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 will need to list the names of the students who are performing in your large ensembles as well as you will be asked to provide the list of students participating in your large groups to the MSHSAA office.

Next, check to see if your accompanist is listed. If not, please add their name and city where they reside, 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 include 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).**

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 **2019** 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

Welcome Music Director:

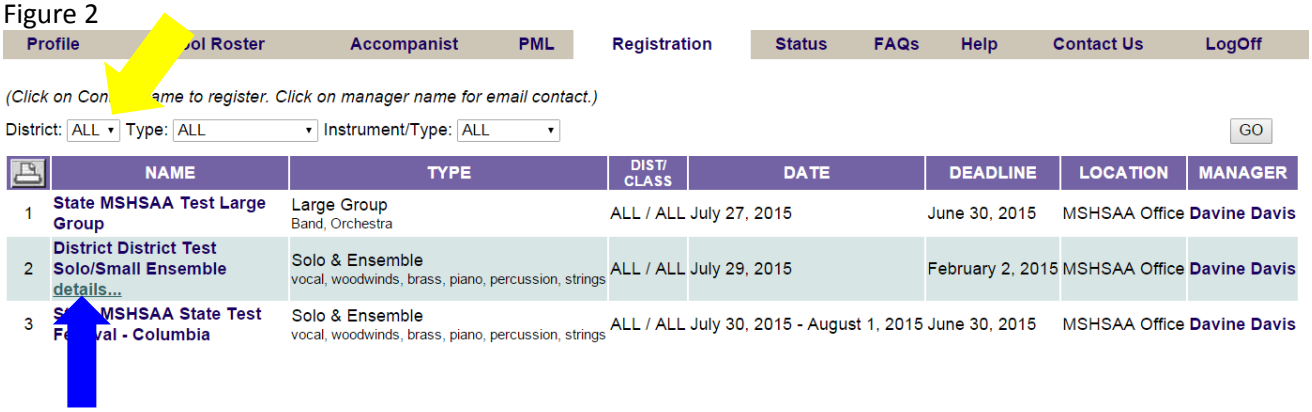
Before you can register for a festival, you must first complete the following steps, in order:

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.)

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). 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

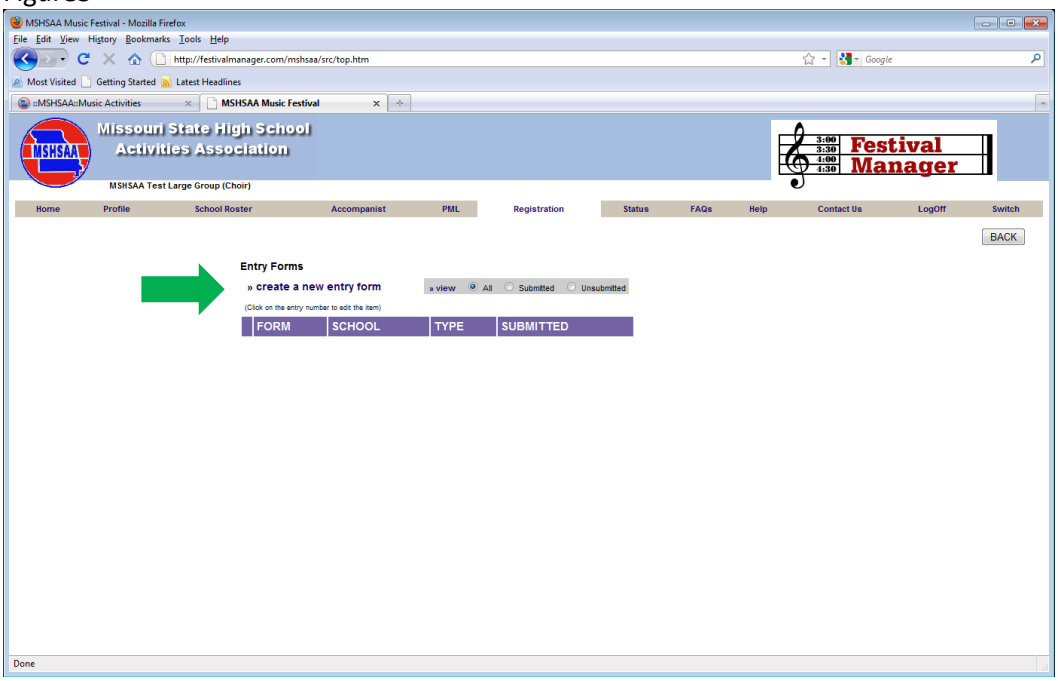
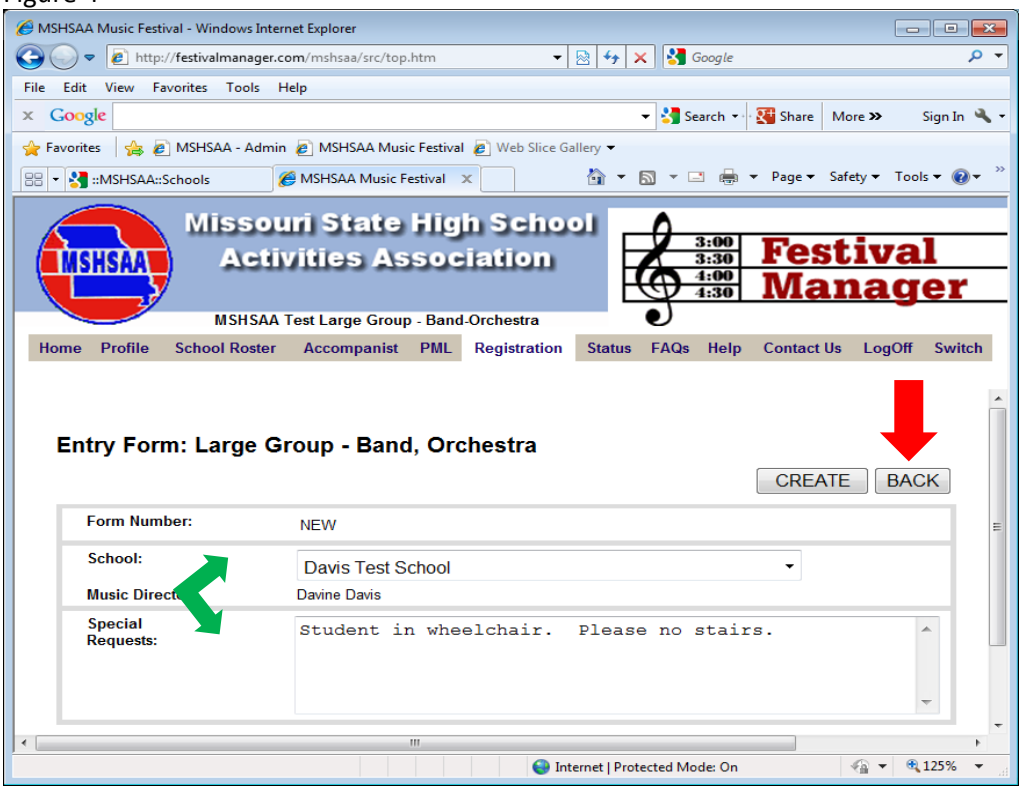


Figure 4



PLEASE REVIEW SECTIONS 4 and 5 OF THE MSHSAA MUSIC MANUAL FOR CHANGES IN THE VOCAL AND INSTRUMENTAL 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 entered before you will be allowed to proceed with the entry process**). Fill in the Name (i.e. Sunset Concert Choir, Sunset 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 adjudication form. 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

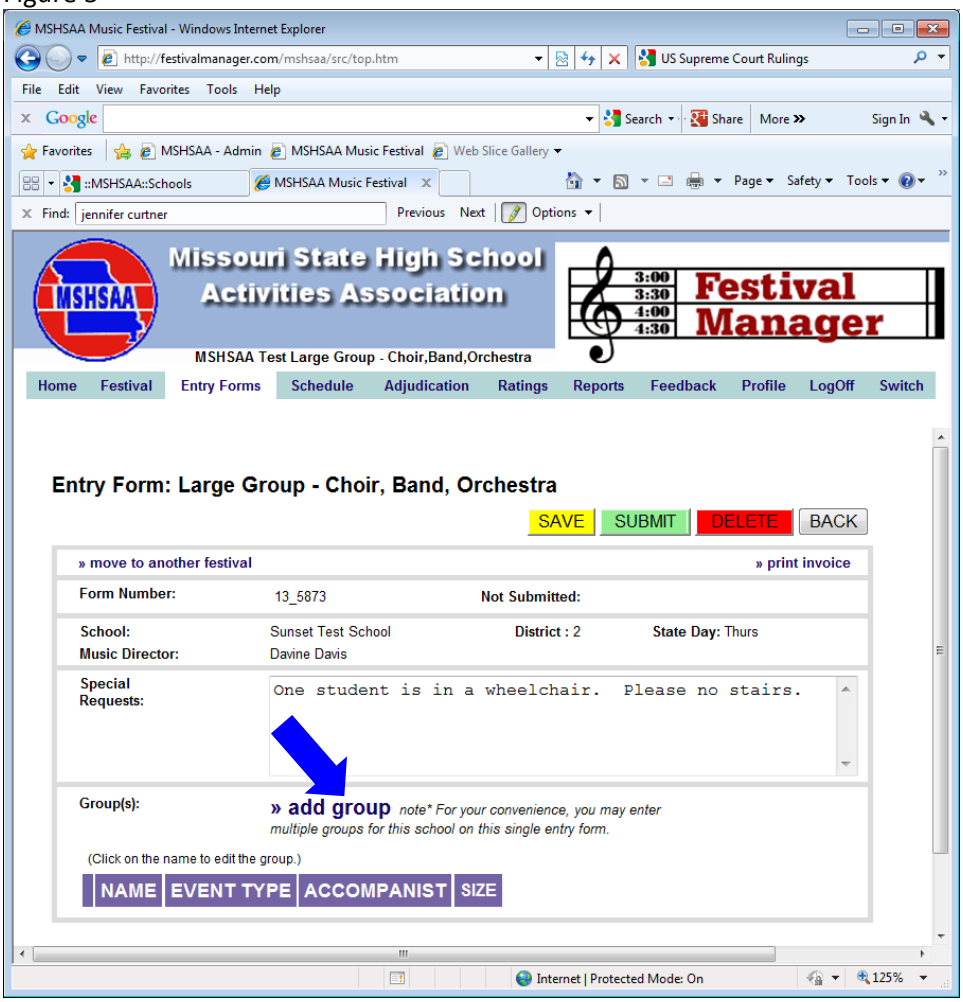
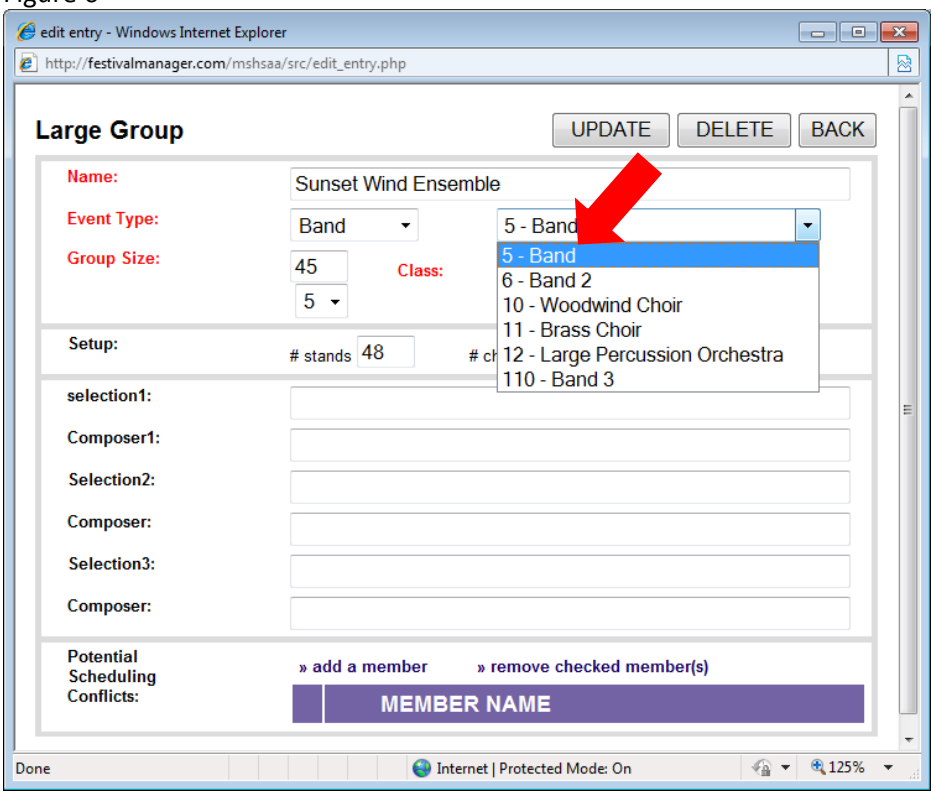


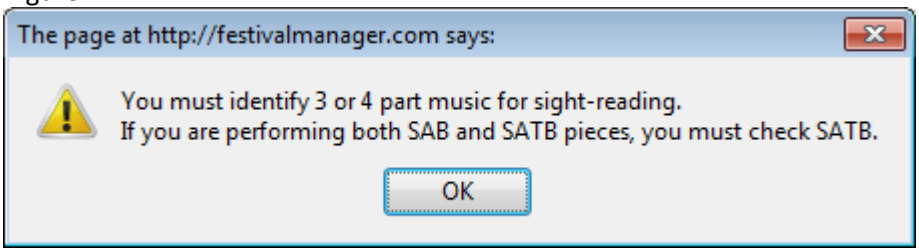
Figure 6



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 4-B (choirs) and Section 5-B-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 6-A 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

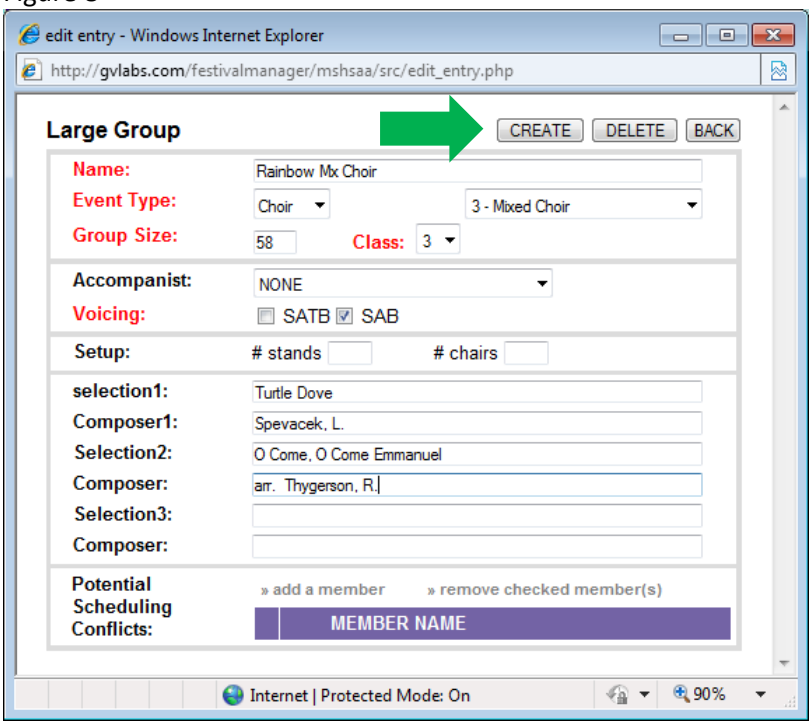
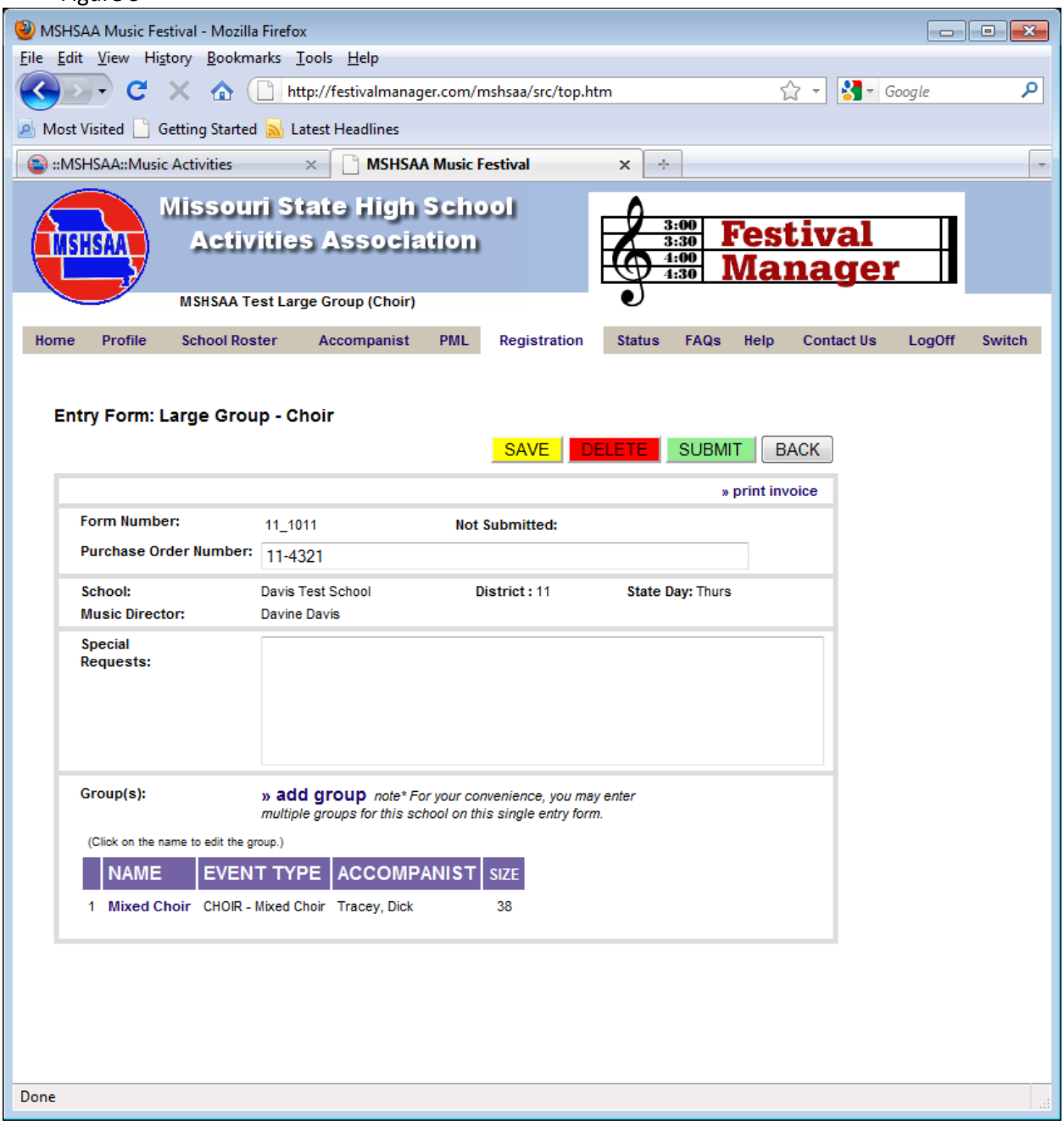
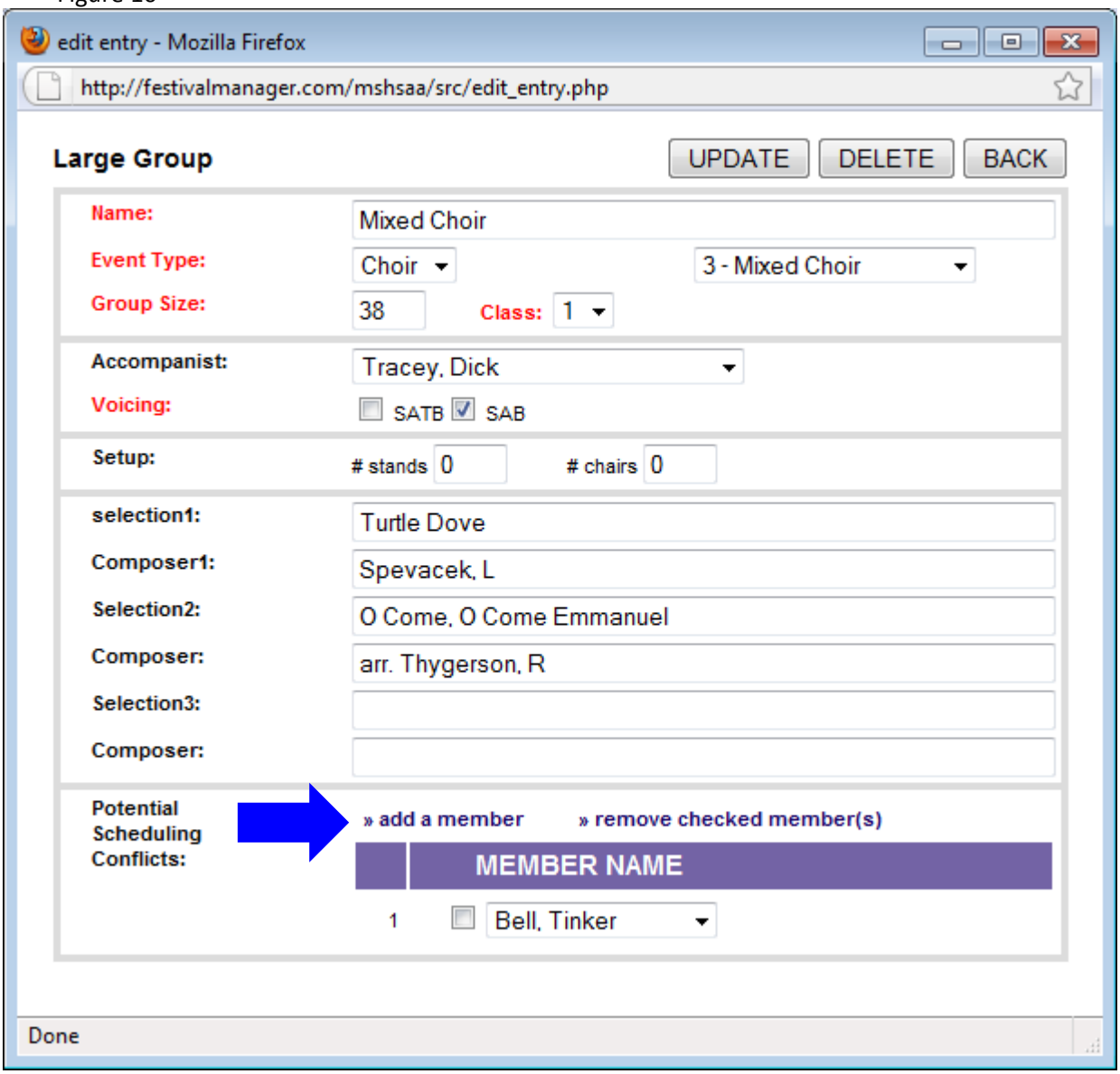


Figure 9



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



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 (**red** 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 and any special requests entered. 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

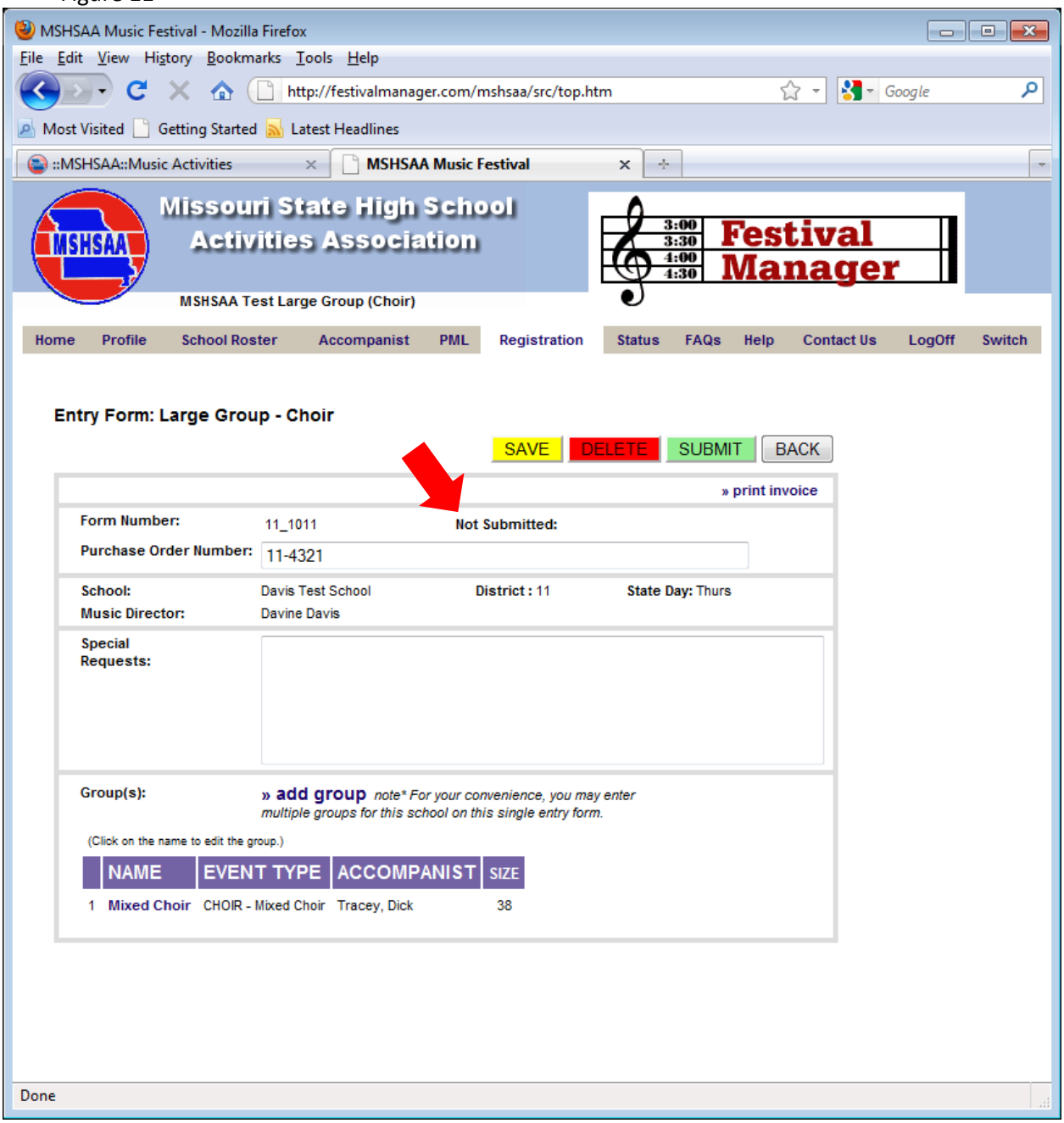


Figure 12

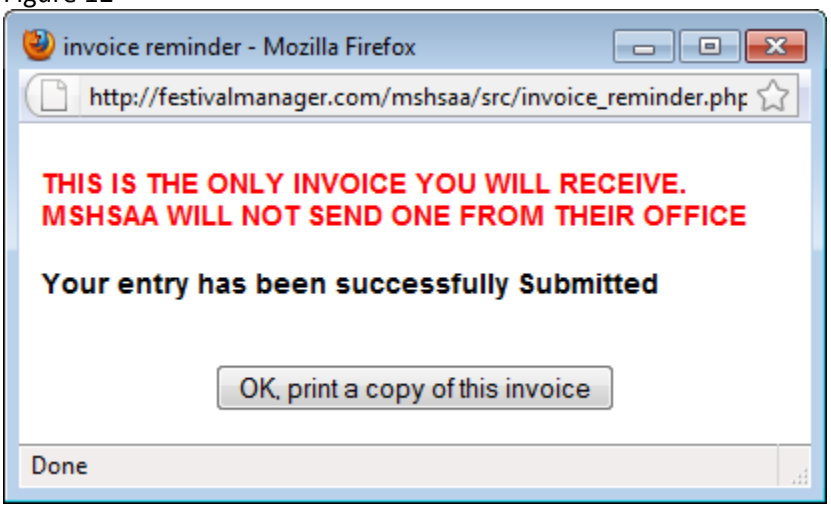


Figure 13

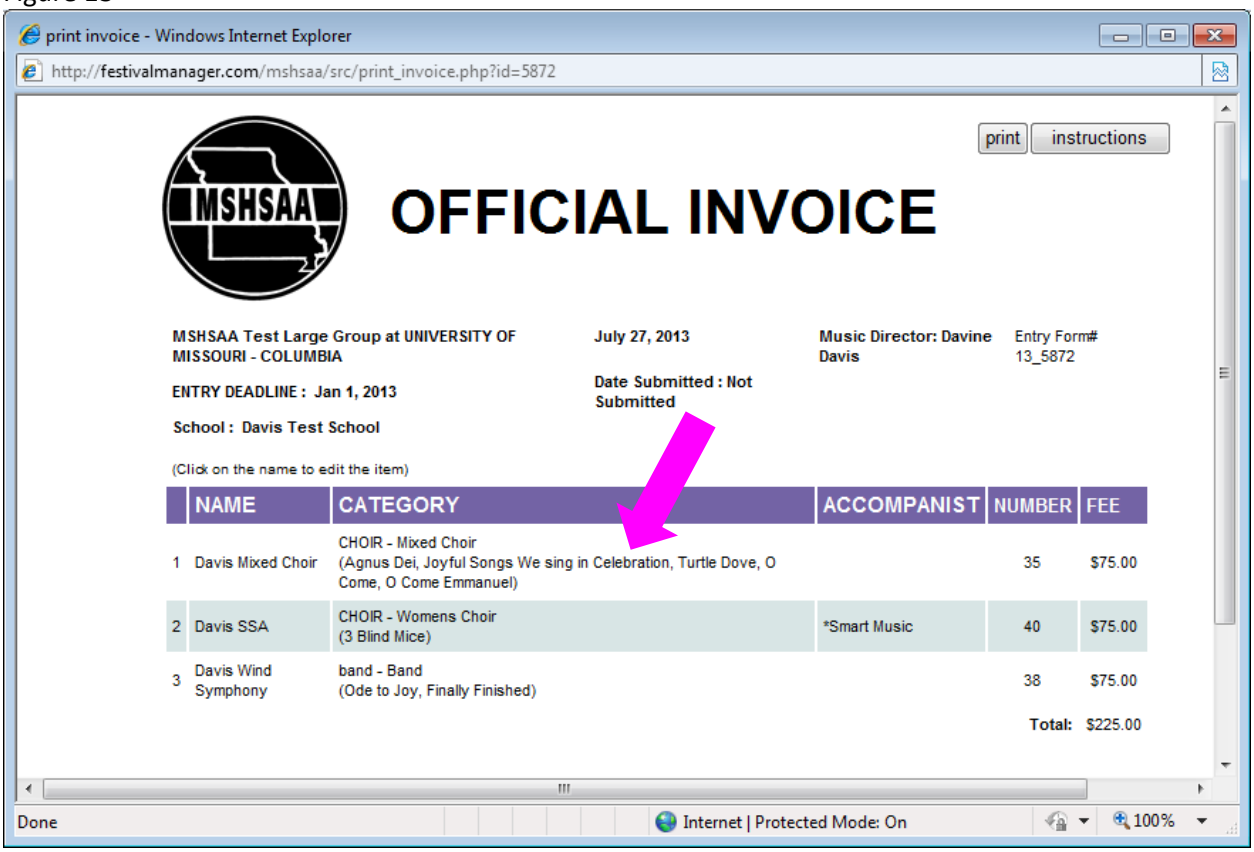
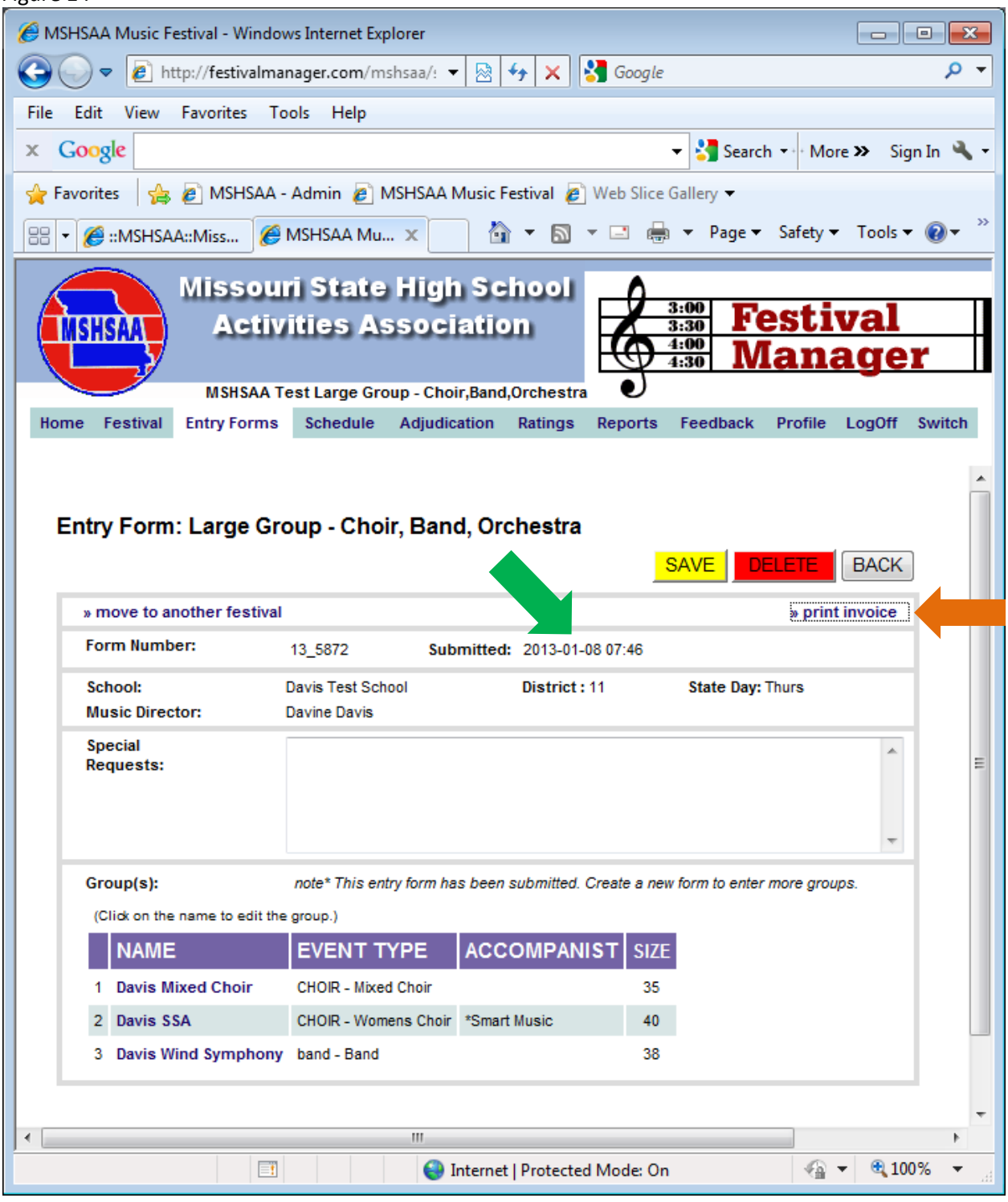


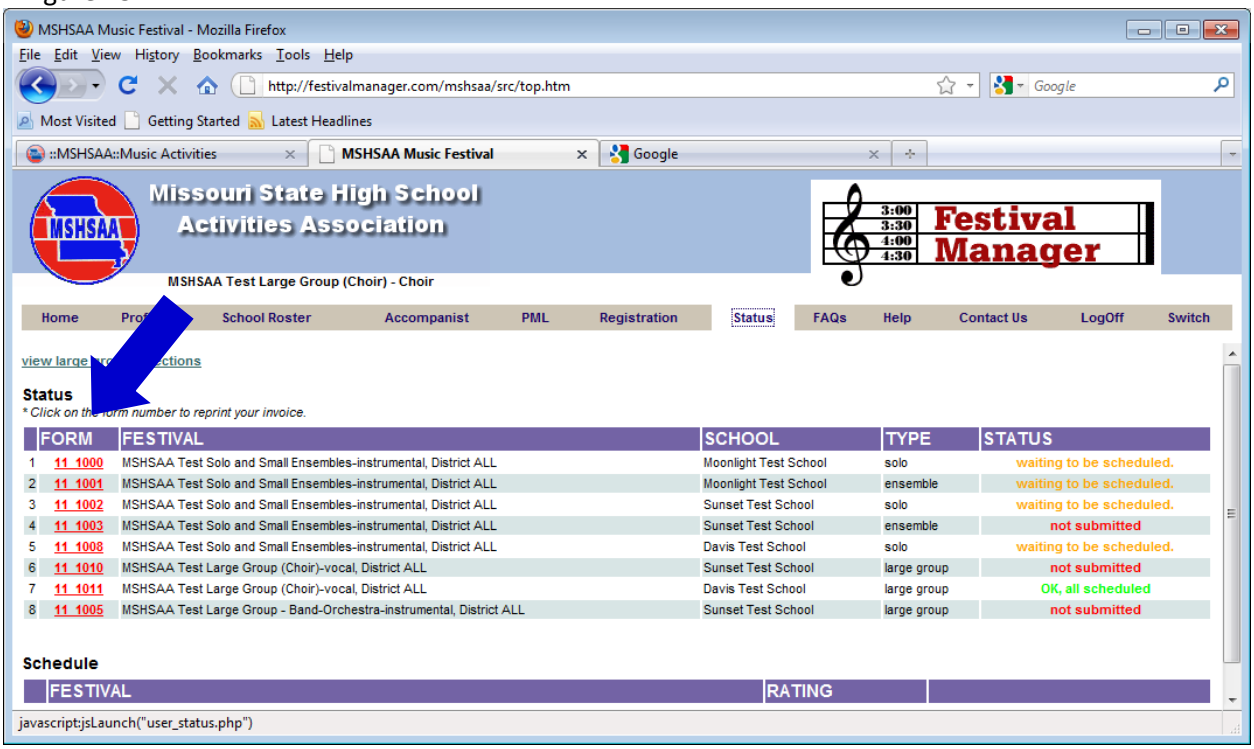
Figure 14


MSHSAA Music Festival - Windows Internet Explorer
http://festivalmanager.com/mshsaa/
Google
File Edit View Favorites Tools Help
Search More Sign In
Favorites MSHSAA - Admin MSHSAA Music Festival Web Slice Gallery
::MSHSAA::Miss... MSHSAA Mu...
Page Safety Tools
Missouri State High School Activities Association
MSHSAA
Festival Manager
MSHSAA Test Large Group - Choir,Band,Orchestra
Home Festival Entry Forms Schedule Adjudication Ratings Reports Feedback Profile LogOff Switch
Entry Form: Large Group - Choir, Band, Orchestra
SAVE DELETE BACK
» move to another festival
» print invoice
Form Number: 13_5872 Submitted: 2013-01-08 07:46
School: Davis Test School District : 11 State Day: Thurs
Music Director: Davine Davis
Special Requests:
Group(s):
note* This entry form has been submitted. Create a new form to enter more groups.
(Click on the name to edit the group.)
NAME EVENT TYPE ACCOMPANIST SIZE
1 Davis Mixed Choir CHOIR - Mixed Choir 35
2 Davis SSA CHOIR - Womens Choir *Smart Music 40
3 Davis Wind Symphony band - Band 38
Internet | Protected Mode: On
100%

FINAL REMINDERS

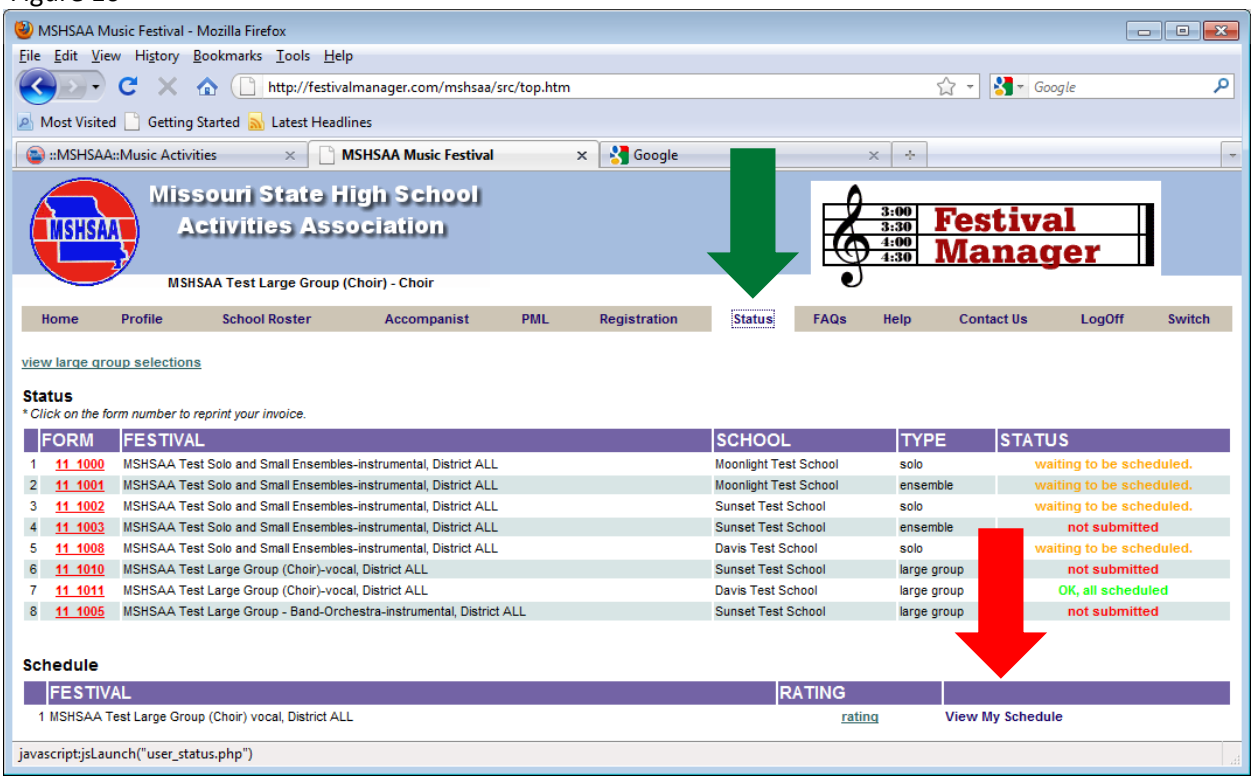
Payment, along with a copy of the invoice(s), shall be submitted directly to the MSHSAA Office. The MSHSAA address will appear on the invoice. That is all you have to do. By clicking the '**Status**' button at the top of the screen, on the gray toolbar you will see the status of your entry forms. It 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.

NOTE: The time stamp will appear **6 hours ahead** of the Central Time Zone as the servers for the Festival Manager program are not located in the Central Time Zone. The program has been set up to adjust for this time change.

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