

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. <u>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.</u>

Next, check to see if your accompanist is listed. If not, please add their name and city where they reside, the program will <u>not</u> '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.

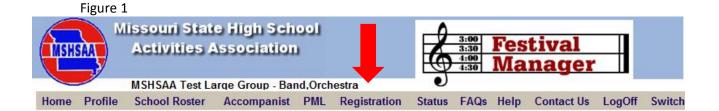
DO NOT list an accompanist as 'Eagles1' or 'Rushmore HS'. The accompanist will **not** be able to access their complete schedule if the names do not match and the false name will be removed from the accompanist list immediately.

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.



Welcome Music Director:

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

- Set up your profile » <u>Profile</u> 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.
- Enter accompanist information » <u>Accompanist</u> This identifies accompanists your students may be using.

After you have complete these steps you may then submit your festival entries. » <u>Festival Registration</u>. 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 » <u>Status</u>

Also, for your convenience, you can view the MSHSAA Prescribed Music List by clicking on <u>Music</u> And, you may obtain a copy of the adjudicator evaluation form by clicking <u>here</u>

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



Fi	gure 2										
	Profile	ol Roster	Accompanist PM	IL R	egistrati	on	Status	FAQs	Help	Contact Us	LogOff
(Cl	ick on Con	ame to register. C	Click on manager name for email c	ontact.)							
Dis	strict: ALL •	Type: ALL	 Instrument/Type: ALL 	•							GO
E	21	NAME	ТҮРЕ		DIST/ CLASS		DATE		DEADLINE	LOCATION	MANAGER
	State MS Group	SHSAA Test Large	Large Group Band, Orchestra	AI	LL / ALL .	July 27,	2015		June 30, 2015	MSHSAA Office	Davine Davis
:		District Test all Ensemble	Solo & Ensemble vocal, woodwinds, brass, piano, percussi	ion, strings Al	LL / ALL	July 29,	2015		February 2, 201	5 MSHSAA Office	Davine Davis
;		SHSAA State Test - Columbia	Solo & Ensemble vocal, woodwinds, brass, piano, percussi	ion, strings Al	LL / ALL .	July 30,	2015 - Aug	ust 1, 2015	June 30, 2015	MSHSAA Office	Davine Davis

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 <u>IF</u> 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.

0					
MSHSAA Music Festival - Mozilla Firefox					
File Edit View History Bookmarks Tools	Help				
🔇 🌛 🗸 C 🗙 🏠 🗋 http://fe	estivalmanager.com/mshsaa/src/top.htm			😭 ᠇ 🛃 - Goo	gle 🔎
Most Visited 📄 Getting Started 🔜 Latest H	leadlines				
::MSHSAA::Music Activities ×	MSHSAA Music Festival × +				
Missouri State Activities As MSHSAA Test Large Gro	ssociation				stival inager
			Status FAQs		LogOff Switch
Home Profile Sch	hool Roster Accompanist	PML Registration	Status FAQS	Help Contact Us	LogOff Switch
	Entry Forms • create a new entry form (Clok on the entry humber to add the tent) FORM SCHOOL	• view ^(a) AI Submitted U	subinitied		
Done					
					1.63

Figure 4 🏉 MSHSAA Music Festival - Windows Internet Explorer - - -🕞 🔵 🗢 🙋 http://festivalmanager.com/mshsaa/src/top.htm 🝷 🖄 🍫 🗙 🚼 Google Q File Edit View Favorites Tools Help × Google 👻 🚼 Search 🔹 强 Share 🛛 More 🍽 Sign In 🔌 🕚 🖕 Favorites 🛛 👍 🔊 MSHSAA - Admin 🥔 MSHSAA Music Festival 🥏 Web Slice Gallery 🕶 🏠 👻 🛐 👻 🖃 📥 👻 Page 👻 Safety 👻 Tools 👻 🔞 💌 🔠 🛨 🛃 ::MSHSAA::Schools 🥖 MSHSAA Music Festival 🛛 🗙 Missouri State High School Activities Association MSHSAA Test Large Group - Band-Orchestra
 Home
 Profile
 School Roster
 Accompanist
 PML
 Registration
 Status
 FAQs
 Help
 Contact Us
 Switch LogOff Entry Form: Large Group - Band, Orchestra CREATE BACK Form Number: NEW School: Davis Test School • **Music Dire** Davine Davis Special Student in wheelchair. Please no stairs. Requests 🖓 🔻 🔍 125% Internet | Protected Mode: On

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 <u>top group</u>. 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.

MSHSAA M		Windows Interne	t Explorer							
	-		n/mshsaa/src/top	.htm	•	🗟 4 🗙	🚼 US Supreme	Court Rulin		<u>م</u>
		es Tools Hel							5-	
		es roois riei	P			👻 🛃 S	1 1 1 1			ст. 1. Э
Google	1						earch 👻 🚰 Sha	are More 3	»	Sign In 🍳
7 Favorites	🚖 🏉 MS	HSAA - Admin 🧃	MSHSAA Musi	c Festival 🙋 Web	Slice Gallery					
8 🝷 🔧 ::M	/ISHSAA::Scho	ols 🏉	MSHSAA Music F	estival X		🟠 🔹 🔊	- 🖃 🖶 -	Page 🔻 Sa	afety 🔻 To	ols 🔻 🔞 🕶
Find: jenr	nifer curtner			Previous Ne	xt 🛛 📝 Opti	ons 🔻				
	SAA			High So sociatio			3:00 3:30 4:00 4:30 M	esti lana	val age	r
		MSHSAA Te	st Large Group	- Choir,Band,O	rchestra	J				
Home	Festival	Entry Forms	Schedule	Adjudication	Ratings	Reports	Feedback	Profile	LogOff	Switch
Entry	y Form:	Large Gro	oup - Choi	r, Band, O			IBMIT	ELETE	BACK	
» m	nove to anot	her festival		r, Band, O	Sł	AVE SU	IBMIT	ELETE » print	BACK]
» m		her festival	oup - Choi	r, Band, O		AVE SU	ibmit Dr	ELETE » print]
» m For Sch	nove to anot	her festival			Sł	AVE SU	JBMIT			
» m For Sch Mus	nove to anot rm Number: hool:	her festival	13_5873 Sunset Test Sch Davine Davis		SA Not Submit Distric	AVE SU ted: t:2		Fhurs	invoice]
» m For Sch Mus Rec	nove to anot rm Number: hool: isic Director: ecial	her festival	13_5873 Sunset Test Sch Davine Davis One studer add grou	ool	SA Not Submit Distric wheelch	ted: t:2 tair. P	State Day: 1	Fhurs	invoice	
» m For Sch Mus Spe Rec	nove to anot rm Number: hool: sisic Director: ecial quests:	her festival	13_5873 Sunset Test Sch Javine Davis One stude: add grou nulliple groups h	ool nt is in a I p note*Foryoo	SA Not Submit Distric wheelch	ted: t:2 tair. P	State Day: 1	Fhurs	invoice	
» m For Sch Mus Spe Rec	nove to anot rm Number: hool: sisic Director: ecial quests: oup(s):	her festival	13_5873 Sunset Test Sch Javine Davis One stude: add grou nulliple groups h	ool nt is in a Ip note* For you or this school on	S/ Not Submit Distric wheelch ur convenienc this single er	ted: t:2 tair. P	State Day: 1	Fhurs	invoice	
» m For Sch Mus Spe Rec	nove to anot rm Number: hool: sisic Director: ecial quests: oup(s):	her festival	13_5873 Sunset Test Sch Javine Davis One stude: add grou nultiple groups f pup.)	ool nt is in a Ip note* For you or this school on	S/ Not Submit Distric wheelch ur convenienc this single er	ted: t:2 tair. P	State Day: 1	Fhurs	invoice	

edit entry - Windows Internet Ex		
http://festivalmanager.com/ms	hsaa/src/edit_entry.php	
Large Group	UPDATE	BACK
Name:	Sunset Wind Ensemble	
Event Type:	Band 🔹 5 - Band	•
Group Size:	45 Class: 5 - Band 6 - Band 2 5 ▼ 10 - Woodwind Choir	
Setup:	# stands 48 # cr 11 - Brass Choir # 12 - Large Percussion Orchestra 110 - Band 3	a
selection1:	TTU - Ballu S	=
Composer1:		
Selection2:		
Composer:		
Selection3:		
Composer:		
Potential Scheduling	» add a member » remove checked member(s)	
Conflicts:	MEMBER NAME	
Done	😜 Internet Protected Mode: On 🛛 🐴	 ▼ € 125%

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 <u>must</u> 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.



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 C	REATE A NEW	ENTRY FORM F	OR EACH LARGE	GROUP ATTENDING	THIS FESTIVAL DAY.

🏉 edit entry - Windows Int	ernet Explorer	×
http://gvlabs.com/fest	valmanager/mshsaa/src/edit_entry.php	
Large Group	CREATE DELETE BACK	*
Name:	Rainbow Mx Choir	
Event Type:	Choir	
Group Size:	58 Class: 3 -	
Accompanist:	NONE	
Voicing:	SATB 🖉 SAB	
Setup:	# stands # chairs	
selection1:	Turtle Dove	
Composer1:	Spevacek, L.	
Selection2:	O Come, O Come Emmanuel	
Composer:	arr. Thygerson, R.	
Selection3:		
Composer:		
Potential	» add a member » remove checked member(s)	
Scheduling Conflicts:	MEMBER NAME	
		-
	🎱 Internet Protected Mode: On 🛛 🛛 🍕 👻 🍕 90%	•

Is full Yiew Higtory Bookmarks Iools Help Image: Control State Integrit/Festivalmanager.com/mshsaa/src/top.htm Image: Control State Integrit/Festival integrity Image: Control State Integrity Image: Control Sta	Figure 9		
Image: Control of the state of th			
Most Visitel Getting Started • MSHSAA-Music Activities • MSHSAA-Music Activities • MSHSAA-Music Activities • MSHSAA-Music Activities • MSHSAA-Music Activities • MSHSAA-Music Activities • MSHSAA-Music Activities • MSHSAA-Music Activities • MSHSAA-Music Activities • MSHSAA-Music Activities • MSHSAA-Music Activities • MSHSAA-Music Activities • MSHSAA-Music Activities • MSHSAA-Music Activities • MSHSAA-Test Large Group (Choir) • More Regression Constant • More Regression Constant • Music Peer Constant • Music Peer Peer Peer Peer Peer Peer Peer Pee			
SMMHSAA:Music Activities × MSHSAA Music Festival × * Missouri State High School Activities Association Missouri State High School Activities Association Missouri State High School Activities Association Musica Test Large Group (Choir) Nome Profile School Roster Accompanist PML Registration Status FAGs Help Contact Us LogOff Switch Entry Form: Large Group - Choir Entry Form: Large Group - Choir SAVE DELETE SUBMIT BACK Profile Number: 11_1011 Not Submitted: Purchase Order Number: 11_14321 School: Davis Test School District: 11 State Day: Thurs Music Director: Davis Test School District: 11 State Day: Thurs Music Director: Davis Davis School: Number: 11_001 Not Submitted: Purchase Order Number: 11_011 Not Submitted: Purchase Order Number: 11_011 Not Submitted: Purchase Order Number: 11_012 Not Submitted: Purchase Order Number: 11_013 Not Submitted: Purchase Order Number: 11_014 Not Submitted: Purchase Order Number: 11_014 Not Submitted: Purchase Order Number: 11_014 Not Submitted: Purchase Order Number: 11_015 Not Submitted: I Music Director: Davis Test School On this single entry form. I total the group Active Park Park Order Tracey, Dick 36 Number CHOR - Maxed Choir Tracey, Dick 36	Ser C 🗙 🕁 🤇	http://festivalmanager.com/mshsaa/src/top.htm 🗘 🔹	Google 🔎
Missouri State High School Activities Association MissA Test Large Group (Choir) Missa Test Large Group (Choir) Missa Test Large Group (Choir) Entry Form: Large Group - Choir SAVE Submit Bulk Determe SUBMIT Back Form Number: 11_1011 Not Submitted: Purchase Order Number: 11_1011 Not Submitted: Purchase Order Number: 11_1011 Not Submitted: Purchase Order Number: 11_4321 State Day: Thurs Muste Director: Davine Davis State Day: Thurs Muste Director: Dadd group note * For your connenience, you may enter <t< td=""><td>🔺 Most Visited 📄 Getting Started</td><td>🔊 Latest Headlines</td><td></td></t<>	🔺 Most Visited 📄 Getting Started	🔊 Latest Headlines	
	Image:	× MSHSAA Music Festival × ÷	
Yerdie School Roster Accompanit PML Registration Satus FAgs Help Contact Us Logoff Switch	Activ	ities Association 4:00 4:30 Manag	al Jer
SAVE DELETE SUBMIT BACK print invoice Form Number: 11_1011 Not Submitted: Purchase Order Number: 11-4321 School: Davis Test School Davine Davis Special Requests: Product on this school on this single entry form. Croup(s): Product of the requestion Product of the requestion Product of the requestion Product of the requestion Product of the requestion Product of the requestion Product of the requestion Product of the requestion Product of the requestion Product of the requestion Product of the requestion Product of the requestion Product of the requestion Product of the requestion Product of the requestion Product of the requestion Product of the requestion Product of the requestion Product of the requestion Product of the	MSHSAA Te	est 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:	Home Profile School Ros	ter Accompanist PML Registration Status FAQs Help Contac	ct Us LogOff Switch
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 1 Mixed Choir CHOR - Mixed Choir Tracey, Dick		11_1011 Not Submitted:	
Music Director: Davine Davis Special Requests: Image: Complex of the second	Purchase Order Number:	11-4321	
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 38			
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			
NAME EVENT TYPE ACCOMPANIST SIZE 1 Mixed Choir CHOIR - Mixed Choir Tracey, Dick 38	Group(s):		
Jone	1 Mixed Choir CHOIR - I	Mixed Choir Tracey, Dick 38	
Jone			
Jone			
	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.

edit entry - Mozilla Firefo http://festivalmanage	x 🗖 🗖 🛃 🖍
Large Group	UPDATE DELETE BACK
Name:	Mixed Choir
Event Type:	Choir 👻 3 - Mixed Choir 👻
Group Size:	38 Class: 1 -
Accompanist:	Tracey, Dick 👻
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:	
Composer:	
Potential Scheduling	» add a member » remove checked member(s)
Conflicts:	MEMBER NAME
	1 🔲 Bell, Tinker 🔻

HOW TO SUBMIT ENTRY FORMS

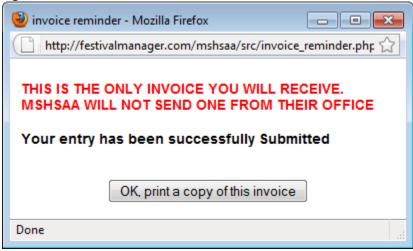
Notice that even though you have filled out the form, and added groups, you have **NOT** electronically '**Submitted**' the form to MSHSSA or to the festival manager (**red** arrow, Figure 11). At some point when you are confident that you have finished adding groups to the form, open the form and click 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** <u>submitted</u> **entries** and will also be needed to generate the payment process.

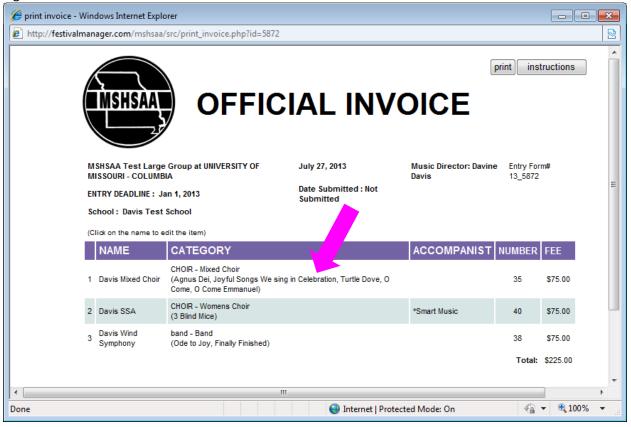
You must include a copy of your invoice(s) with your payment to MSHSAA.

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	
🥹 MSHSAA Music Festival - Mozilla Firefox 📃	• •
<u>File E</u> dit <u>V</u> iew Hi <u>s</u> tory <u>B</u> ookmarks <u>T</u> ools <u>H</u> elp	
Google C X 🏠 🗋 http://festivalmanager.com/mshsaa/src/top.htm	٩
🖻 Most Visited 🗋 Getting Started 🔜 Latest Headlines	
SHSAA::Music Activities × MSHSAA Music Festival × +	-
Missouri State High School	
Activities Association 3:30 Festival	
MSHSAA Test Large Group (Choir)	
Home Profile School Roster Accompanist PML Registration Status FAQs Help Contact Us LogOff	Switch
Entry Form: Large Group - Choir	
» 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	ы





ISHSAA Music Festival - W	indows Internet Explorer	
🕞 🗢 🤌 http://festiv	valmanager.com/mshsaa/: 🔻 🗟 🍫 🗙	🚼 Google
Edit View Favorites	Tools Help	
Google		👻 🛂 Search 🕶 More 🍽 Sign In
Favorites 🛛 🚖 🖉 MSH!	SAA - Admin 🍃 MSHSAA Music Festival 🍃	Web Slice Gallery 🔻
		▼ 🖃 🚔 ▼ Page ▼ Safety ▼ Tools ▼ 🔞
▼ <i>€</i> ::MSHSAA::Miss	🥖 MSHSAA Mu × 🛛 🟠 ▼ 🔊	
Miss	ouri State High School	0
	tivities Association	Festival
Мзнз	AA Test Large Group - Choir,Band,Orchestra	
me Festival Entry Fo	rms Schedule Adjudication Ratings	Reports Feedback Profile LogOff Swi
		SAVE DELETE BACK
» move to another fes	tival	SAVE DELETE BACK
» move to another fes Form Number:	stival 13_5872 Submitted: 2013-01-0	» print invoice
		o8 07:46
Form Number:	13_5872 Submitted: 2013-01-0	o8 07:46
Form Number: School: Music Director: Special	13_5872 Submitted: 2013-01-0 Davis Test School District :	o8 07:46
Form Number: School: Music Director:	13_5872 Submitted: 2013-01-0 Davis Test School District :	o8 07:46
Form Number: School: Music Director: Special	13_5872 Submitted: 2013-01-0 Davis Test School District :	o8 07:46
Form Number: School: Music Director: Special Requests:	13_5872 Submitted: 2013-01-0 Davis Test School District : Davine Davis	08 07:46 11 State Day: Thurs
Form Number: School: Music Director: Special Requests: Group(s):	13_5872 Submitted: 2013-01-0 Davis Test School District : Davine Davis District : note* This entry form has been submitted.	08 07:46 11 State Day: Thurs
Form Number: School: Music Director: Special Requests: Group(s): (Click on the name to ex	13_5872 Submitted: 2013-01-0 Davis Test School District : Davine Davis District : note* This entry form has been submitted. Output dit the group.) Output	08 07:46 11 State Day: Thurs
Form Number: School: Music Director: Special Requests: Group(s): (Click on the name to exponent on the	13_5872 Submitted: 2013-01-0 Davis Test School District : Davine Davis District : note* This entry form has been submitted. Output dit the group.) EVENT TYPE ACCOMPANE	w print invoice 08 07:46 11 State Day: Thurs Image: Create a new form to enter more groups. IST SIZE
Form Number: School: Music Director: Special Requests: Group(s): (Click on the name to ex- NAME 1 Davis Mixed Choin	13_5872 Submitted: 2013-01-0 Davis Test School District : Davine Davis District : note* This entry form has been submitted. 0 dit the group.) EVENT TYPE ACCOMPANE r CHOIR - Mixed Choir 0	> print invoice 08 07:46 11 State Day: Thurs I1 State Day: Thurs Create a new form to enter more groups. IST SIZE 35
Form Number: School: Music Director: Special Requests: Group(s): (Click on the name to ex- NAME 1 Davis Mixed Choin 2 Davis SSA	13_5872 Submitted: 2013-01-0 Davis Test School District: Davine Davis District: note* This entry form has been submitted. 0 dit the group.) EVENT TYPE ACCOMPANE r CHOIR - Mixed Choir *Smart Music	08 07:46 11 State Day: Thurs Create a new form to enter more groups. IST SIZE 35 40
Form Number: School: Music Director: Special Requests: Group(s): (Click on the name to ex- NAME 1 Davis Mixed Choin	13_5872 Submitted: 2013-01-0 Davis Test School District: Davine Davis District: note* This entry form has been submitted. 0 dit the group.) EVENT TYPE ACCOMPANE r CHOIR - Mixed Choir *Smart Music	> print invoice 08 07:46 11 State Day: Thurs I1 State Day: Thurs Create a new form to enter more groups. IST SIZE 35
Form Number: School: Music Director: Special Requests: Group(s): (Click on the name to ex- NAME 1 Davis Mixed Choin 2 Davis SSA	13_5872 Submitted: 2013-01-0 Davis Test School District: Davine Davis District: note* This entry form has been submitted. 0 dit the group.) EVENT TYPE ACCOMPANE r CHOIR - Mixed Choir *Smart Music	08 07:46 11 State Day: Thurs Create a new form to enter more groups. IST SIZE 35 40
Form Number: School: Music Director: Special Requests: Group(s): (Click on the name to ex- NAME 1 Davis Mixed Choin 2 Davis SSA	13_5872 Submitted: 2013-01-0 Davis Test School District: Davine Davis District: note* This entry form has been submitted. 0 dit the group.) EVENT TYPE ACCOMPANE r CHOIR - Mixed Choir *Smart Music	w print invoice 08 07:46 11 State Day: Thurs Image: Create a new form to enter more groups. IST SIZE 35 40

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).

MSHSAA Music Festival - Mozilla Firefox				
e <u>E</u> dit <u>V</u> iew Hi <u>s</u> tory <u>B</u> ookmarks <u>T</u> ools <u>H</u> elp				
C X 🏠 (http://festivalmanager.com/mshsaa/src/top.htm		 £] → Google	
Most Visited 📋 Getting Started 🔜 Latest Headlines				
🕽 ::MSHSAA::Music Activities 🛛 🛛 🗋 MSHSAA Music Festival 🛛 🗙 🚼	Google	× +		
Missouri State High School Activities Association		4.00	Festival Manager	
MSHSAA Test Large Group (Choir) - Choir		Ð		
Home Prof School Roster Accompanist PML Regis	tration Status	FAQs Help	Contact Us LogOff	Switch
tatus Click on the form number to reprint your invoice.				
	ISCHOOL		CTATUS	
	SCHOOL	TYPE	STATUS	- del - d
11 1000 MSHSAA Test Solo and Small Ensembles-instrumental, District ALL	Moonlight Test Sc	hool solo	waiting to be sch	
11 1000 MSHSAA Test Solo and Small Ensembles-instrumental, District ALL 11 1001 MSHSAA Test Solo and Small Ensembles-instrumental, District ALL	Moonlight Test Sc Moonlight Test Sc	hool solo hool ensemble	waiting to be sch waiting to be sch	eduled.
11 1000 MSHSAA Test Solo and Small Ensembles-instrumental, District ALL 11 1001 MSHSAA Test Solo and Small Ensembles-instrumental, District ALL	Moonlight Test Sc	hool solo hool ensemble iol solo	waiting to be sch	eduled. Ieduled.
11 1000 MSHSAA Test Solo and Small Ensembles-instrumental, District ALL 11 1001 MSHSAA Test Solo and Small Ensembles-instrumental, District ALL 11 1002 MSHSAA Test Solo and Small Ensembles-instrumental, District ALL 11 1002 MSHSAA Test Solo and Small Ensembles-instrumental, District ALL 11 1003 MSHSAA Test Solo and Small Ensembles-instrumental, District ALL	Moonlight Test Sc Moonlight Test Sc Sunset Test Scho	hool solo hool ensemble iol solo iol ensemble	waiting to be sch waiting to be sch waiting to be sch	eduled. Ieduled. Ied
11 1000 MSHSAA Test Solo and Small Ensembles-instrumental, District ALL 11 1001 MSHSAA Test Solo and Small Ensembles-instrumental, District ALL 11 1002 MSHSAA Test Solo and Small Ensembles-instrumental, District ALL 11 1002 MSHSAA Test Solo and Small Ensembles-instrumental, District ALL 11 1003 MSHSAA Test Solo and Small Ensembles-instrumental, District ALL 11 1003 MSHSAA Test Solo and Small Ensembles-instrumental, District ALL	Moonlight Test Sc Moonlight Test Sc Sunset Test Scho Sunset Test Scho	hool solo hool ensemble iol solo iol ensemble I solo	waiting to be sch waiting to be sch waiting to be sch not submitt waiting to be sch	ieduled. ieduled. ied ieduled.
11 1000 MSHSAA Test Solo and Small Ensembles-instrumental, District ALL 11 1001 MSHSAA Test Solo and Small Ensembles-instrumental, District ALL 11 1002 MSHSAA Test Solo and Small Ensembles-instrumental, District ALL 11 1002 MSHSAA Test Solo and Small Ensembles-instrumental, District ALL 11 1003 MSHSAA Test Solo and Small Ensembles-instrumental, District ALL 11 1002 MSHSAA Test Solo and Small Ensembles-instrumental, District ALL 11 1002 MSHSAA Test Solo and Small Ensembles-instrumental, District ALL 11 1002 MSHSAA Test Solo and Small Ensembles-instrumental, District ALL	Moonlight Test Sc Moonlight Test Sc Sunset Test Scho Sunset Test Scho Davis Test Schoo	hool solo hool ensemble ool solo ool ensemble I solo ool large group	waiting to be sch waiting to be sch waiting to be sch not submitt waiting to be sch not submitt	eduled. eduled. eduled. eduled. eduled.
11 1000 MSHSAA Test Solo and Small Ensembles-instrumental, District ALL 11 1001 MSHSAA Test Solo and Small Ensembles-instrumental, District ALL 11 1002 MSHSAA Test Solo and Small Ensembles-instrumental, District ALL 11 1002 MSHSAA Test Solo and Small Ensembles-instrumental, District ALL 11 1003 MSHSAA Test Solo and Small Ensembles-instrumental, District ALL 11 1003 MSHSAA Test Solo and Small Ensembles-instrumental, District ALL 11 1003 MSHSAA Test Large Group (Choir)-vocal, District ALL 11 1011 MSHSAA Test Large Group (Choir)-vocal, District ALL	Moonlight Test Sc Moonlight Test Sc Sunset Test Scho Sunset Test Scho Davis Test Scho Sunset Test Scho	hool solo hool ensemble ol solo ol ensemble I solo ol large group I large group	waiting to be sch waiting to be sch waiting to be sch not submitt waiting to be sch o not submitt o OK, all sched	ieduled. ieduled. ied ieduled. ied uled
11 1000 MSHSAA Test Solo and Small Ensembles-instrumental, District ALL 11 1001 MSHSAA Test Solo and Small Ensembles-instrumental, District ALL 11 1002 MSHSAA Test Solo and Small Ensembles-instrumental, District ALL 11 1002 MSHSAA Test Solo and Small Ensembles-instrumental, District ALL 11 1003 MSHSAA Test Solo and Small Ensembles-instrumental, District ALL 11 1003 MSHSAA Test Solo and Small Ensembles-instrumental, District ALL 11 1003 MSHSAA Test Large Group (Choir)-vocal, District ALL 11 1011 MSHSAA Test Large Group (Choir)-vocal, District ALL	Moonlight Test Sc Moonlight Test Sch Sunset Test Sche Davis Test Scho Sunset Test Scho Sunset Test Scho Davis Test Scho	hool solo hool ensemble iol solo iol ensemble I solo iol large group I large group	waiting to be sch waiting to be sch waiting to be sch not submitt waiting to be sch o not submitt o OK, all sched	ieduled. ieduled. ied ieduled. ied uled

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).

<u>92</u> -	C ×	http://festiva	almanager.com/mshsaa/s	rc/top.htm					☆ - <mark>}</mark> -	Google	
Most Visit	ed 📄 Getting	Started <u> L</u> atest Head	lines								
::MSHSA	A::Music Activ	ities × 🗋 I	MSHSAA Music Festival		× 👌 Google			× +			
MSHSI		souri State H ctivities Ass	ociation			Ţ		4.00	Festiv Mana		
	MSI	ISAA Test Large Group ((Choir) - Choir				U				
Home	Profile	School Roster	Accompanist	PML	Registration	Status	FAQs	Help	Contact Us	LogOff	Switch
atus	roup selection form number to	<u>s</u> reprint your invoice.									
atus lick on the		reprint your invoice.				SCHOOL		TYP	E STA	ATUS	
itus ick on the	form number to	reprint your invoice. L	es-instrumental, District ALL			SCHOOL Moonlight Test	School	TYP	E STA	ATUS waiting to be so	heduled.
atus lick on the FORM	form number to FESTIVA MSHSAA Te	<i>reprint your invoice.</i> L st Solo and Small Ensemble	s-instrumental, District ALL								
itus ick on the FORM <u>11 1000</u>	form number to FESTIVA MSHSAA Te MSHSAA Te	reprint your invoice. L st Solo and Small Ensemble st Solo and Small Ensemble				Moonlight Test	School	solo		waiting to be so	heduled.
atus lick on the FORM <u>11 1000</u> <u>11 1002</u> <u>11 1003</u>	FESTIVA MSHSAA Te MSHSAA Te MSHSAA Te MSHSAA Te MSHSAA Te	reprint your invoice. L st Solo and Small Ensemble st Solo and Small Ensemble st Solo and Small Ensemble st Solo and Small Ensemble	s-instrumental, District ALL s-instrumental, District ALL s-instrumental, District ALL		_	Moonlight Test Moonlight Test	School chool	solo ensem	ble	waiting to be so waiting to be so	heduled. heduled.
atus lick on the FORM <u>11 1000</u> <u>11 1002</u> <u>11 1003</u> <u>11 1008</u>	FESTIVA MSHSAATe MSHSAATe MSHSAATe MSHSAATe MSHSAATe MSHSAATe	reprint your invoice. L st Solo and Small Ensemble st Solo and Small Ensemble st Solo and Small Ensemble st Solo and Small Ensemble	es-instrumental, District ALL es-instrumental, District ALL es-instrumental, District ALL es-instrumental, District ALL			Moonlight Test Moonlight Test Sunset Test S	School chool chool	solo ensem solo	ble	waiting to be so waiting to be so waiting to be so	heduled. heduled. Ited
atus lick on the FORM <u>11 1000</u> <u>11 1002</u> <u>11 1003</u>	FESTIVA MSHSAATe MSHSAATe MSHSAATe MSHSAATe MSHSAATe MSHSAATe	reprint your invoice. L st Solo and Small Ensemble st Solo and Small Ensemble st Solo and Small Ensemble st Solo and Small Ensemble	es-instrumental, District ALL es-instrumental, District ALL es-instrumental, District ALL es-instrumental, District ALL			Moonlight Test Moonlight Test Sunset Test S Sunset Test S	School chool chool hool	solo ensem solo ensem	ble	waiting to be so waiting to be so waiting to be so not submi	heduled. heduled. Ited heduled.
Atus lick on the FORM 11 1000 11 1000 11 1000 11 1000 11 1010 11 1011	form number to FESTIVA MSHSAA Te MSHSAA Te MSHSAA Te MSHSAA Te MSHSAA Te MSHSAA Te	reprint your invoice.	es-instrumental, District ALL es-instrumental, District ALL es-instrumental, District ALL es-instrumental, District ALL eal, District ALL eal, District ALL			Moonlight Test Moonlight Test Sunset Test S Sunset Test S Davis Test Sc	School chool chool hool chool	solo ensem solo ensem solo	ble ble roup	waiting to be so waiting to be so waiting to be so not submit waiting to be so	heduled. heduled. tted heduled. tted
atus lick on the FORM <u>11 1000</u> <u>11 1002</u> <u>11 1003</u> <u>11 1008</u> <u>11 1010</u>	form number to FESTIVA MSHSAA Te MSHSAA Te MSHSAA Te MSHSAA Te MSHSAA Te MSHSAA Te	reprint your invoice.	es-instrumental, District ALL es-instrumental, District ALL es-instrumental, District ALL es-instrumental, District ALL eal, District ALL	ALL		Moonlight Test Moonlight Test Sunset Test S Sunset Test S Davis Test Scl Sunset Test S	School chool chool hool chool hool	solo ensem solo ensem solo large g	ble ble roup roup	waiting to be so waiting to be so waiting to be so not submi waiting to be so not submi	heduled. heduled. tted heduled. tted duled
Atus lick on the FORM 11 1000 11 1000 11 1000 11 1000 11 1010 11 1010	form number to FESTIVA MSHSAA Te MSHSAA Te MSHSAA Te MSHSAA Te MSHSAA Te MSHSAA Te	reprint your invoice.	es-instrumental, District ALL es-instrumental, District ALL es-instrumental, District ALL es-instrumental, District ALL eal, District ALL eal, District ALL	ALL		Moonlight Test Moonlight Test Sunset Test S Sunset Test S Davis Test Sc Sunset Test S Davis Test Sc	School chool chool hool chool hool	solo ensem solo ensem solo large g large g	ble ble roup roup	waiting to be so waiting to be so waiting to be so not submi waiting to be so not submi OK, all schere	heduled. heduled. tted heduled. tted duled
atus lick on the FORM <u>11 1000</u> <u>11 1000</u> <u>11 1000</u> <u>11 1000</u> <u>11 1000</u>	form number to FESTIVA MSHSAA Te MSHSAA Te MSHSAA Te MSHSAA Te MSHSAA Te MSHSAA Te	reprint your invoice.	es-instrumental, District ALL es-instrumental, District ALL es-instrumental, District ALL es-instrumental, District ALL eal, District ALL eal, District ALL	ALL		Moonlight Test Moonlight Test Sunset Test S Davis Test Scl Sunset Test S Davis Test Scl Sunset Test Scl	School chool chool hool chool hool	solo ensem solo ensem solo large g large g	ble ble roup roup	waiting to be so waiting to be so waiting to be so not submi waiting to be so not submi OK, all schere	heduled. heduled. tted heduled. tted duled

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.

