivalmanager.com/mshsaa/src/edit\_student.php?id=-1&school=538

**EDIT STUDENT**  
 School: Davis Test School      CREATE      BACK

Last Name:

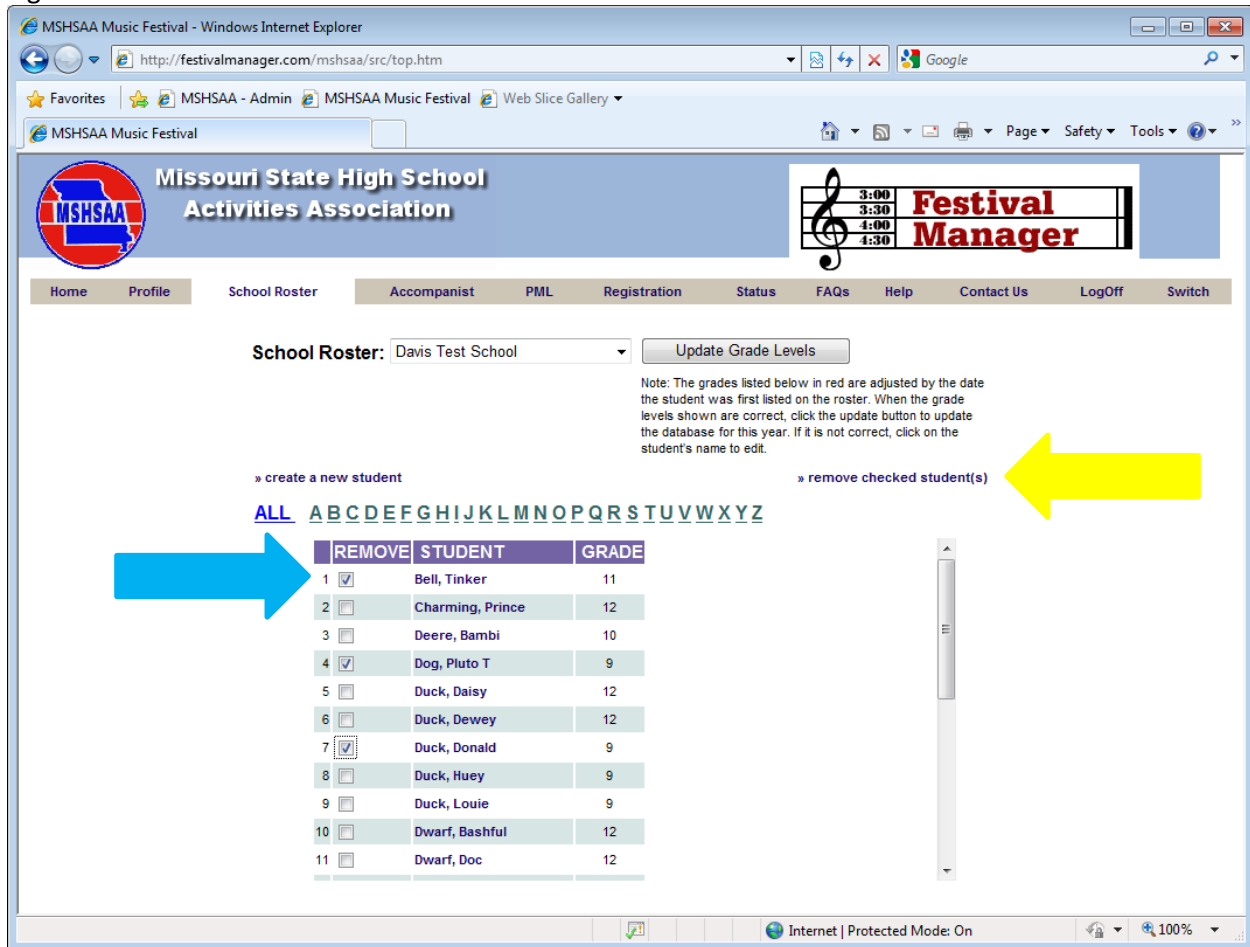
First Name:

Middle Initial:

Grade:

Done      Internet | Protected Mode: On      100%

Figure 4



## How to Enter a Solo or Small Ensemble

After you log into the MSHSAA Festival Manger, you click on the '**Registration**' button located on the gray toolbar at the top of the page (see **blue** arrow, Figure 5). You can use the '**Filters**' (see double **yellow** arrows, Figure 6) 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 (see **red** arrow, Figure 6) located on the left hand side of the screen (under the Name Column). If the festival name appears in **gray** the window has **not** opened and the entry process cannot begin. The window to submit entries will open **2 weeks prior** to your district entry deadline. To see when the window will open place your mouse pointer over the name of your festival and click. A pop-up window will appear with this information.

A list of **2012** 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 of the festival and an email window will appear if you have a specific question that you want to send to your festival manager.

Figure 5

MSHSAA Music Festival - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://festivalmanager.com/mshsaa/src/top.htm

Most Visited Getting Started Latest Headlines

MSHSAA Music Activities MSHSAA Music Festival Google

**Missouri State High School Activities Association**

MSHSAA Test Solo and Small Ensembles

3:00	<b>Festival Manager</b>
3:30	
4:00	
4:30	

Home Profile School Roster Accompanist PML Registration Status FAQs Help Contact Us LogOff Switch

Welcome Music Director:

Before you can register for a festival, you must first complete the following steps, in order:

1. Set up your profile » [Profile](#) This establishes your school associations and provides a link to update your contact information.
2. Create your school roster » [School Roster](#) This identifies your students.
3. Enter accompanist information » [Accompanist](#) This identifies accompanists your students may be using.

After you have complete these steps you may then submit your festival entries. » [Festival Registration](#). Once the your festival has been scheduled, the Festival Manager will notify you by email. You can always check back to view the status of your entries » [Status](#)

Also, for your convenience, you can view the MSHSAA Prescribed Music List by clicking on [Music](#)

And, you may obtain a copy of the adjudicator evaluation form by clicking [here](#)

view the [Information Page](#) ( calendar, contacts, rules, etc.)

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Done

Figure 6

MSHSAA Music Festival - Mozilla Firefox

http://festivalmanager.com/mshsaa/src/top.htm

Missouri State High School Activities Association

MSHSAA Test Solo and Small Ensembles

Home Profile School Roster Accompanist PML Registration Status FAQs Help Contact Us LogOff Switch

(Click on Contest Name to go to contest page. Click on manager name for email contact.)

District: ALL Type: ALL Instrument/Type: ALL GO

	NAME	TYPE	DIST/CLASS	DATE	DEADLINE	LOCATION	MANAGER
1	State St. Louis - Band <a href="#">details...</a>	Large Group Band	11 / ALL	March 1-2, 2011	January 25, 2011	ST. LOUIS	Jack Scheurer
2	District St. Louis - North of 40 (Solo & Small Ensemble entries only) <a href="#">details...</a>	Solo & Ensemble vocal, woodwinds, brass, piano, percussion, strings	11 / ALL	March 4, 2011	February 1, 2011	<a href="#">FLORISSANT VALLEY COMMUNITY COLLEGE</a>	Jack Scheurer
3	District District 12 - Solos and Small Ensembles <a href="#">details...</a>	Solo & Ensemble vocal, woodwinds, brass, piano, percussion, strings	12 / ALL	March 5, 2011	February 15, 2011	FT. ZUMWALT EAST HIGH SCHOOL	Jim Cunningham
4	District St. Louis - South of 40 (Solo & Small Ensemble entries only) <a href="#">details...</a>	Solo & Ensemble vocal, woodwinds, brass, piano, percussion, strings	11 / ALL	March 5, 2011	February 1, 2011	<a href="#">FLORISSANT VALLEY COMMUNITY COLLEGE</a>	Jack Scheurer
5	State Ft. Zumwalt East (String Orchestras) <a href="#">details...</a>	Large Group Orchestra	12 / ALL	March 8, 2011	February 15, 2011	FT. ZUMWALT EAST HIGH SCHOOL	Jim Cunningham
6	State Ft. Zumwalt South High School - CHOIRS (Class 5) <a href="#">details...</a>	Large Group Choir	12 / 5	March 8, 2011	February 15, 2011	FT. ZUMWALT SOUTH HIGH SCHOOL	Jim Cunningham
7	State St. Louis - Choirs <a href="#">details...</a>	Large Group Choir	11 / ALL	March 8-10, 2011	January 25, 2011	ST. LOUIS	Jack Scheurer
8	State Fort Zumwalt West- CHOIRS (Class 1, 2, 3 & 4) <a href="#">details...</a>	Large Group Choir	12 / 1, 2, 3, 4	March 9, 2011	February 15, 2011	FT. ZUMWALT WEST HIGH SCHOOL	Jim Cunningham

**IT IS VERY IMPORTANT THAT SOLOS AND ENSEMBLES USE 2 DIFFERENT ENTRY FORMS; YOU CANNOT ENTER SOLOS AND ENSEMBLES ON THE SAME FORM!!!!**

### SOLO EVENTS

Once the window opens and you click on the name of the festival, a screen will appear that will show you any existing entry forms you have created for that particular festival site. If you have **not** created any entry forms for that particular festival, select **'create a new entry form'** (green arrow, Figure 7).

A new screen will appear (Figure 8); please enter a purchase order number if known at this time (yellow arrow) to facilitate the payment process. Next, you must indicate what type of form you are entering (solo or ensemble; blue arrow, Figure 8). The program will default to solo each time. If you teach at more than one school district you will need to select the appropriate school from the drop down box. If you have any special request you will need to enter it in the box called **'Special Request'** (green arrow Figure 8). Once you have the correct information listed, click the **'Create'** button (red arrow, Figure 8) at the top-right corner. The program will now create an official entry form, with a unique form ID number, select **'OK'**. The new form has been created, but is basically 'blank'. It has your school name, your name, as music director, and other information; but **no** entries appear on this entry (Figure 9).

Figure 7

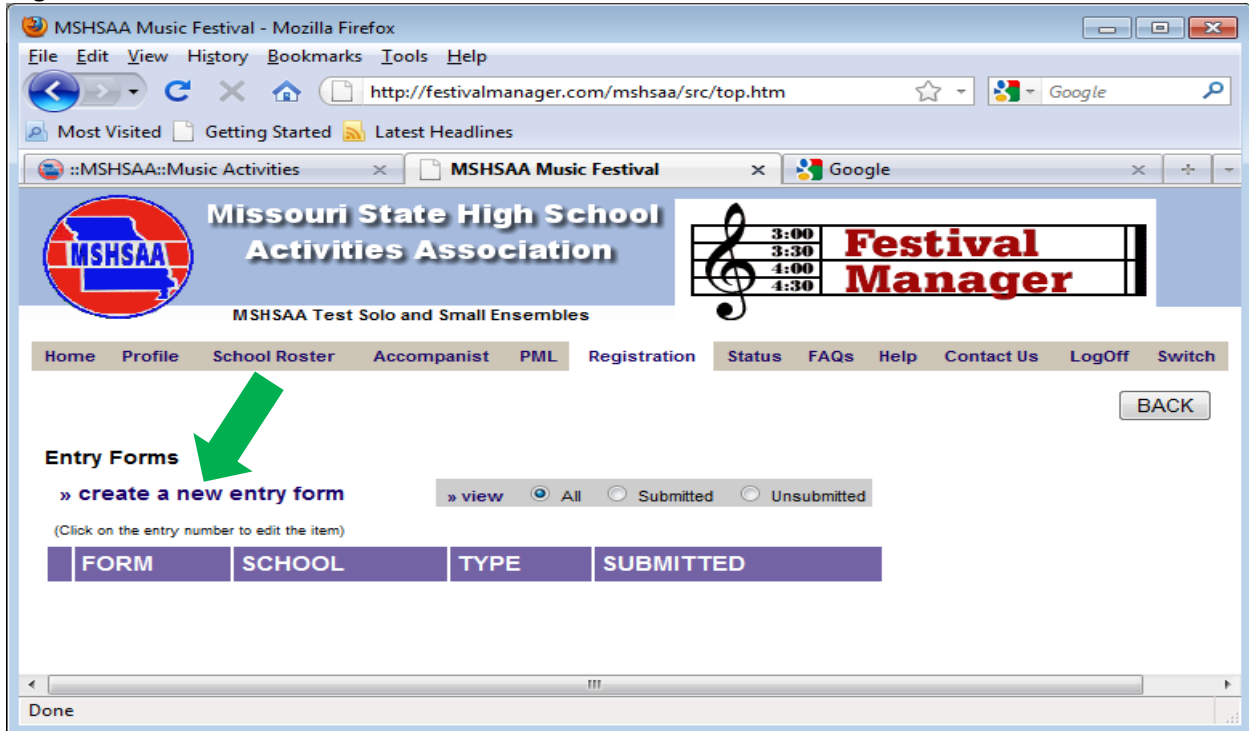
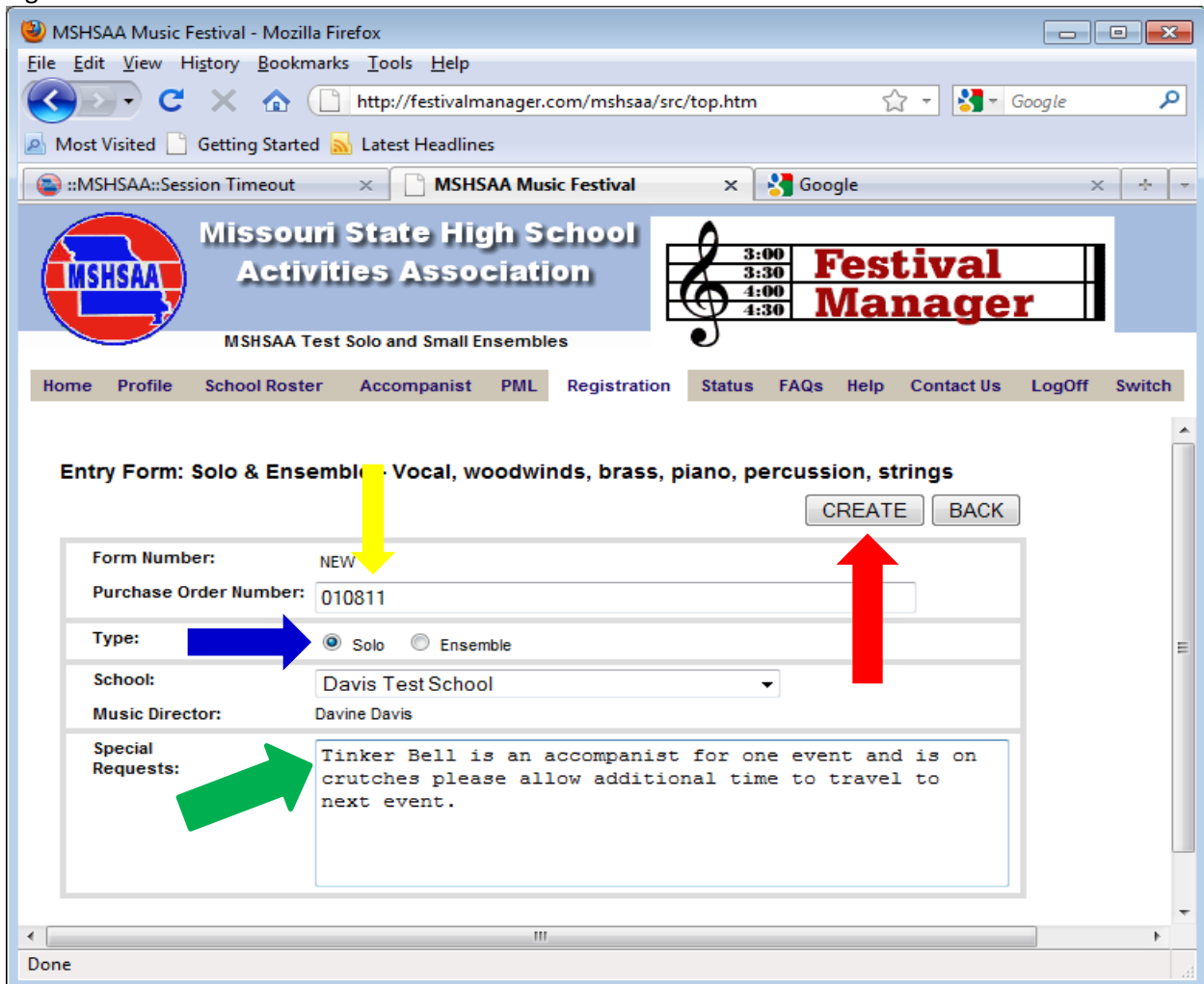
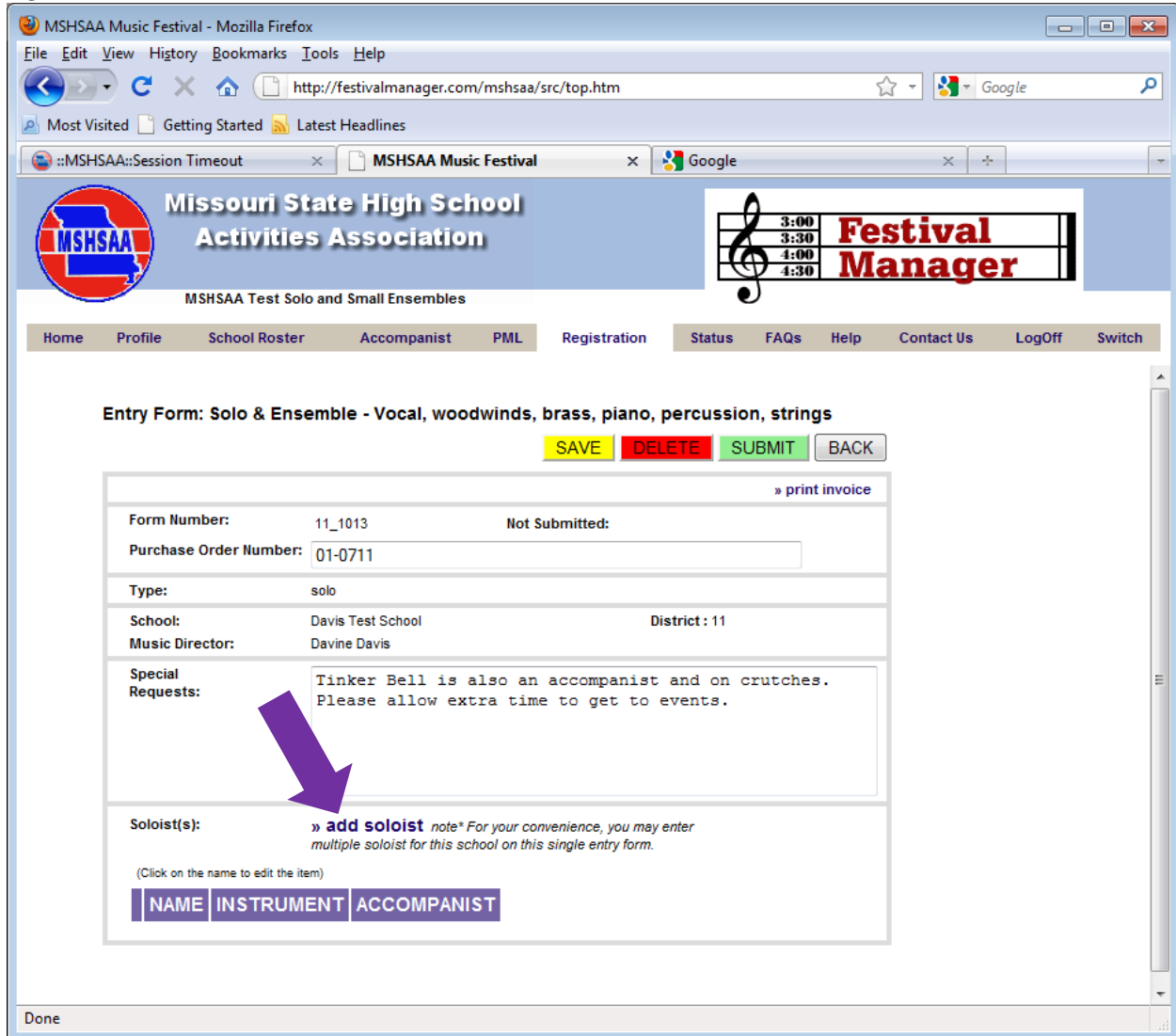


Figure 8



To add a soloist, click 'add soloist' (purple arrow, Figure 9).

Figure 9



A new screen will appear with the title 'Soloist' (Figure 10). Any field appearing in **red** is a required field and information must be entered in order to add the event. Using the drop down menu, select the student's name; the name will only appear if you have entered them on school roster tab in Festival Manager (Figure 11). You must have the name listed on the 'School Roster' in the MSHSAA Festival Manager program prior to entering the solo. Refer to instructions on page 2. You will click on the 'Instrument' field, and all possible solos or 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 if this information has been entered correctly.

**REMINDER: DO NOT** list an accompanist as 'Eagles1' or 'Rushmore HS' (Figure 12). The accompanist will **not** be able to access their complete schedule if the names do **not** match and schedule conflicts will occur. Any such entries found on the accompanist list will be deleted immediately.

You are now ready to enter the PML code for your event (Figure 13).

Figure 10

The screenshot shows a web browser window titled "edit entry - Mozilla Firefox" with the URL "http://festivalmanager.com/mshsaa/src/edit\_entry.php?id=-1&form=1013&type=solo". The page content is titled "Soloist" and includes "CREATE" and "BACK" buttons. A link "» view pml list" is visible. The form contains the following fields:

- Student:** A dropdown menu currently showing "--select-".
- Instrument:** A dropdown menu showing "47 - Girls Vocal".
- Accompanist:** A dropdown menu showing "NONE".
- 1 Prescribed Music Code:** An empty text input field.
- Selection 2:** An empty text input field.
- Composer2:** An empty text input field.

The status bar at the bottom of the browser window displays "Done".

Figure 11

This screenshot shows the same web browser window as Figure 10, but with the "Student" dropdown menu open. The menu lists the following options:

- select--
- Bell, Tinker
- Charming, Prince
- Deere, Bambi
- Dog, Pluto
- Duck, Daisy
- Duck, Dewey
- Duck, Donald
- Duck, Huey
- Duck, Louie
- Dwarf, Bashful
- Dwarf, Doc
- Dwarf, Dopey
- Dwarf, Grumpy
- Dwarf, Happy
- Dwarf, Sleepy
- Dwarf, Sneezy
- Hook, Captain
- Hound, Goofy
- Mouse, Mickey

The status bar at the bottom of the browser window displays "Done".

Figure 12

edit entry - Mozilla Firefox  
http://festivalmanager.com/mshsaa/src/edit\_entry.php?id=-1&form=1013&type=solo

**Soloist** CREATE BACK » view pml list

**Student:** Bell, Tinker

**Instrument:** 47 - Girls Vocal

**Accompanist:** Tracey, Dick

**1 Prescribed Music Code:** NONE

**Selection 2:**

**Composer2:**

Done

- NONE
- \* Smart Music
- Odneal, Barbara
- Aamodt, Tom
- Abbott, Ruth
- Abshier, Ryan
- Accomp. FZE
- Acree, Sarah
- Adam, Holstein
- Adams, Bobbie
- Adams, Gary
- Adams, Jennifer
- Adams, Judy
- Adams, Julia
- Adams, L
- Adams, Laraine
- Addis, Tate

Figure 13

edit entry - Mozilla Firefox  
http://festivalmanager.com/mshsaa/src/edit\_entry.php?id=-1&form=1013&type=solo

**Soloist** CREATE BACK » view pml list

**Student:** Bell, Tinker

**Instrument:** 47 - Girls Vocal

**Accompanist:** Tracey, Dick

**1 Prescribed Music Code:**

**Selection 2:**

**Composer2:**

Done

## HOW TO ASSIGN A PML CODE TO SOLOS

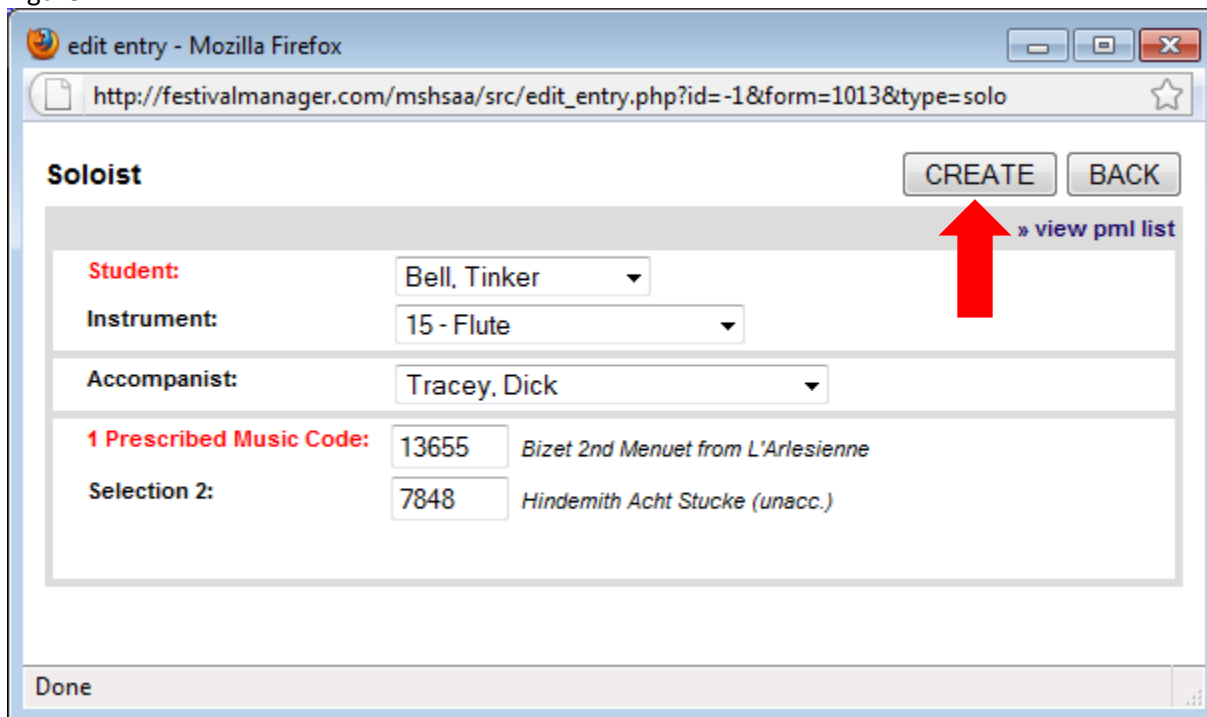
### Instrumental

As a result of the MSHSAA Prescribed Graded Music List (PML) 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 from the PML you are acknowledging that the performance will be automatically 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. Once you have entered the number click the mouse on any area of the box and the title should appear beside the number. If a second selection is required you can enter the pml number in the Selection 2 box (Figure 14). Once the information appears correctly select 'Create' (red arrow, Figure 14) 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 (blue arrow, Figure 15). If **no** changes are necessary, click on the 'Back' button to add the soloist (green arrow, Figure 15). The soloist should appear at the bottom of the entry form page (Figure 16). You can enter as many soloists as you wish on this form by repeating the process.

**NOTE: DO NOT CREATE A SEPARATE ENTRY FORM FOR EACH SOLO EVENT.**

Figure 14



The screenshot shows a web browser window titled "edit entry - Mozilla Firefox" with the URL "http://festivalmanager.com/mshsaa/src/edit\_entry.php?id=-1&form=1013&type=solo". The form is titled "Soloist" and contains the following fields:

- Student:** Bell, Tinker
- Instrument:** 15 - Flute
- Accompanist:** Tracey, Dick
- 1 Prescribed Music Code:** 13655 *Bizet 2nd Menuet from L'Arlesienne*
- Selection 2:** 7848 *Hindemith Acht Stucke (unacc.)*

At the top right of the form are two buttons: "CREATE" and "BACK". A red arrow points to the "CREATE" button. Below the "CREATE" button is a link that says "» view pml list". The browser's status bar at the bottom shows "Done".

Figure 15

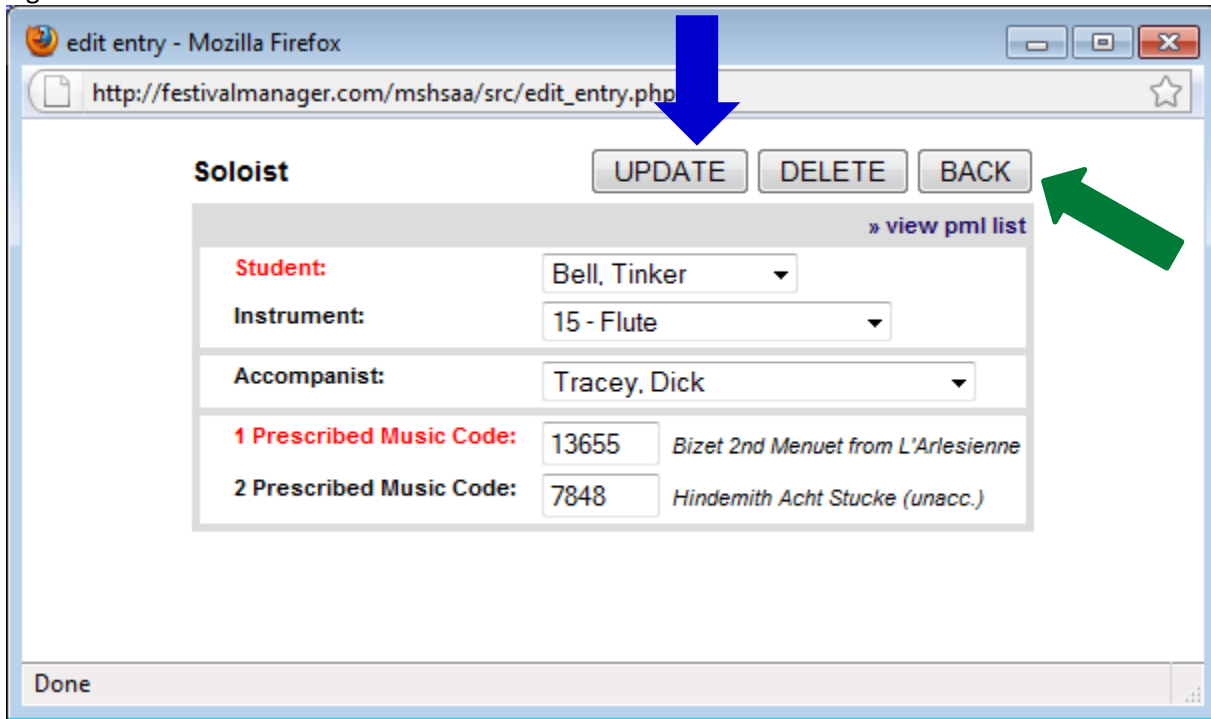
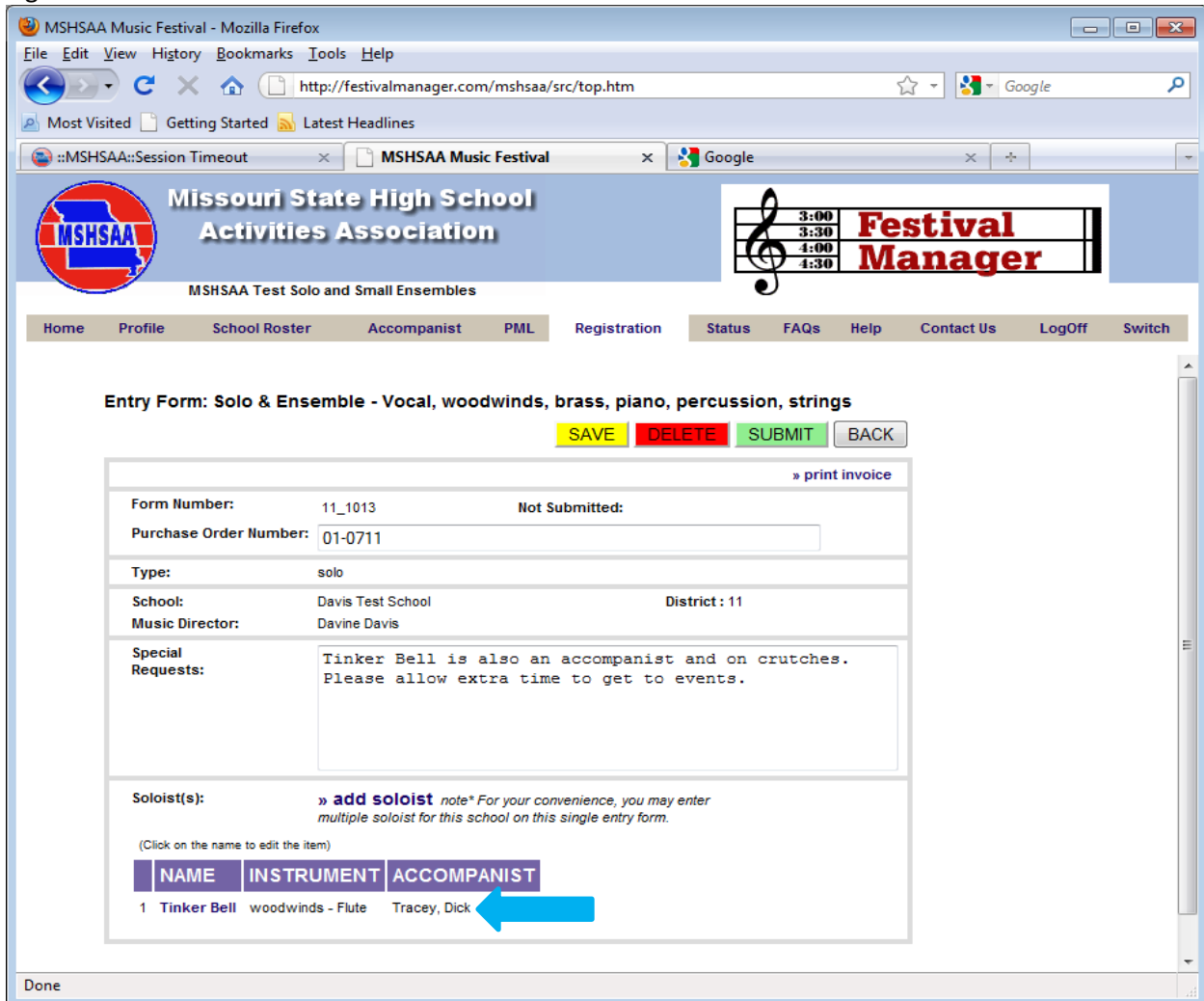


Figure 16



## Vocal

Vocalist must perform **two** selections with at least **one** selection from the MSHSAA Prescribed Graded Music List. The PML is on-line, under the '**PML**' button (just to the left of '**Registration**'). You may also access the PML by selecting '**view pml list**' located in the top right-hand corner of the screen. You will use the same instructions as the instrumental solo when entering the pml number(s). 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 (Figure 17). 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**' (Figure 18). You will now see that the soloist has been added to your entry form at the bottom (Figure 19). You can list as many soloists as you wish on this one form, simply repeat the process.

**NOTE: DO NOT CREATE A NEW ENTRY FORM FOR EACH SOLOIST.**

Figure 17

edit entry - Mozilla Firefox  
http://festivalmanager.com/mshsaa/src/edit\_entry.php?id=-1&form=1013&type=solo

**Soloist** CREATE BACK

[» view pml list](#)

<b>Student:</b>	Charming, Prince
<b>Instrument:</b>	48 - Boys Vocal
<b>Accompanist:</b>	Mouse, Minnie
<b>1 Prescribed Music Code:</b>	3428 <i>Wolf Gebet (Prayer) (65 Songs)</i>
<b>Selection 2:</b>	Three Blind Mice
<b>Composer2</b>	Anonymous

Done

Figure 18

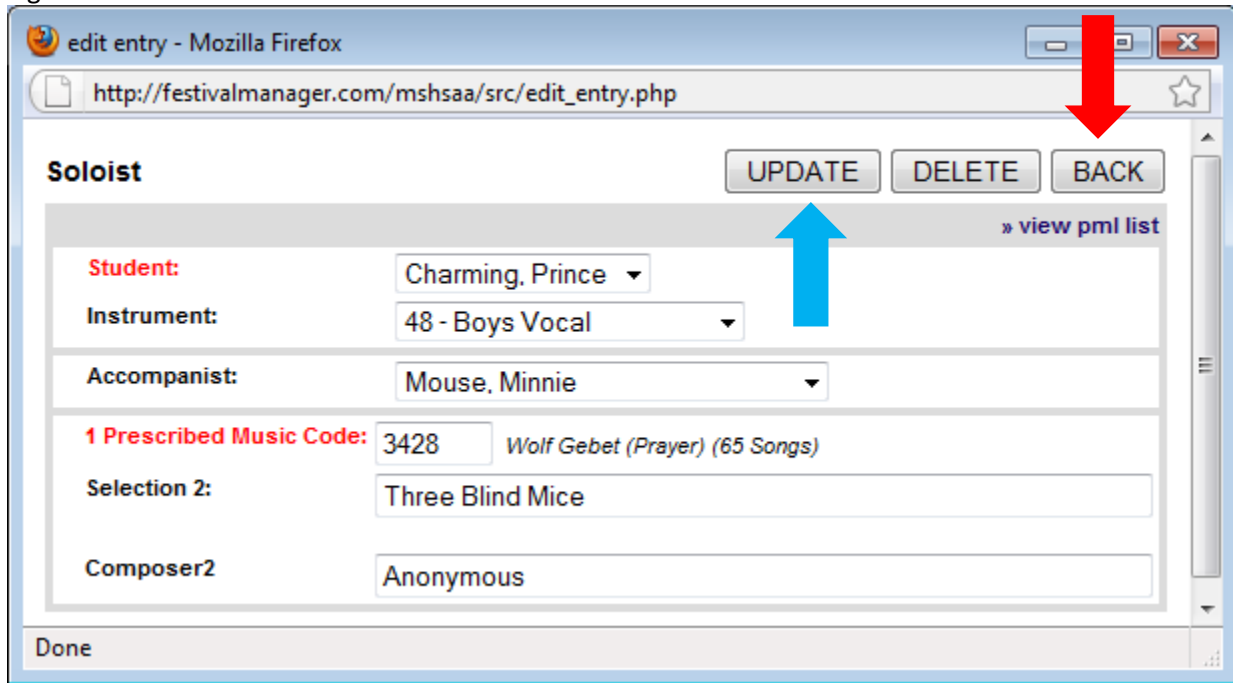
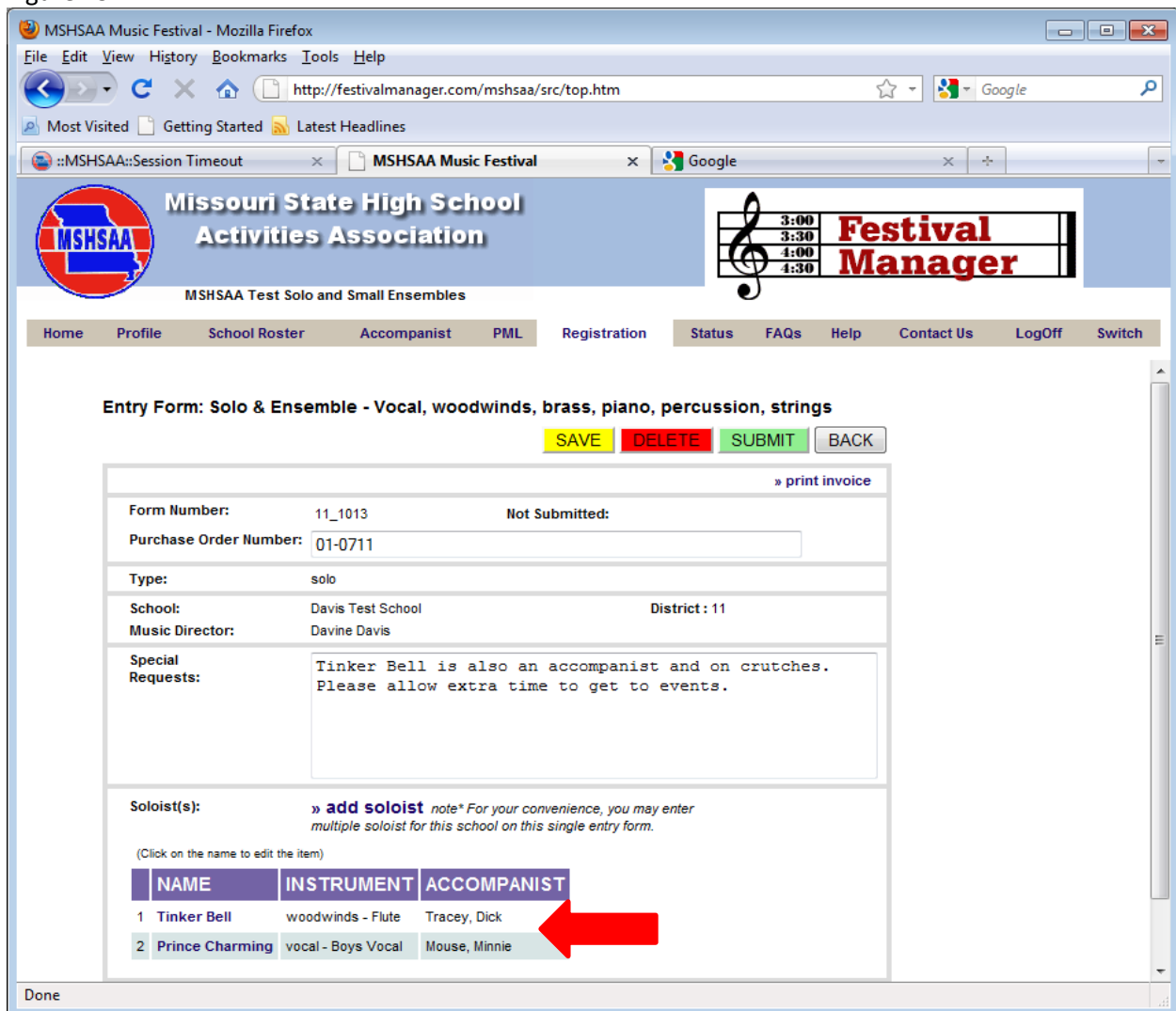


Figure 19

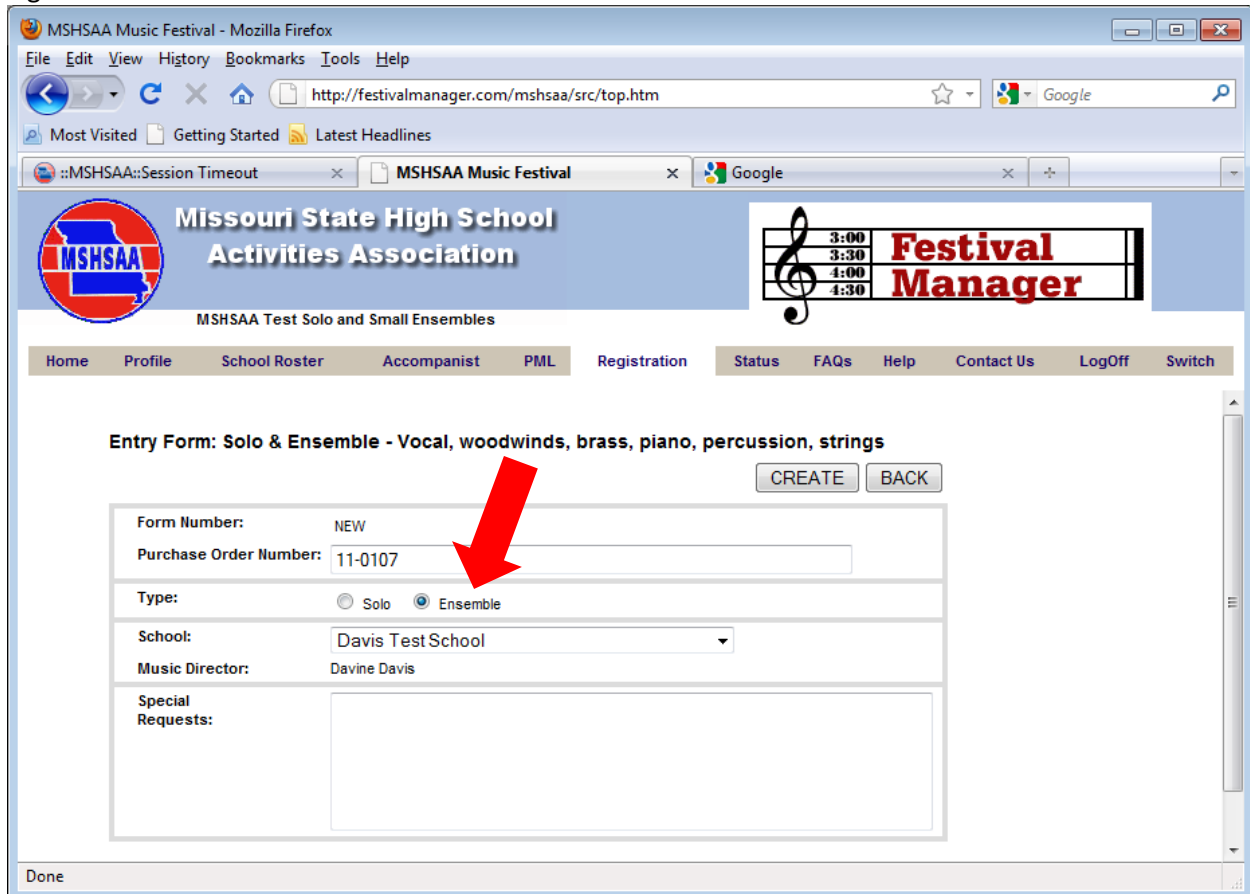


## ENSEMBLE EVENTS

Ensembles are very similar to the solo events, but they must be listed on a separate ensemble form. Refer to the directions in the section **'How to Enter a Solo or Small Ensemble'**, located on page 1 and instead of selecting the solo button select the **'ensemble'** button (Figure 20).

**IT IS VERY IMPORTANT THAT SOLOS AND ENSEMBLES USE 2 DIFFERENT ENTRY FORMS; YOU CANNOT ENTER SOLOS AND ENSEMBLES ON THE SAME FORM!**

Figure 20



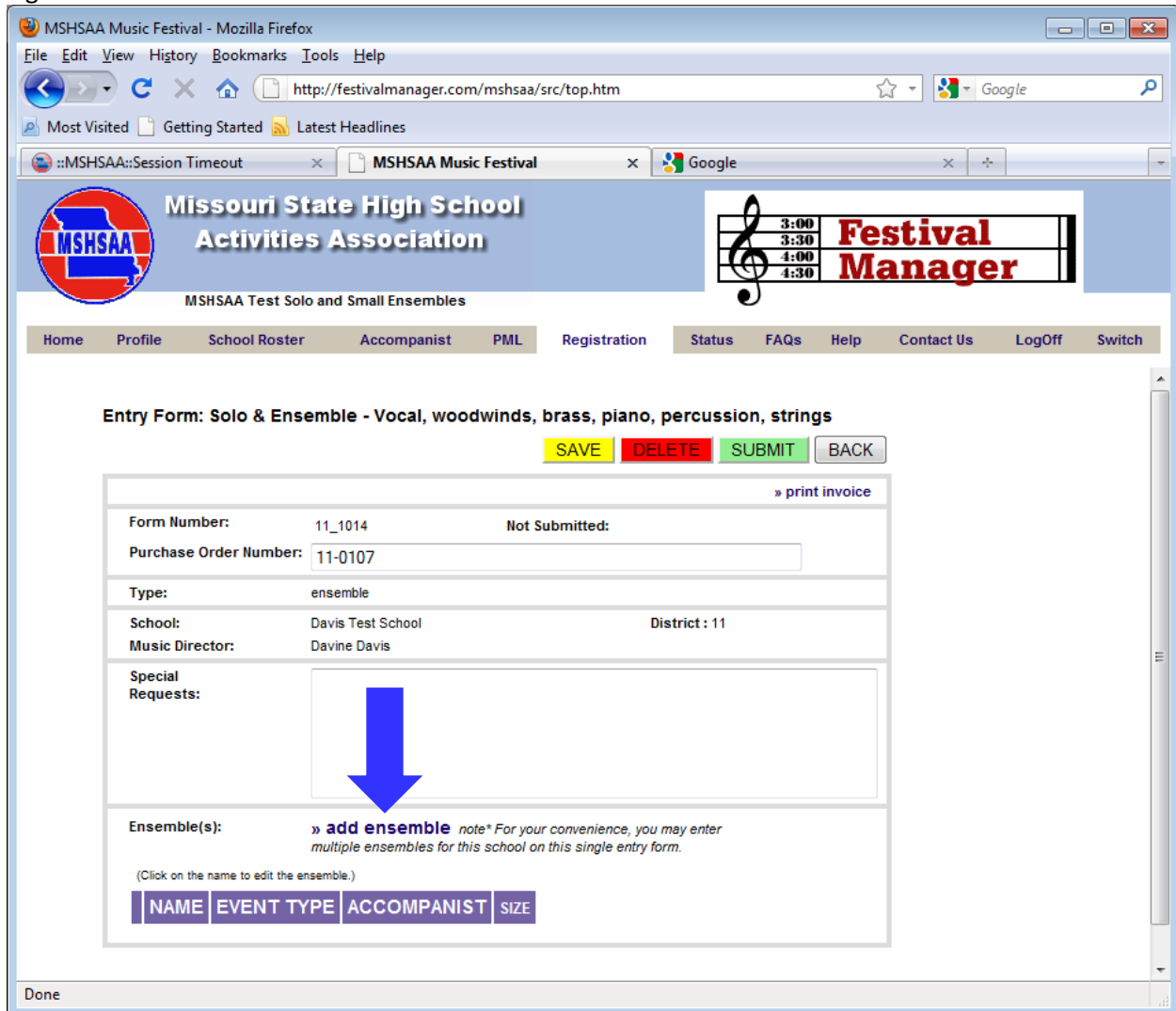
The screenshot shows a web browser window with the URL <http://festivalmanager.com/mshsaa/src/top.htm>. The page header features the MSHSAA logo and the text "Missouri State High School Activities Association". A navigation menu includes links for Home, Profile, School Roster, Accompanist, PML, Registration, Status, FAQs, Help, Contact Us, LogOff, and Switch. The main content area is titled "Entry Form: Solo & Ensemble - Vocal, woodwinds, brass, piano, percussion, strings" and contains a form with the following fields:

- Form Number: NEW
- Purchase Order Number: 11-0107
- Type:  Solo  Ensemble
- School: Davis Test School
- Music Director: Davine Davis
- Special Requests: (empty text area)

Buttons for "CREATE" and "BACK" are located to the right of the form. A red arrow points to the "Ensemble" radio button.

The program has now created an official entry form, with a unique form ID number (Figure 21). 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'**. This process will be very similar to the solo event but there are minor differences that are explained below.

Figure 21



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 note 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 (Figure 22). If the accompanist's name is **not** listed, you will need to add them by selecting the '**Accompanist**' button located on the **gray** toolbar. Refer to information on page 1 regarding accompanist name.

Figure 22

The screenshot shows a web browser window titled "edit entry - Mozilla Firefox" with the URL "http://festivalmanager.com/mshsaa/src/edit\_entry.php?id=-1&form=1014&type=ensemble". The main content area is titled "Ensemble" and includes a "CREATE" button and a "BACK" button. Below the title is a link "» view pml list". The form contains several input fields: "Name:" with the value "Charming Mx Quartet", "Type:" with a dropdown menu showing "94 - Mixed Quartet", "Accompanist:" with a dropdown menu showing "Holmes, Sherlock", "1 Prescribed Music Code:" with an empty text box, "Selection 2:" with an empty text box, and "Composer2" with an empty text box. Below these fields, it displays "Ensemble Members:" with "Min ensemble size: 4" and "Max ensemble size: 4". There are two links: "» add a member" and "» remove checked member(s)". At the bottom of the form is a purple bar with the text "MEMBER NAME". The browser's status bar at the bottom shows "Done".

## HOW TO ASSIGN A PML CODE TO ENSEMBLE EVENTS

Next enter in the prescribed music number using the same steps outlined for a solo event. Once you have this information entered select the '**Create**' button at the top-right (Figure 23). You will see the message '**Ensemble added**', hit '**OK**'.

You will see that a number of pull-down menus appear below the purple bar titled '**Member Name**', asking for the students names who are going to be in this ensemble (Figure 24). The names will only appear if they are on your '**school roster**'; you must have the name listed prior to entering the ensemble. The scheduling program will make sure **not** to schedule any member of the ensemble in more than one location at any single time. After you have completed all information, select the '**update**' (**blue** arrow, Figure 25) button in the top-right corner, then '**OK**' and then the '**Back**' button (**green** arrow, Figure 25). 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 (**purple** arrow, Figure 26).

Figure 23

edit entry - Mozilla Firefox

http://festivalmanager.com/mshsaa/src/edit\_entry.php?id=-1&form=1014&type=ensemble

### Ensemble

CREATE BACK

» view pml list

Name: Charming Mx Quartet

Type: 94 - Mixed Quartet

Accompanist: Holmes, Sherlock

1 Prescribed Music Code: 2442 *Penhorwood A Psalm Folksong*

Selection 2: 3250 *Wagner A Single Flower Grows*

Ensemble Members: Min ensemble size: 4 Max ensemble size: 4

» add a member » remove checked member(s)

MEMBER NAME	
-------------	--

Done

Figure 24

edit entry - Mozilla Firefox

http://festivalmanager.com/mshsaa/src/edit\_entry.php

### Ensemble

UPDATE DELETE BACK

» view pml list

Name: Charming Mx Quartet

Type: 94 - Mixed Quartet

Accompanist: Holmes, Sherlock

1 Prescribed Music Code: 2442 *Penhorwood A Psalm Folksong*

Selection 2: 3250 *Wagner A Single Flower Grows*

Ensemble Members: Min ensemble size: 4 Max ensemble size: 4

» remove checked member(s)

MEMBER NAME	
1	<input type="checkbox"/> --select--
2	<input type="checkbox"/> --select--
3	<input type="checkbox"/> --select--
4	<input type="checkbox"/> --select--

Done

Figure 25

edit entry - Mozilla Firefox  
http://festivalmanager.com/mshsaa/src/edit\_entry.php

**Ensemble** UPDATE DELETE BACK » view pml list

Name: Charming Mx Quartet

Type: 94 - Mixed Quartet

Accompanist: Holmes, Sherlock

1 Prescribed Music Code: 2442 *Penhorwood A Psalm Folksong*

Selection 2: 3250 *Wagner A Single Flower Grows*

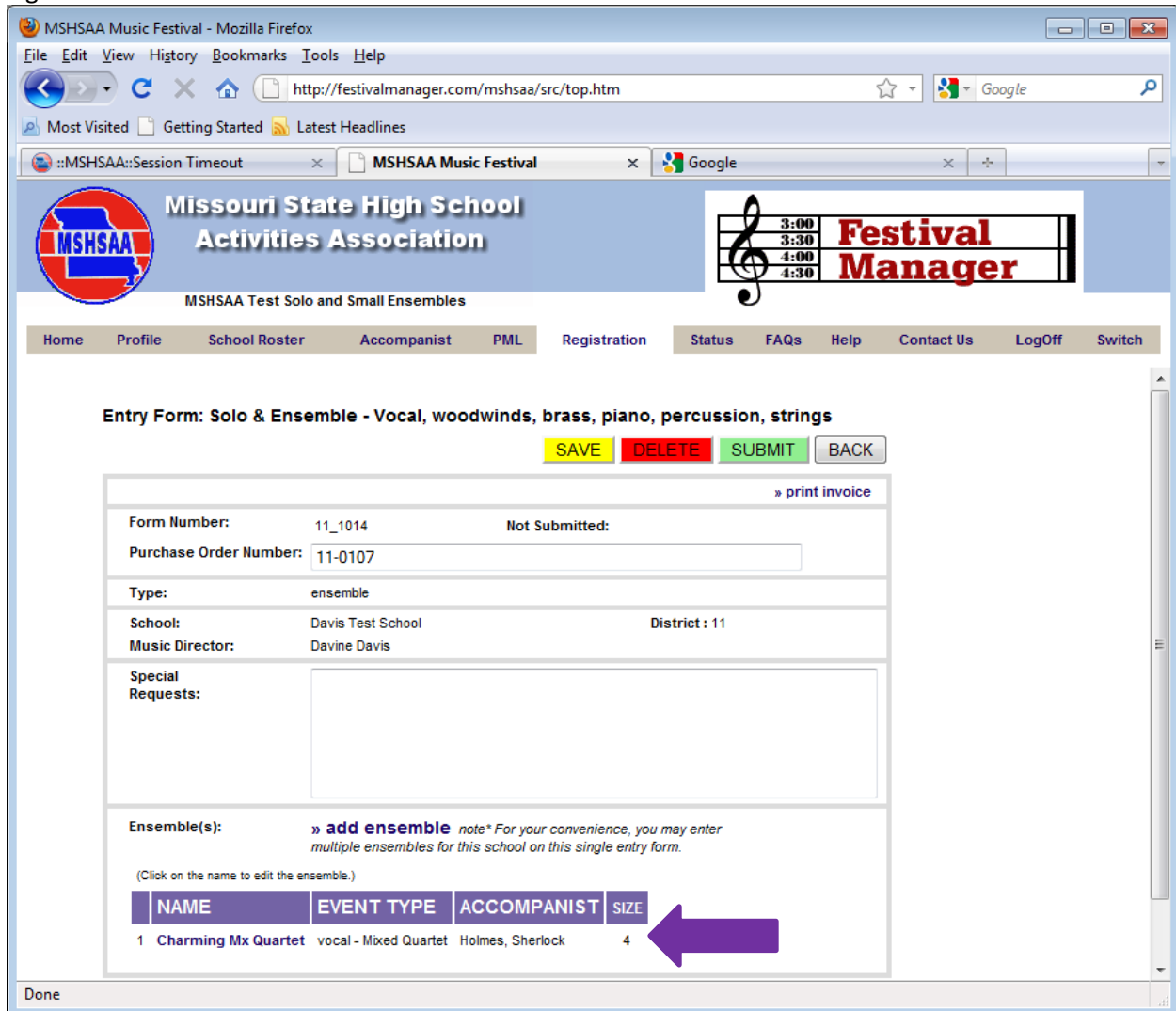
Ensemble Members: Min ensemble size: 4 Max ensemble size: 4

» remove checked member(s)

MEMBER NAME	
1	<input type="checkbox"/> Charming, Prince
2	<input type="checkbox"/> Dog, Pluto
3	<input type="checkbox"/> Bell, Tinker
4	<input type="checkbox"/> Duck, Daisy

Done

Figure 26



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. To do this, select the 'add a member' link (yellow arrow, Figure 27) 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)'.

Figure 27

The screenshot shows a web browser window titled 'edit entry - Mozilla Firefox' with the URL 'http://festivalmanager.com/mshsaa/src/edit\_entry.php'. The main content area is titled 'Ensemble' and includes several form fields: 'Name' (Duck Percussion Ensemble), 'Type' (73 - Percussion Ensemble), 'Accompanist' (NONE), '1 Prescribed Music Code' (5362, Cirone 4/4 For Four), and '2 Prescribed Music Code' (empty). Below these fields, it shows 'Ensemble Members' with 'Min ensemble size: 3' and 'Max ensemble size: 8'. There are links for '» add a member' and '» remove checked member(s)'. A table with three rows for member selection is shown, each with a checkbox and a dropdown menu set to '--select--'. A yellow arrow points to the 'add a member' link. At the bottom of the browser window, the status bar says 'Done'.

Select the **SAVE** (yellow) button before you log-off the program to save your entry form (Figure 26).

### HOW to SUBMIT ENTRY FORMS

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 (red arrow, Figure 28). At some point when you are confident that you have finished adding events to the form(s), open the form and select the **SUBMIT** button (green arrow, Figure 28). A pop-up window will appear prompting you to print a copy of this invoice (Figure 29). Select 'OK'. Another screen will appear. This is your invoice and entry form (Figure 30). 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(s) with your payment to MSHSAA.**

**NOTE:** Selection information should appear on the invoice in ( ) under the 'Category' column for each event entered (pink arrow, Figure 30). This will allow your students to double check their selections to ensure that the **correct titles** have been entered.

Figure 28

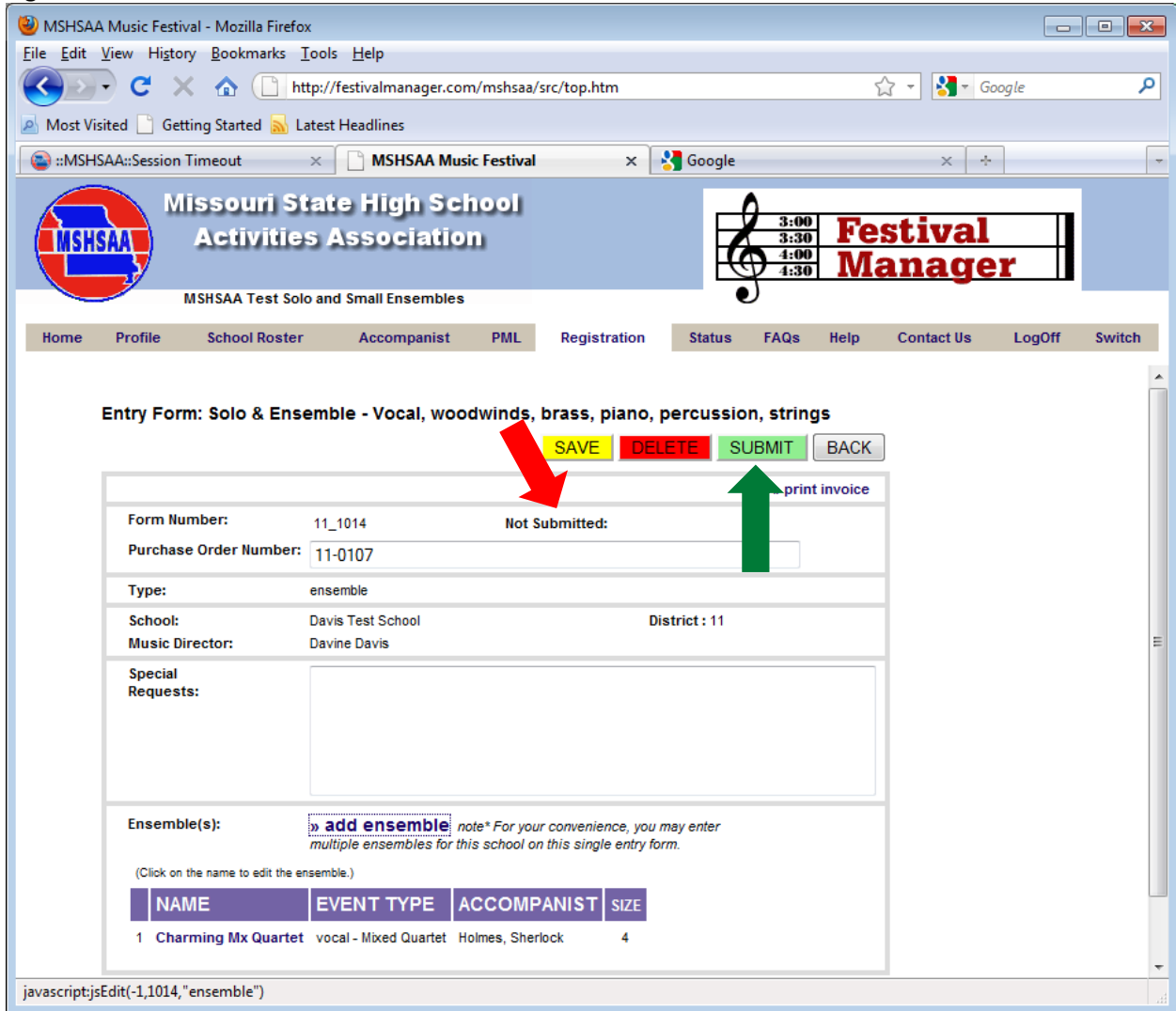


Figure 29

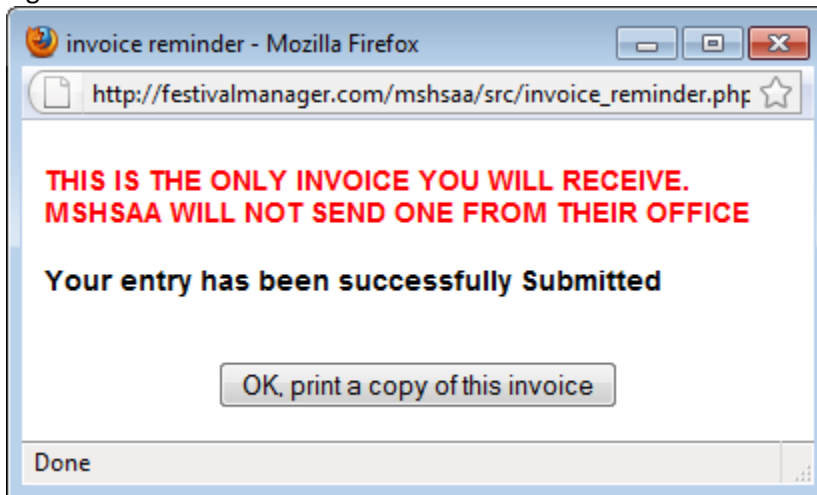


Figure 30

print invoice - Mozilla Firefox  
 http://festivalmanager.com/mshsaa/src/print\_invoice.php?id=1014

**MSHSAA** **OFFICIAL INVOICE**

MSHSAA Test Solo and Small Ensembles at UNIVERSITY OF MISSOURI - COLUMBIA July 31, 2011 Music Director: Davine Davis Entry Form# 11\_1014  
 ENTRY DEADLINE : Jul 24, 2011 Date Submitted : 01-08-11 03:57 PM  
 School : Davis Test School

(Click on the name to edit the item)

NAME	CATEGORY	ACCOMPANIST	NUMBER	FEE
1 Charming Mx Quartet	vocal - Mixed Quartet (2442, 3250) --- Ensemble Members --- Prince Charming Pluto Dog Tinker Bell Daisy Duck	Holmes, Sherlock	4	\$9.00
2 Duck Percussion Ensemble	percussion - Percussion Ensemble (5362) --- Ensemble Members --- Daisy Duck Dewey Duck Donald Duck Huey Duck		4	\$9.00

**Total: \$18.00**

**Limitations:** All classes; all schools; vocal and instrumental will perform on this day.

**Payment Instructions:** This is your INVOICE. A copy of each invoice (solo, small ensemble, large groups) must be submitted via mail with payment directly to the MSHSAA Office, PO Box 1328, Columbia, MO 65205-1328. DO NOT SEND PAYMENT DIRECTLY TO (Festival Manager's Name).

**Additional Instructions:** All entries must be submitted by 11:00 p.m. on June 7, 2009.

*Other Considerations:*  
District Solos and Small Ensembles

Done

## FINAL REMINDERS

Payment, along with a copy of the invoice(s), shall be submitted directly to the MSHSAA Office. The MSHSAA address will appear on the invoice (red arrow, Figure 30). **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', 'Waiting to Be Scheduled' or 'Scheduled' (yellow arrow, Figure 31). Once the entry deadline has passed you will no longer have access to your entry forms. If you need to print or view this information you may do so under the 'Status' link by selecting the red form number located under the 'form' column (see blue arrow; Figure 31).

Once the manager has completed the scheduling process you will receive an email alert informing you that the schedule is available for viewing. You may view your schedule by selecting the 'status' button. Your schedule will appear at the bottom and all you will need to do is select 'view my schedule' link (yellow arrow, Figure 32).

**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.**

Figure 31

MSHSAA Music Festival - Mozilla Firefox

http://festivalmanager.com/mshsaa/src/top.htm

Missouri State High School Activities Association

MSHSAA Test Solo and Small Ensembles

Home Profile School Roster Accompanist PML Registration **Status** FAQs Help Contact Us Log Out Switch

view large group submissions

**Status**  
\* Click on the form number to reprint your invoice.

FORM NUMBER	ACTIVITY	SCHOOL	TYPE	STATUS
1 11_1013	MSHSAA Test Solo and Small Ensembles-instrumental, District ALL	Davis Test School	solo	not submitted
2 11_1014	MSHSAA Test Solo and Small Ensembles-instrumental, District ALL	Davis Test School	ensemble	waiting to be scheduled.
3 11_1010	MSHSAA Test Large Group (Choir)-vocal, District ALL	Sunset Test School	large group	not submitted
4 11_1011	MSHSAA Test Large Group (Choir)-vocal, District ALL	Davis Test School	large group	waiting to be scheduled.
5 11_1005	MSHSAA Test Large Group - Band-Orchestra-instrumental, District ALL	Sunset Test School	large group	not submitted

**Schedule**

FESTIVAL	RATING
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javascript:jsLaunch("user\_status.php")

Figure 32

MSHSAA Music Festival - Mozilla Firefox  
 http://festivalmanager.com/mshsaa/src/top.htm

**Missouri State High School Activities Association**

MSHSAA Test Solo and Small Ensembles - vocal, woodwinds, brass, piano, percussion, strings

Home Profile School Roster Accompanist PML Registration **Status** FAQs Help Contact Us LogOff Switch

**Status**  
 \* Click on the form number to reprint your invoice.

FORM	FESTIVAL	SCHOOL	TYPE	STATUS
1 <a href="#">11_1013</a>	MSHSAA Test Solo and Small Ensembles-instrumental, District ALL	Davis Test School	solo	OK, all scheduled
2 <a href="#">11_1014</a>	MSHSAA Test Solo and Small Ensembles-instrumental, District ALL	Davis Test School	ensemble	OK, all scheduled
3 <a href="#">11_1010</a>	MSHSAA Test Large Group (Choir)-vocal, District ALL	Sunset Test School	large group	not submitted
4 <a href="#">11_1011</a>	MSHSAA Test Large Group (Choir)-vocal, District ALL	Davis Test School	large group	waiting to be scheduled.
5 <a href="#">11_1005</a>	MSHSAA Test Large Group - Band-Orchestra-instrumental, District ALL	Sunset Test School	large group	not submitted

**Schedule**

FESTIVAL	RATING	
1 MSHSAA Test Solo and Small Ensembles instrumental, District ALL	<a href="#">rating</a>	<a href="#">View My Schedule</a>

If you have any questions regarding the entry directions, please contact the MSHSAA office at 573-875-4880. Thank you.

**MSHSAA**  
**P.O. Box 1328**  
**Columbia, MO 65205-1328**