

How to Enter a MSHSAA Large Group 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 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 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 Large Group:

After you log into the MSHSAA Festival Manager, you simply click on the 'Registration' button located on the gray toolbar at the top of the page. You can use the 'filter' 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 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, State Park Hill Large Group-Choir). 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 of any festival and an email window will appear if you have a specific question that you want to send to your festival manager.

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, you simply hit 'create a new entry form'. A new screen will appear; please enter a purchase order number 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'. Once you have the correct 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, 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.

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

To add a group, select 'add group'. 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. 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 (Don't 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 review the information entered. If everything appears correct on the entry form, select the 'Create' button 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. If you have additional large groups that will be attending this festival please add them to this form by repeating the process.

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

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. Most festivals are not set up this way and most will not list any student conflicts.

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. At some point when you are confident that you have finished adding groups to the form, 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.

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', 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 located on the gray toolbar. Your schedule will appear at the bottom and all you will need to do is clink on the [view my entries](#) link.

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.