



# MSHSAA Large Group 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 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 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.

**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).**

## How to Enter a Large Group

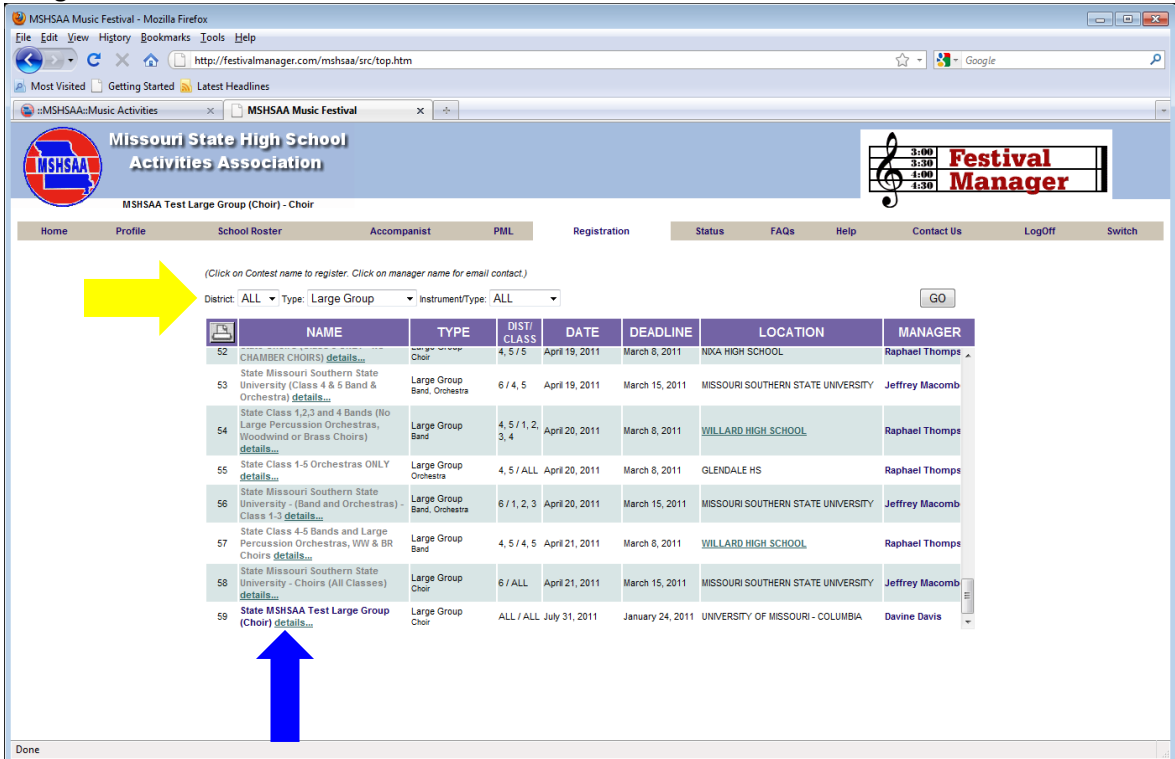
After you log into the MSHSAA Festival Manger, click on the '**Registration**' button located on the **gray toolbar** at the top of the page (see **red** arrow, Figure 1). You can use the '**Filters**' (see **yellow** arrow, Figure 2) at the top of the page to display a particular district, type or instrument type of festival. Before you select your festival please click the '**Details**' link (see **blue** arrow, Figure 2) 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, click on the name of the festival (for example, State Park Hill Large Group-Choir). 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 also 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 1



Figure 2



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 3). A new screen will appear (Figure 4); please enter a purchase order number if known at this time to facilitate the payment process. Next, you will be allowed to choose what school you are entering if you teach at more than one school district. If you have any special request you will need to enter it in the box called '**Special Request**' (double green arrow, Figure 4). Once you have the correct school listed, click the '**Create**' button (red arrow, Figure 4) 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** groups appear on this entry.

Figure3

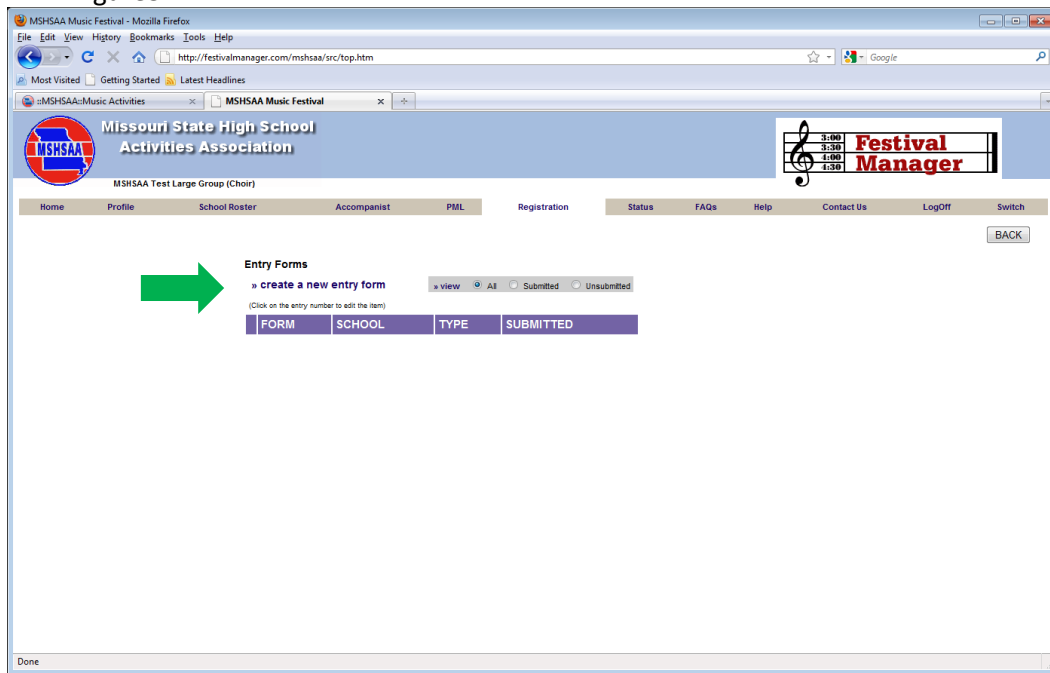
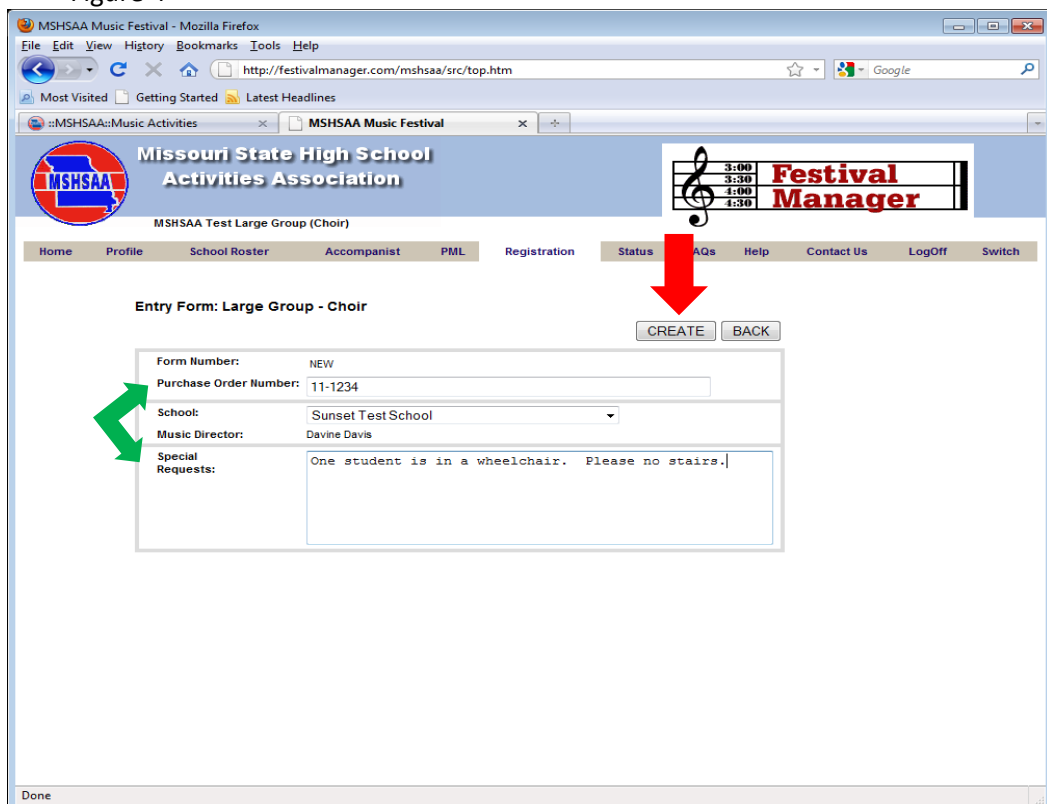


Figure 4



**PLEASE REVIEW SECTION 7 OF THE MSHSAA MUSIC MANUAL FOR CHANGES IN THE VOCAL AND BAND LARGE GROUP ENTRY PROCESS.**

To add a group, select 'add group' (see blue arrow, Figure 5). A new screen will appear with the title 'Large Group'. (Fields in red are required fields and must have information before you will be allowed to proceed with the entry process). Fill in the Name (i.e. Hollister Concert Choir, Wind Ensemble, etc.) and Event Type from the drop down boxes (red arrow, Figure 6). Group size is the actual number of students in this particular event. The class is the official MSHSAA classification of this group. The program will default to your MSHSAA classification for the top group. If using an accompanist, (choirs only), select that individual from the drop down box provided. (Remember this is an inclusive list for all MSHSAA Music Festivals and the accompanists name should only appear once on the accompanist list.) If you are entering instrumental groups please indicate the number of stands and chairs you will need (Do not forget the percussion section). Next enter your selections and composers. This information will now appear on the adjudicator's ballot. This information will also appear in a report to be viewed by anyone interested in seeing what type of literature is being performed across the state at the large group festivals. Please take the time to complete this information.

Figure 5

The screenshot shows a web browser window with the URL <http://festivalmanager.com/mshsaa/src/top.htm>. The page header includes the MSHSAA logo and the text "Missouri State High School Activities Association". Below the header is a navigation menu with links: Home, Profile, School Roster, Accompanist, PML, Registration, Status, FAQs, Help, Contact Us, LogOff, and Switch. The main content area is titled "Entry Form: Large Group - Choir" and contains several form fields and buttons. A blue arrow points to the "add group" link in the "Group(s)" section.

MSHSAA Test Large Group (Choir)

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

Entry Form: Large Group - Choir

SAVE DELETE SUBMIT BACK

» print invoice

Form Number:	11_1010	Not Submitted:	
Purchase Order Number:	11-1234		
School:	Sunset Test School	District:	2
Music Director:	Davine Davis	State Day:	Thurs
Special Requests:	One student is in a wheelchair. Please no stairs.		
Group(s):	» add group <i>note* For your convenience, you may enter multiple groups for this school on this single entry form.</i>		

(Click on the name to edit the group.)

NAME	EVENT TYPE	ACCOMPANIST	SIZE
------	------------	-------------	------

Done

Figure 6

edit entry - Mozilla Firefox  
http://festivalmanager.com/mshsaa/src/edit\_entry.php?id=-1&form=1010&type=group

**Large Group** CREATE BACK

Name:

Event Type: Choir  1 - Womens Choir  2 - Mens Choir  3 - Mixed Choir  4 - Chamber Choir  101 - Womens Choir 2  102 - Mens Choir 2  103 - Mixed Choir 2  104 - Womens Choir 3  105 - Womens Choir 4  106 - Mens Choir 3  107 - Mens Choir 4  108 - Mixed Choir 3  109 - Mixed Choir 4

Group Size:  Class: 5

Accompanist: NONE

Setup: # stands  # chairs

selection1:

Composer1:

Selection2:

Composer:

Selection3:

Composer:

Potential Scheduling Conflicts: » add a member » remove checked member(s)

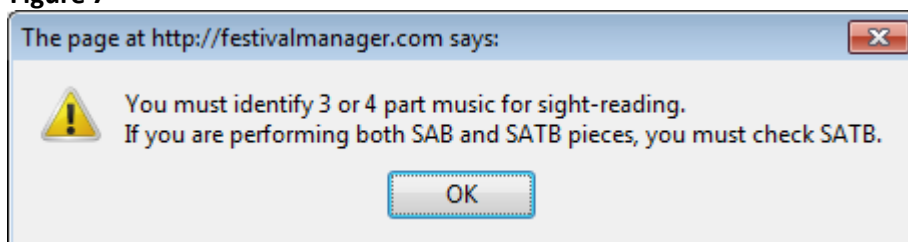
MEMBER NAME

Done

If you are entering **multiple choirs or instrumental groups** you must **adjust** the **second or subsequent group class to reflect the correct level to ensure your groups perform the appropriate sight reading selection.** Refer to Section 7-B-2 (choirs) and Section 7-C-2 and 3 (instrumental) for information on second and/or subsequent large group entries. It is **not** the district manager's responsibility to validate this information.

If you are a Class 1, 2 or 3 school entering a mixed choir you will be asked to identify the voicing of the selections you sing during the performance evaluation (i.e. SAB or SATB). The pop-up window below will appear (Figure 7) once you select the 'create' button. **If the entry is performing only SATB literature you must perform SATB literature during sight reading (See Section 7-B-1 of the MSHSAA Music Manual).** If the group is performing one SAB and one SATB selection it is the director's choice if the group will be performing SAB or SATB during sight reading. This will ensure that your group has received the correct selection upon entering the sight reading room. This pop-up will only appear for class 1, 2, and 3 mixed choir entries only.

Figure 7



Please review the information entered. If everything appears correct on the entry form, select the 'Create' button (see **green** arrow, Figure 8) in the top-right hand corner. You should see 'large group added' and select 'OK'. Another screen will appear recapping the information you just entered. Select the 'Back' button (If there is a problem with your entry it will be displayed at this time.) You will now see that the group has been added to your entry form at the bottom (Figure 9). If you have additional large groups that will be attending this festival day please add them to this form by repeating the process.

**DO NOT CREATE A NEW ENTRY FORM FOR EACH LARGE GROUP ATTENDING THIS FESTIVAL DAY.**

Figure 8

The screenshot shows a Mozilla Firefox browser window titled "edit entry - Mozilla Firefox" with the URL "http://festivalmanager.com/mshsaa/src/edit\_entry.php". The form contains the following fields and values:

- Name:** Mixed Choir
- Event Type:** Choir (dropdown), 3 - Mixed Choir (dropdown)
- Group Size:** 38, **Class:** 1 (dropdown)
- Accompanist:** Tracey, Dick (dropdown)
- Voicing:**  SATB  SAB
- Setup:** # stands  # chairs
- selection1:** Turtle Dove
- Composer1:** Spevacek, L
- Selection2:** O Come, O Come Emmanuel
- Composer:** arr. Thygerson, R
- Selection3:**
- Composer:**

At the bottom of the form, there are links: "» add a member" and "» remove checked member(s)". Below these links is a purple bar with the text "MEMBER NAME". In the top right corner of the form area, there are two buttons: "CREATE" and "BACK". A green arrow points to the "CREATE" button. The browser's status bar at the bottom shows "Done".

Figure 9

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 Festival

Missouri State High School Activities Association

MSHSAA Test Large Group (Choir)

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

Entry Form: Large Group - Choir

SAVE DELETE SUBMIT BACK

» print invoice

Form Number: 11\_1011 Not Submitted:

Purchase Order Number: 11-4321

School: Davis Test School District : 11 State Day: Thurs

Music Director: Davine Davis

Special Requests:

Group(s): » add group *note\* For your convenience, you may enter multiple groups for this school on this single entry form.*

(Click on the name to edit the group.)

NAME	EVENT TYPE	ACCOMPANIST	SIZE
1 Mixed Choir	CHOIR - Mixed Choir	Tracey, Dick	38

Done

Please note that you can list names of any potential conflicts with students in your group. If you are attending a festival that has solos and large groups occurring on the same day, you can list the names of soloist(s) or ensemble member(s) to allow the manager to check for the conflicts when scheduling the solo/small ensemble portion of the festival. Select the 'add a member' (see blue arrow; Figure 10). Once all information has been entered select the 'Update', 'OK' and 'Back' buttons to save this information. Most festivals are **not** set up this way and most will **not** list any student conflicts.

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'. The page displays a 'Large Group' entry form. At the top right are buttons for 'UPDATE', 'DELETE', and 'BACK'. The form fields are as follows:

- Name:** Mixed Choir
- Event Type:** Choir (dropdown), 3 - Mixed Choir (dropdown)
- Group Size:** 38, **Class:** 1 (dropdown)
- Accompanist:** Tracey, Dick (dropdown)
- Voicing:**  SATB  SAB
- Setup:** # stands 0, # chairs 0
- selection1:** Turtle Dove
- Composer1:** Spevacek, L
- Selection2:** O Come, O Come Emmanuel
- Composer:** arr. Thygerson, R
- Selection3:** (empty)
- Composer:** (empty)

Below the selections is a section for 'Potential Scheduling Conflicts'. A blue arrow points to the '» add a member' link. Below this are two links: '» add a member' and '» remove checked member(s)'. A table with a purple header 'MEMBER NAME' contains one entry:

	MEMBER NAME
1	<input type="checkbox"/> Bell, Tinker (dropdown)

The browser status bar at the bottom shows 'Done'.

## HOW TO SUBMIT ENTRY FORMS

Notice that even though you have filled out the form, and added groups, you have **NOT** electronically 'Submitted' the form to MSHSSA or to the festival manager (yellow arrow, Figure 11). At some point when you are confident that you have finished adding groups to the form, open the form and click the green 'Submit' button. A pop-up window will appear prompting you to print a copy of this invoice (Figure 12). Select 'OK'. Another screen will appear. This is your invoice and entry form (Figure 13). 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(s) in ( ) under the 'Category' column for each event entered (pink arrow, Figure 13). This will allow to double check your selections to ensure that the **correct titles** have been entered.

You must include a copy of your invoice with your payment to MSHSAA. If the pop-up window does **not** appear you should select the 'print invoice' link located in the upper right hand corner of the screen (see **orange** arrow Figure 14).

Figure 11

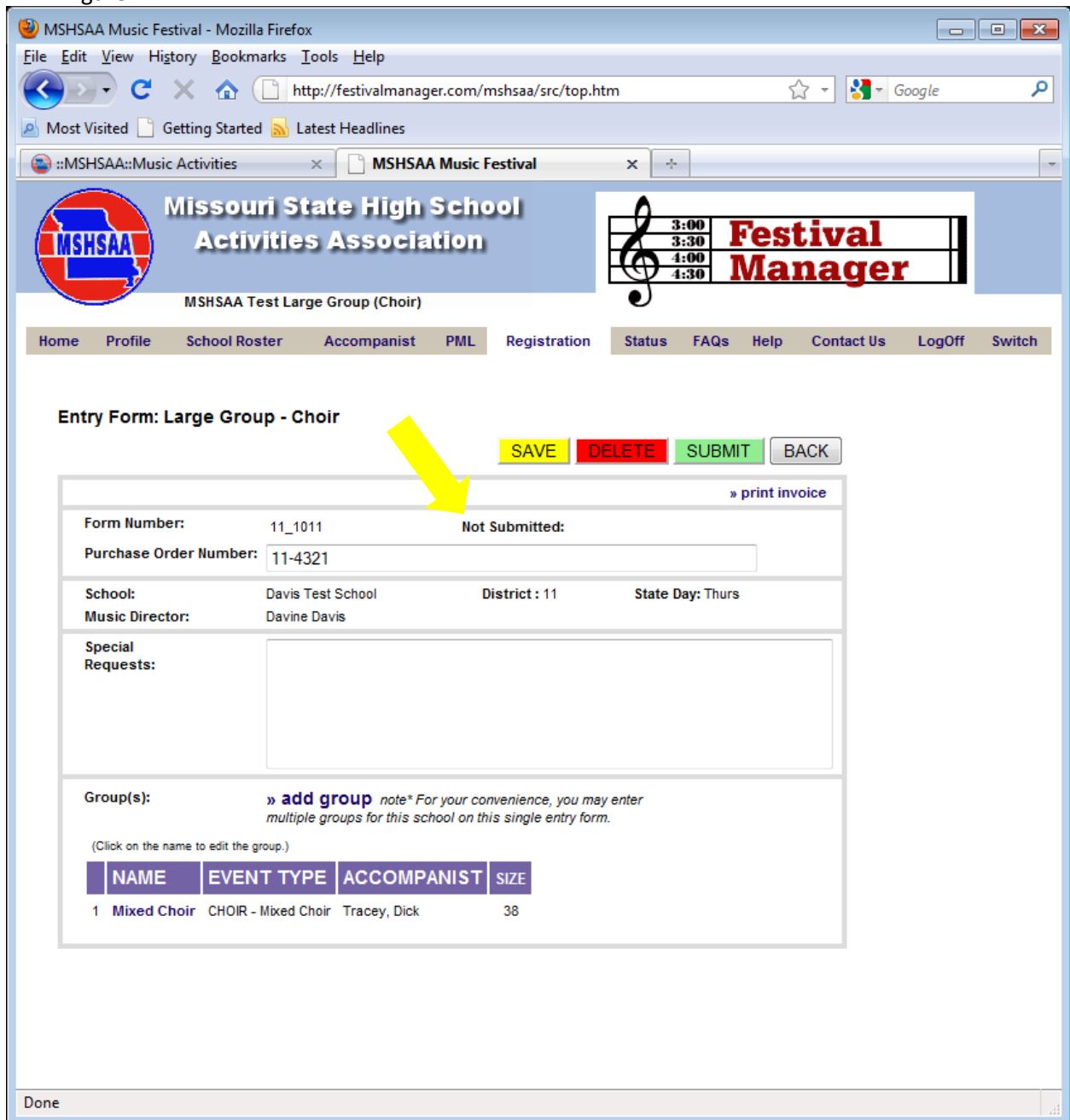


Figure 12

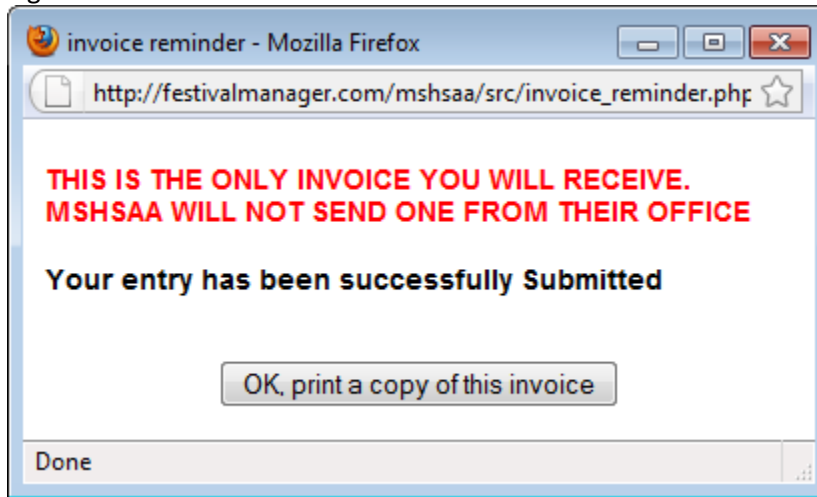


Figure 13

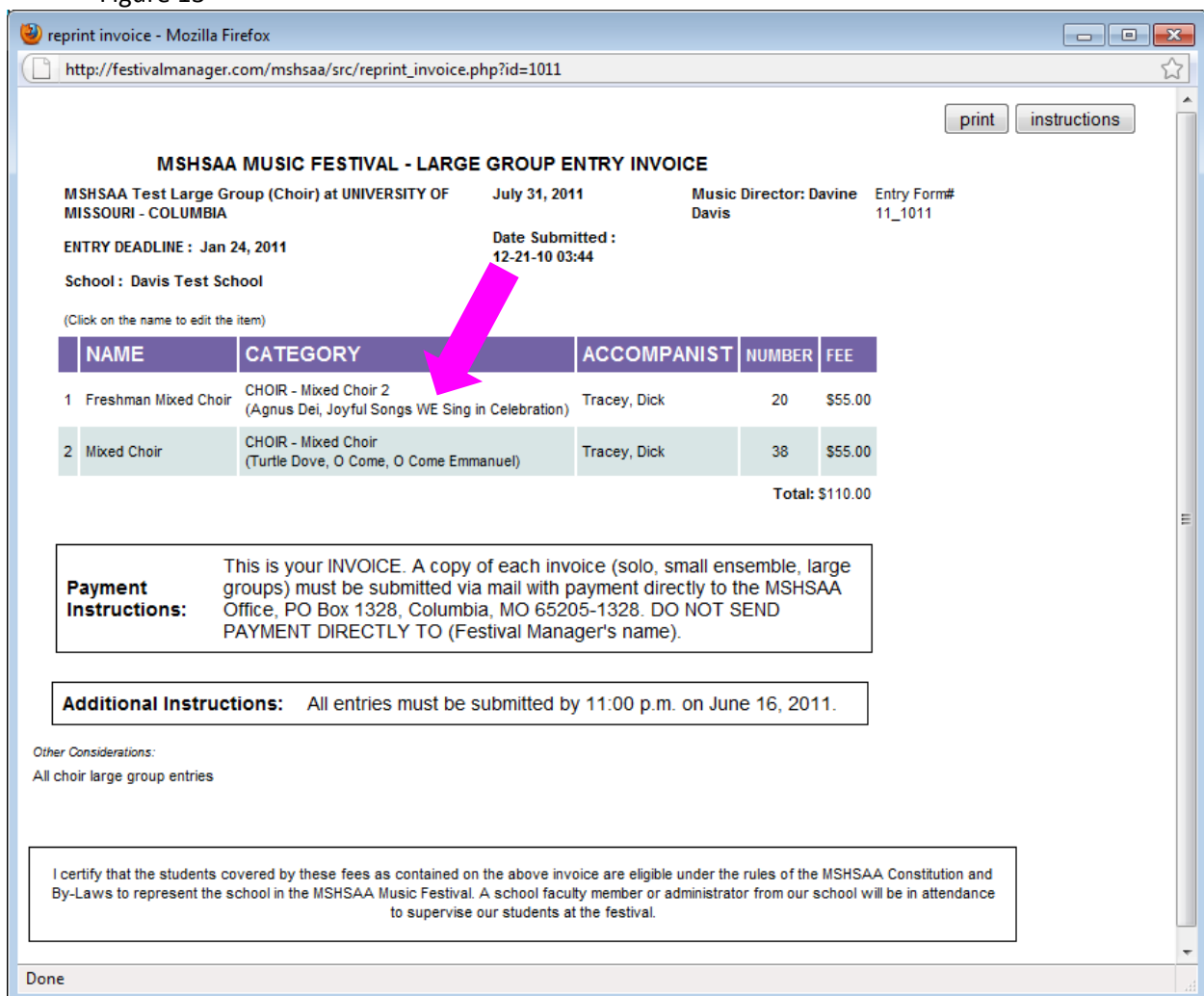
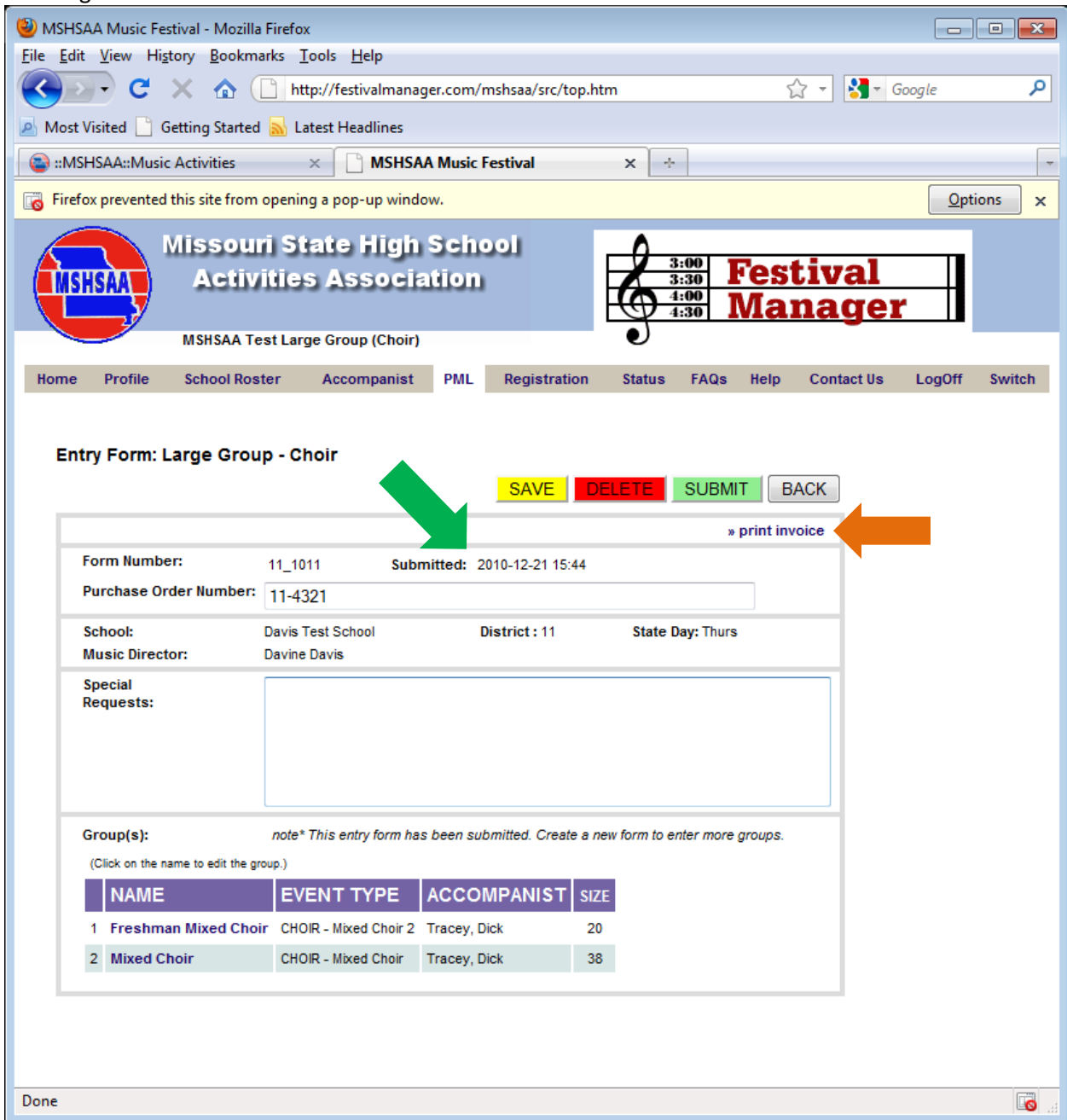


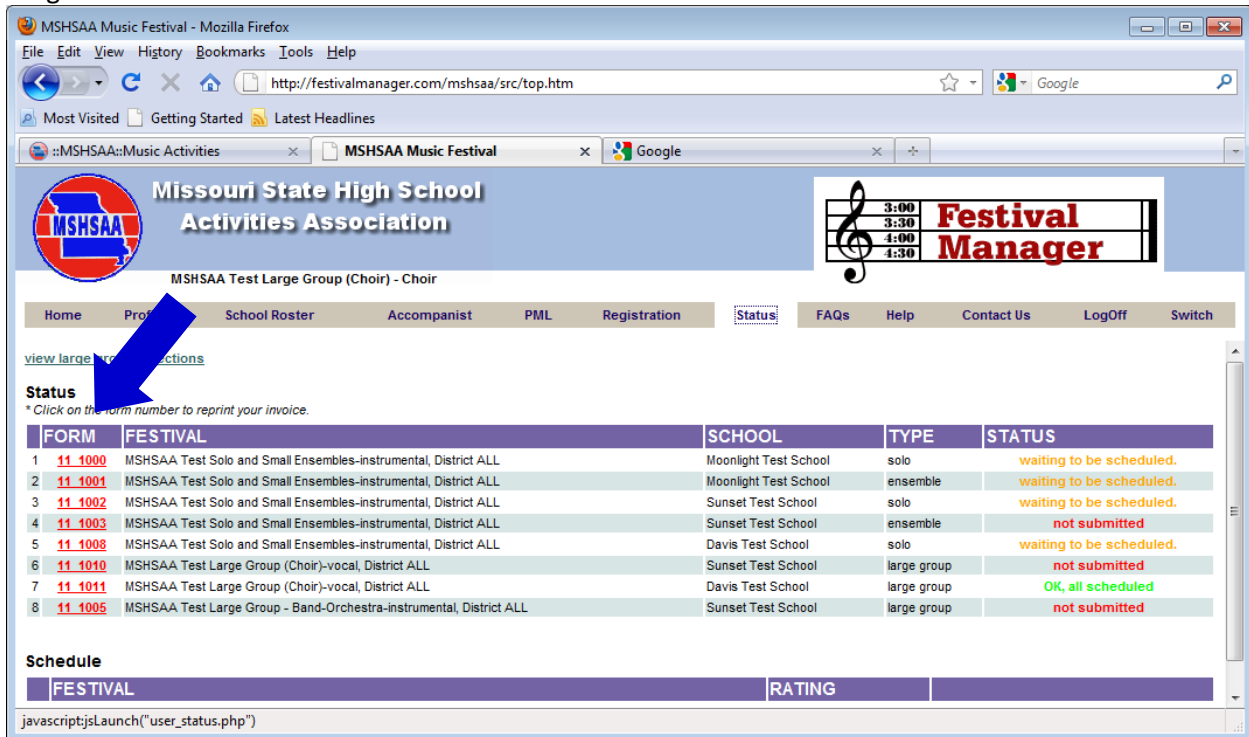
Figure 14



## FINAL REMINDERS

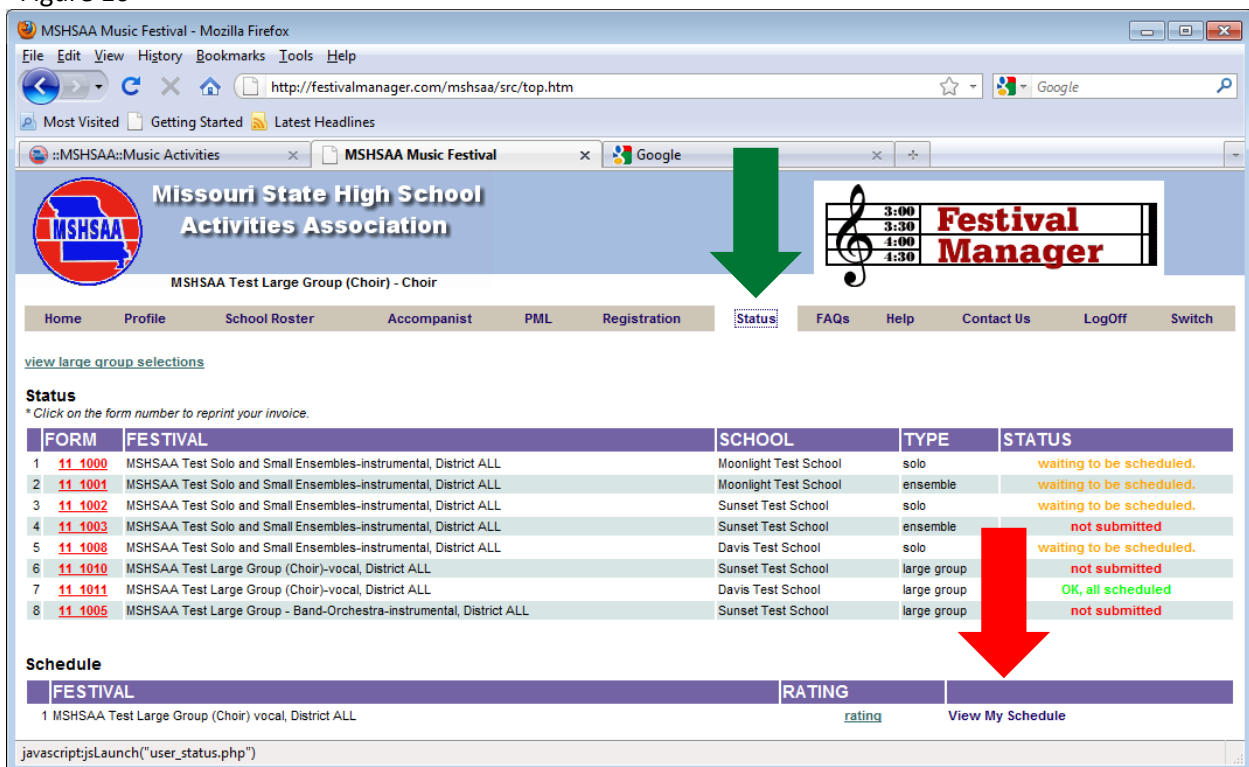
Payment, along with a copy of the invoice(s), shall be submitted directly to the MSHSAA Office. The MSHSAA address will appear on the invoice. **DO NOT** send payment to the festival manager. That is all you have to do. By clicking the 'Status' button at the top of the screen, on the gray toolbar you will see the status of your entry forms. It will show if your forms are 'Not Submitted', 'waiting to be scheduled' or 'Scheduled'. 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 15).

Figure 15



Once the manager has completed and 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 located on the gray toolbar (see green arrow; Figure 16). Your schedule will appear at the bottom and all you will need to do is click on the 'view my schedule' link (red arrow, Figure 16).

Figure 16



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

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**