



# 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 and city where they reside, the program will **not** 'double-book' your accompanist, even if they play for many different schools during your festival 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. **Again 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.**

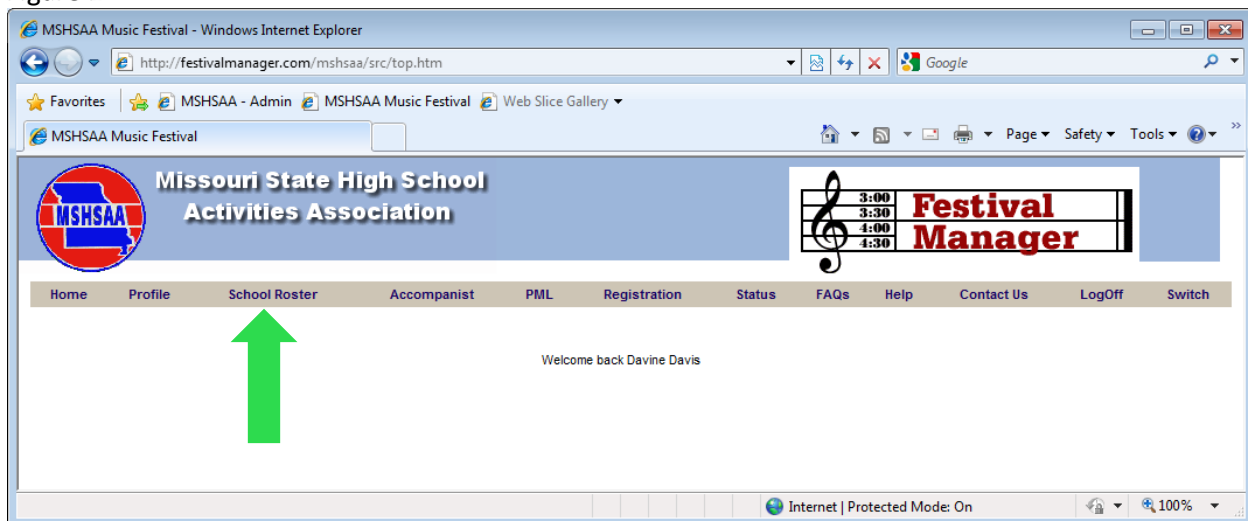
Be sure the 'pop-up' blockers are turned off. To test for this, click the '**Help**' button at the top of the page, you will find a test for pop-up suppression here. **If you do not turn this off, you will not be able to see all entry pages, or view the PML (Prescribed Music List).**

Before you begin entering events you will need to confirm that your **school roster** is updated and the information appears correctly 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). Next enter the grade level for the student. 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.

**NOTE: Grade levels are adjusted upwards when a new festival year is initiated. However, you will need to remove students who have a grade level of 13 or beyond. Any grade level appearing in red you must open the student record to update (Figure 5).**

Figure 2

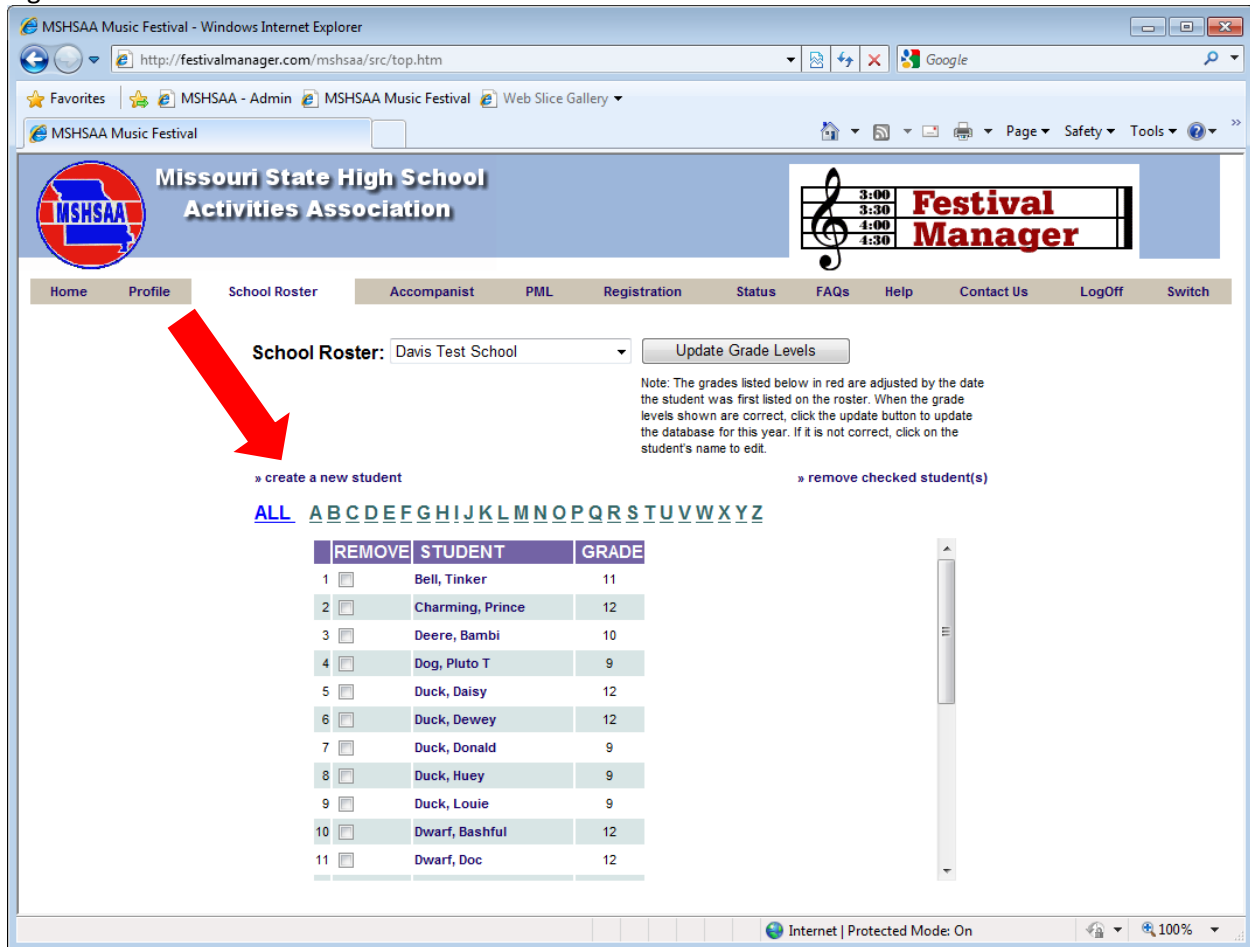


Figure 3

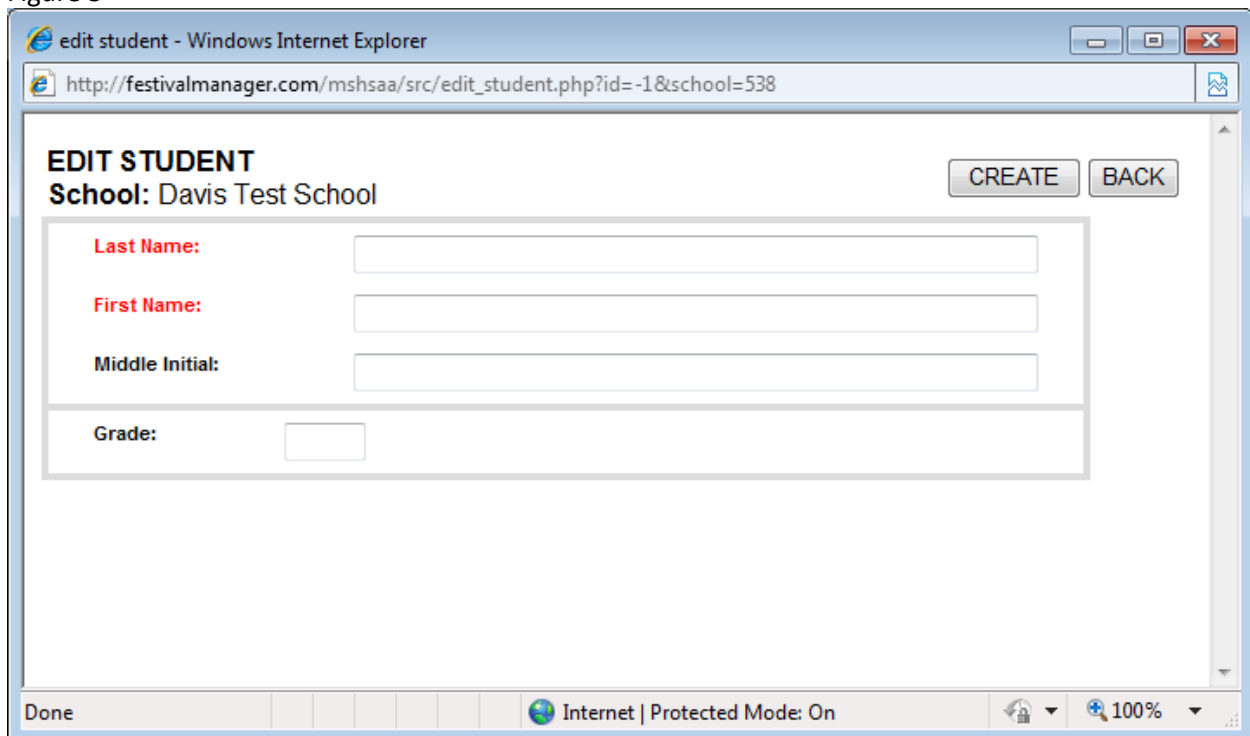


Figure 4

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

Note: Grade levels are adjusted upwards when a new festival year is initiated. Once the grade level reaches 13, the student is removed from the roster.

> 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
<input type="checkbox"/>	Bell, Tinker	11
<input type="checkbox"/>	Charming, Prince	12
<input type="checkbox"/>	Deere, Bambi	10
<input type="checkbox"/>	Dog, Pluto T	9
<input type="checkbox"/>	Duck, Daisy	12
<input type="checkbox"/>	Duck, Dewey	12
<input type="checkbox"/>	Duck, Donald	9
<input type="checkbox"/>	Duck, Huey	9
<input type="checkbox"/>	Duck, Louie	9
<input type="checkbox"/>	Dwarf, Bashful	12
<input type="checkbox"/>	Dwarf, Doc	12

Figure 5

REMOVE	STUDENT	GRADE
1 <input type="checkbox"/>	Adams, Zachary	10
2 <input type="checkbox"/>	Anchondo, Alejandra	12
3 <input type="checkbox"/>	Arellanes, Logan	11
4 <input type="checkbox"/>	Atkins, Malik	12
5 <input type="checkbox"/>	Barker, Audry	10
6 <input type="checkbox"/>	Barnett, Tymez	11
7 <input type="checkbox"/>	Broughton, Sarah	11
8 <input type="checkbox"/>	Browning, Matthew	12
9 <input type="checkbox"/>	Calvillo, Kane	11
10 <input type="checkbox"/>	Coogan, James	10
11 <input type="checkbox"/>	Davidson, Sydney	10
12 <input type="checkbox"/>	Doering, Zane	12

## How to Enter a Solo or Small Ensemble

After you log into the MSHSAA Festival Manager, click on the **'Registration'** button located on the gray toolbar at the top of the page (see blue arrow, Figure 6). 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 7) 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 **2018** 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.

**Before you can enter a festival you will need to review the MSHSAA Music Festival Directors' Responsibilities and click on either agree or disagree.**

Figure 6

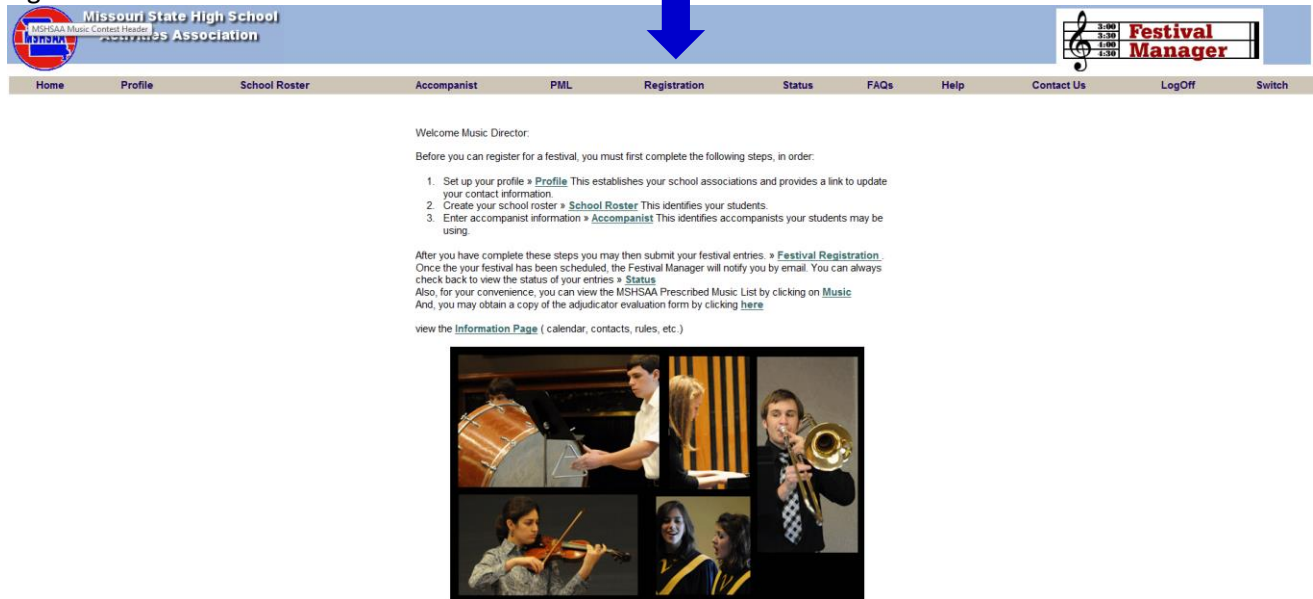


Figure 7



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 8).

A new screen will appear (Figure 8); you must indicate what type of form you are entering (solo or ensemble; blue arrow, Figure 9). 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 9). Once you have the correct information listed, click the '**Create**' button (red arrow, Figure 9) at the top-right corner. The program will now create an official invoice, 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 form (Figure 10).

Figure 8

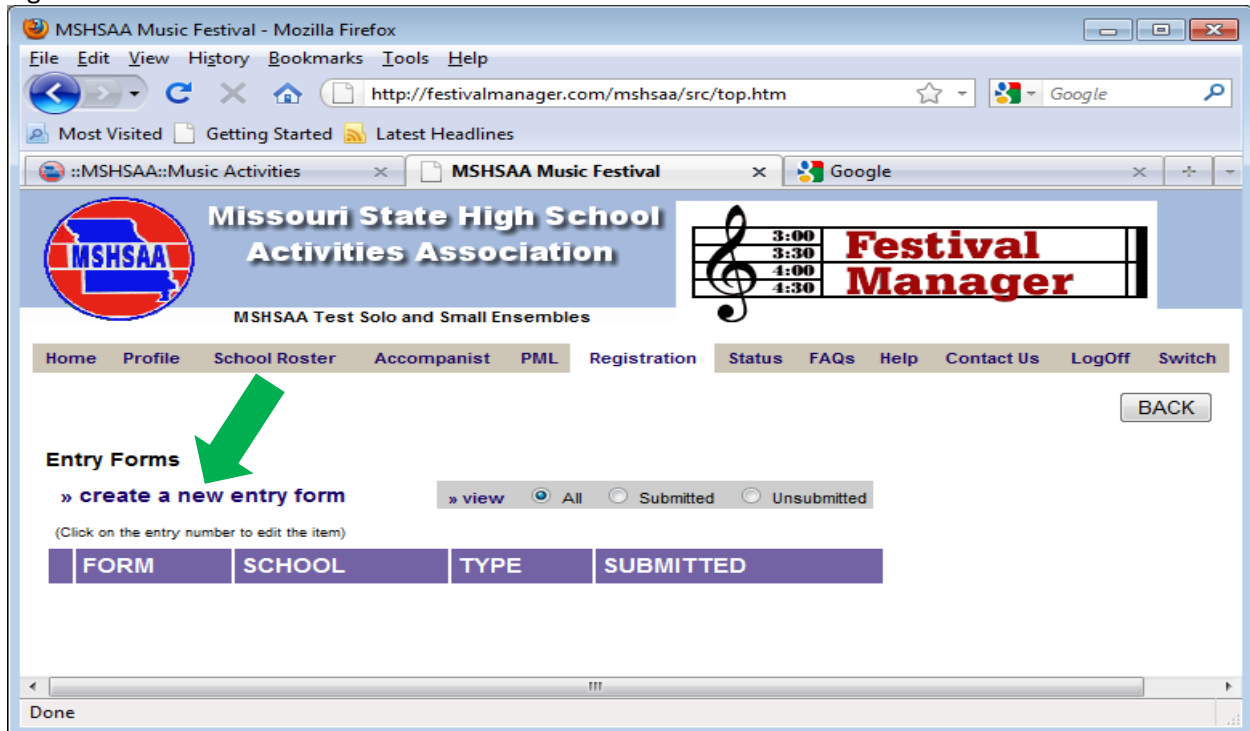
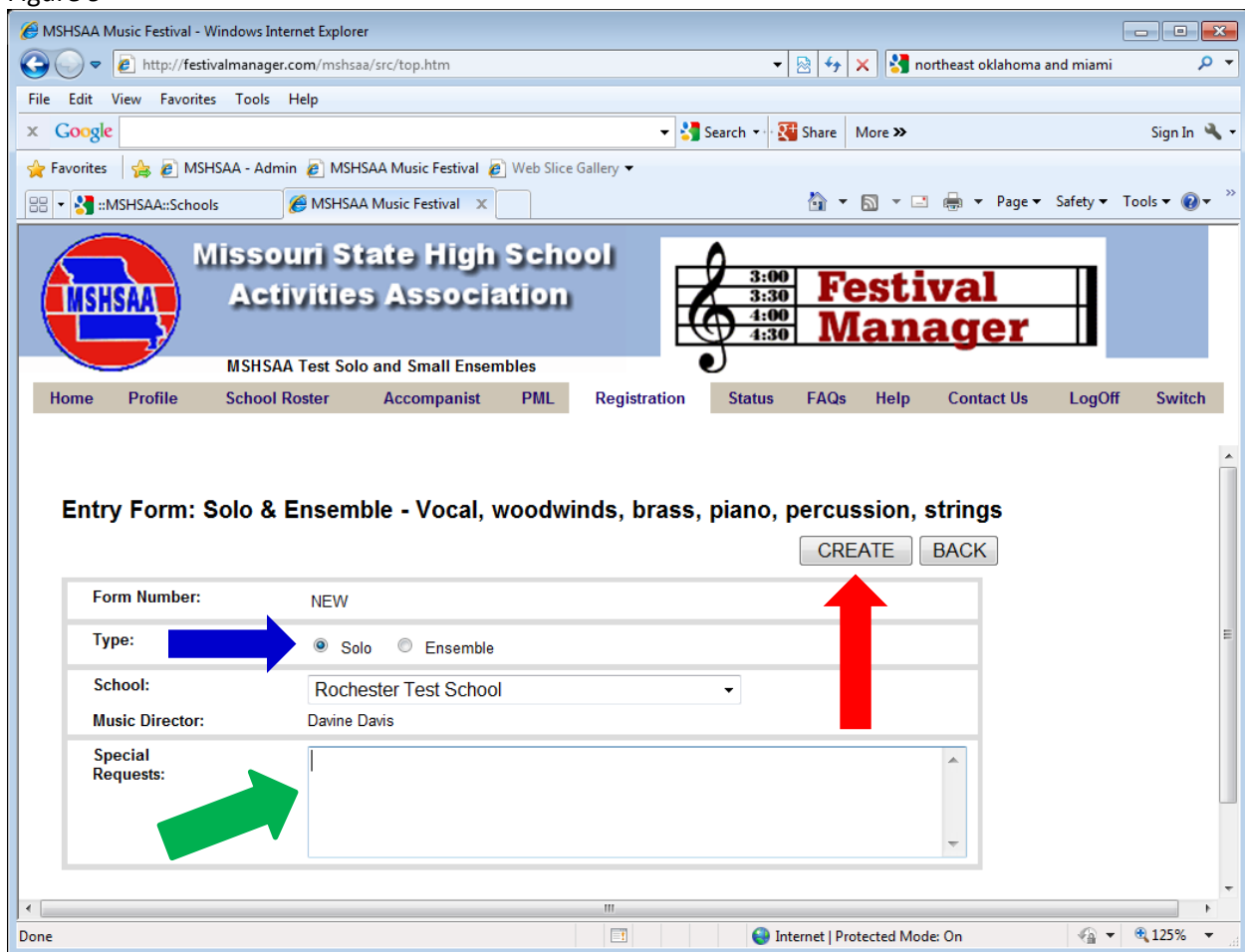


Figure 9



To add a soloist, click 'add soloist' (purple arrow, Figure 10).

Figure 10


School Roster	Accompanist	PML	Registration	Status	FAQs	Help
---------------	-------------	-----	--------------	--------	------	------

### Entry Form: Solo & Ensemble - Vocal, woodwinds, brass, piano, percussion, strings

[SAVE](#)
[DELETE](#)
[SUBMIT](#)
[BACK](#)

[» print invoice](#)

Form Number:	15_1018	Not Submitted:
Type:	solo	
School:	Davis Test School	District : 11
Music Director:	Davine Davis	
Special Requests:		

**Soloist(s):**      [» add soloist](#) *note\* For your convenience, you may enter multiple soloist for this school on this single entry form.*

(Click on the name to edit the item)

NAME	INSTRUMENT	ACCOMPANIST
------	------------	-------------

A new screen will appear with the title '**Soloist**' (Figure 11). 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 the student on the school roster tab in Festival Manager (Figure 12). You must have the name listed on the '**School Roster**' and the '**Accompanist**' in the MSHSAA Festival Manager program prior to entering the solo. Refer to instructions on page 1 and 2. You will click on the '**Instrument**' field, and all possible solos for the festival are listed, select the correct solo and list the correct accompanist (if applicable) 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 13). 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 14).

Figure 11

edit entry - Windows Internet Explorer

http://gvlabs.com/festivalmanager/mshsaa/src/edit\_entry.php?id=-1&form=1020&type=solo

### Soloist

CREATE DELETE BACK

[» view pml list](#)

**Student:** --select--

**Instrument:** 48 - Vocal Solo

**Accompanist:** NONE

**1 Prescribed Music Code:**

**Selection 2:**

**Composer2**

Done Internet | Protected Mode: On 100%

Figure 12

edit entry - Windows Internet Explorer

http://festivalmanager.com/mshsaa/src/edit\_entry.php?id=-1&form=5867&type=solo

### Soloist

CREATE BACK

[» view pml list](#)

**Student:** --select--

**Instrument:** --select--

**Accompanist:**

**1 Prescribed Music Code:**

**Selection 2:**

**Composer2**

Bird, Tweety  
Bunny, Bugs  
Bunny, Dasie  
Cat, Claude  
Coyote,, Wile  
Devil, Tasmanian  
Duck, Daffy  
Fudd, Elmer  
Granny, Miss  
Hawk, Henery  
Leghorn, Foghorn  
Lepew, Pepe  
Martin, Marvin  
Pig, Petunia  
Pig, Porky  
Puma, Pete  
Pussycat, Sylvester  
Runner, Road  
Sam, Yosemite  
Sheepdog, Sam  
Wolf, Ralph

Done Internet | Protected Mode: On 125%



Figure 13

**Soloist** CREATE BACK [» view pml list](#)

**Student:** Bell, Tinker

**Instrument:** 47 - Girls Vocal

**Accompanist:** Tracey, Dick

**1 Prescribed Music Code:** NONE

**Selection 2:**

**Composer2:**

**Accompanist dropdown list:**

- NONE
- \* Smart Music
- Odoneal, 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
- Adell, Bill

Done

Figure 14

**Soloist** CREATE DELETE BACK [» view pml list](#)

**Student:** Charming, Prince

**Instrument:** 48 - Vocal Solo

**Accompanist:** \* Smart Music

**1 Prescribed Music Code:**

**2 Prescribed Music Code:**

## HOW TO ASSIGN A PML CODE TO SOLOS

### Instrumental

Each title appearing on the MSHSAA Prescribed Graded Music List (PML) has its own unique number. This number is **not** reflective of grade level. The list also addresses 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 pml 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 15). Once the information appears correctly select 'Create' (red arrow, Figure 15) 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 16). If **no** changes are necessary, click on the 'Back' button to add the soloist (green arrow, Figure 16). The soloist should appear at the bottom of the entry form page (Figure 17). 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 15

The screenshot shows a web browser window titled 'edit entry - Windows Internet Explorer'. The address bar shows the URL: [http://festivalmanager.com/mshsaa/src/edit\\_entry.php?id=-1&form=5867&type=solo](http://festivalmanager.com/mshsaa/src/edit_entry.php?id=-1&form=5867&type=solo). The main content area is titled 'Soloist' and contains a form with the following fields:

- Student:** Bird, Tweety
- 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'.

Figure 16

edit entry - Windows Internet Explorer

http://festivalmanager.com/mshsaa/src/edit\_entry.php?id=19&form=5&type=solo

### Soloist

[» view pml list](#)

**Student:** Bird, Tweety

**Instrument:** 15 - Flute

**Accompanist:** Tracey, Dick

**1 Prescribed Music Code:** 13655 *Bizet 2nd Menuet from L'Arlesienne*

**2 Prescribed Music Code:** 7848 *Hindemith Acht Stucke (unacc.)*

Done Internet | Protected Mode: On 125%

Figure 17

MSHSAA Music Festival - Windows Internet Explorer

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

File Edit View Favorites Tools Help

Google Search Share More Sign In

Favorites MSHSAA - Admin MSHSAA Music Festival Web Slice Gallery

MSHSAA::Schools MSHSAA Music Festival

**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

**Entry Form: Solo & Ensemble - Vocal, woodwinds, brass, piano, percussion, strings**

[SAVE](#) [DELETE](#) [SUBMIT](#) [BACK](#)

[» print invoice](#)

Form Number:	13_5867	Not Submitted:
Type:	solo	
School:	Rochester Test School	District : 15
Music Director:	Davine Davis	
Special Requests:		

**Soloist(s):** [» add soloist](#) note\* For your convenience, you may enter multiple soloist for this school on this single entry form.

(Click on the name to edit the item)

	NAME	INSTRUMENT	ACCOMPANIST
1	Tweety Bird	woodwinds - Flute	Tracey, Dick

Internet | Protected Mode: On 125%

## Vocal

Vocalist must perform **two** selections and **both selections** must come from the MSHSAA Prescribed Graded Music List. The PML is on-line, under the 'PML' button (just to the left of 'Registration') as well as a separate link under the music activities page of the MSHSAA website. 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). **Beginning this year both selections must come from the PML.** This information will appear on the adjudication form.

After filling in all of your selections, select the 'Create' button in the top right-hand corner. You will see the message 'Soloist added'; select 'OK', then '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 18

edit entry - Google Chrome

Not secure | qvllabs.com/festivalmanager/mshsaa/src/edit\_entry.php?id=-1&form=48&type=solo

**Soloist** CREATE DELETE BACK » view pml list

**Student:** Charming, Prince ▼

**Instrument:** 48 - Vocal Solo ▼

**Accompanist:** \* Smart Music ▼

**1 Prescribed Music Code:** 1972 MacDermid 91st Psalm

**2 Prescribed Music Code:** 1581 Head Acquaint Now Thyself With Him

Figure 19

## Entry Form: Solo & Ensemble - Vocal, woodwinds, brass, piano, percussion, strings

SAVE DELETE SUBMIT BACK

» move to another festival
» print invoice

Form Number:	18_4	Not Submitted:
Type:	solo	
School:	Davis Test School	District : 11
Music Director:	Davine Davis	
Special Requests:		

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

(Click on the name to edit the item)

NAME	INSTRUMENT	ACCOMPANIST
1 Tinker Bell	VOCAL - Vocal Solo	
2 Prince Charming	VOCAL - Vocal Solo	*Smart Music

## 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 4 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

**Missouri State High School Activities Association**

**Festival Manager**

District Test Solo/Small Ensemble - vocal, woodwinds, brass, piano, percussion, strings

Home
Festival
Entry Forms
Schedule
Adjudication
Ratings
Reports
Feedback
Profile
LogOff
Switch

### Entry Form: Solo & Ensemble - Vocal, woodwinds, brass, piano, percussion, strings

CREATE BACK BACK

Form Number:	NEW
Type:	<input type="radio"/> Solo <input checked="" type="radio"/> Ensemble
School:	Sunset Test School
Music Director:	Davine Davis
Special Requests:	

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. 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.

## 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. 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 22). 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. For percussion ensemble events you may have to add additional members to the ensemble as the program defaults to the minimum of 3. To do this select the '**add a member**' link until you have the correct

number required for the selection (**red** arrow, Figure 22). You will select the name by clicking on the drop down box (**green** arrow, Figure 23). After you have completed all information, select the 'update' (**blue** arrow, Figure 24) button in the top-right corner, then 'OK' and 'Back' buttons (**green** arrow, Figure 24). 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 25).

**Reminder:** For miscellaneous and percussion ensembles the number of individuals will default to 3. If the ensemble has more than 3 members you will need to click the 'add a member' link until you reach the correct number for the ensemble.

Figure 22

The screenshot shows a web browser window titled 'edit entry - Windows Internet Explorer' with the URL 'http://festivalmanager.com/mshsaa/src/edit\_entry.php'. The main content area is titled 'Ensemble' and includes several input fields and buttons. At the top right of the form are buttons for 'UPDATE', 'DELETE', and 'BACK'. Below these is a link '» view pml list'. The form fields include: 'Name:' with the value 'Percussion 5'; 'Type:' with a dropdown menu showing '73 - Percussion Ensemble'; 'Accompanist:' with a dropdown menu showing 'NONE'; '1 Prescribed Music Code:' with the value '10288' and the text 'Peters, M. A La Nanigo'; and '2 Prescribed Music Code:' with an empty field. Below these fields is a section for 'Ensemble Members' showing 'Min ensemble size: 3' and 'Max ensemble size: 8'. Underneath this section are two links: '» add a member' and '» remove checked member(s)'. A large red arrow points to the '» add a member' link. At the bottom of the form is a purple bar with the text 'MEMBER NAME'. The browser's status bar at the bottom indicates 'Internet | Protected Mode: On' and a zoom level of '125%'.

Figure 23

edit entry - Windows Internet Explorer  
http://festivalmanager.com/mshsaa/src/edit\_entry.php

## Ensemble

[» view pml list](#)

**Name:** Percussion 5

**Type:** 73 - Percussion Ensemble

**Accompanist:** NONE

**1 Prescribed Music Code:** 10288 *Peters, M. A La Nanigo*

**2 Prescribed Music Code:**

**Ensemble Members:** Min ensemble size: 3 Max ensemble size: 8

[» add a member](#) [» remove checked member\(s\)](#)

	MEMBER NAME	
1	<input type="checkbox"/>	--select--
2	<input type="checkbox"/>	--select--
3	<input type="checkbox"/>	Cage, John
4	<input type="checkbox"/>	Carpenter, Karen
5	<input type="checkbox"/>	Carpenter, Richard
		Cash, Johnny
		Cash, June
		Grainger, Percy
		Harrison, George
		Hill, Faith
		Jackson, Michael
		Jones, Davey
		Keith, Toby

Internet | Protected Mode: On 125%



Figure 24

edit entry - Windows Internet Explorer  
http://festivalmanager.com/mshsaa/src/edit\_entry.php

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

Name:

Type:

Accompanist:

1 Prescribed Music Code:  *Peters, M. A La Nanigo*

2 Prescribed Music Code:

Ensemble Members: Min ensemble size: 3 Max ensemble size: 8

» add a member    » remove checked member(s)

	MEMBER NAME
1	<input type="checkbox"/> Star, Ringo
2	<input type="checkbox"/> Stevens, Leigh
3	<input type="checkbox"/> Carpenter, Karen
4	<input type="checkbox"/> Cage, John
5	<input type="checkbox"/> Mercury, Freddy

Done Internet | Protected Mode: On 125%

Figure 25

MSHSAA Music Festival - Windows Internet Explorer

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

US Supreme Court Rulings

File Edit View Favorites Tools Help

Google Search Share More Sign In

Favorites MSHSAA - Admin MSHSAA Music Festival Web Slice Gallery

MSHSAA::Schools MSHSAA Music Festival

Find: jennifer curtner Previous Next Options

**Missouri State High School Activities Association**

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

Home Festival Entry Forms Schedule Adjudication Ratings Reports Feedback Profile LogOff Switch

**Entry Form: Solo & Ensemble - Vocal, woodwinds, brass, piano, percussion, strings**

SAVE SUBMIT DELETE BACK

» move to another festival » print invoice

Form Number: 13\_5868 Not Submitted:

Type: ensemble

School: Sunset Test School District : 2

Music Director: Davine Davis

Special Requests:

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

(Click on the name to edit the ensemble.)

	NAME	EVENT TYPE	ACCOMPANIST	SIZE
1	Cash girls 3	vocal - Girls Trio	*Smart Music	3
2	Percussion 5	percussion - Percussion Ensemble		5

Internet | Protected Mode: On 125%

You can list as many ensembles, as allowed per MSHSAA Festival Rules, on this one form, simply repeat the process. You may also remove members as well by checking on box beside the name and selecting '**remove checked member(s)**'.

Figure 26

edit entry - Google Chrome  
gylabs.com/festivalmanager/mshsaa/src/edit\_entry.php

**Ensemble** UPDATE DELETE BACK [» view pml list](#)

**Name:**

**Type:**

**Class:**

**Accompanist:**

**1 Prescribed Music Code:**  *Estes, Jerry Forget Me Not*

**2 Prescribed Music Code:**  *Farnell Arise, My Love*

**Ensemble Members:** Min ensemble size: 3 Max ensemble size: 3

[» remove checked member\(s\)](#)

	MEMBER NAME
1	<input type="checkbox"/> <input type="text" value="Cash, June"/>
2	<input type="checkbox"/> <input type="text" value="Hill, Faith"/>
3	<input type="checkbox"/> <input type="text" value="Carpenter, Karen"/>

Select the **SAVE** (yellow) button before you log-off the program to save your entry form (Figure 27).

Figure 27

MSHSAA Music Festival - Windows Internet Explorer

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

US Supreme Court Rulings

File Edit View Favorites Tools Help

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MSHSAA::Schools MSHSAA Music Festival

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**Missouri State High School Activities Association**

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

Home Festival Entry Forms Schedule Adjudication Ratings Reports Feedback Profile LogOff Switch

**Entry Form: Solo & Ensemble - Vocal, woodwinds, brass, piano, percussion, strings**

SAVE DELETE SUBMIT BACK

» move to another festival » print invoice

Form Number: 13\_5868 Not Submitted:

Type: ensemble

School: Sunset Test School District : 2

Music Director: Davine Davis

Special Requests:

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

(Click on the name to edit the ensemble.)

	NAME	EVENT TYPE	ACCOMPANIST	SIZE
1	Cash girls 3	vocal - Girls Trio	*Smart Music	3
2	Percussion 5	percussion - Percussion Ensemble		5

Internet | Protected Mode: On 125%

## 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 MSHSAA 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 (red arrow, Figure 30). 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** print off a copy of your invoice(s) and forward to your accounting office for 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

MSHSAA Music Festival - Windows Internet Explorer

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

US Supreme Court Rulings

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**Missouri State High School Activities Association**

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

Home Festival Entry Forms Schedule Adjudication Ratings Reports Feedback Profile LogOff Switch

**Entry Form: Solo & Ensemble - Vocal, woodwinds, brass, piano, percussion, strings**

SAVE DELETE SUBMIT BACK

» move to another festival

Form Number: 13\_5868 Not Submitted: print invoice

Type: ensemble

School: Sunset Test School District : 2

Music Director: Davine Davis

Special Requests:

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

(Click on the name to edit the ensemble.)

NAME	EVENT TYPE	ACCOMPANIST	SIZE
1 Cash girls 3	vocal - Girls Trio	*Smart Music	3
2 Percussion 5	percussion - Percussion Ensemble		5

Figure 29

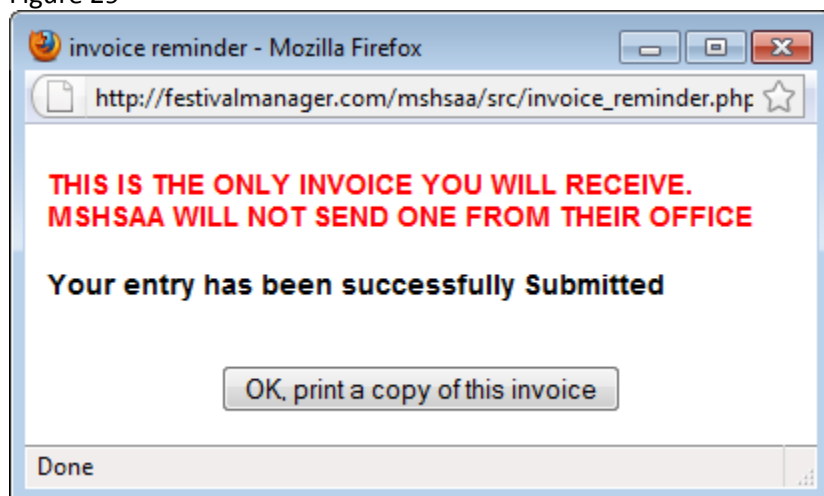
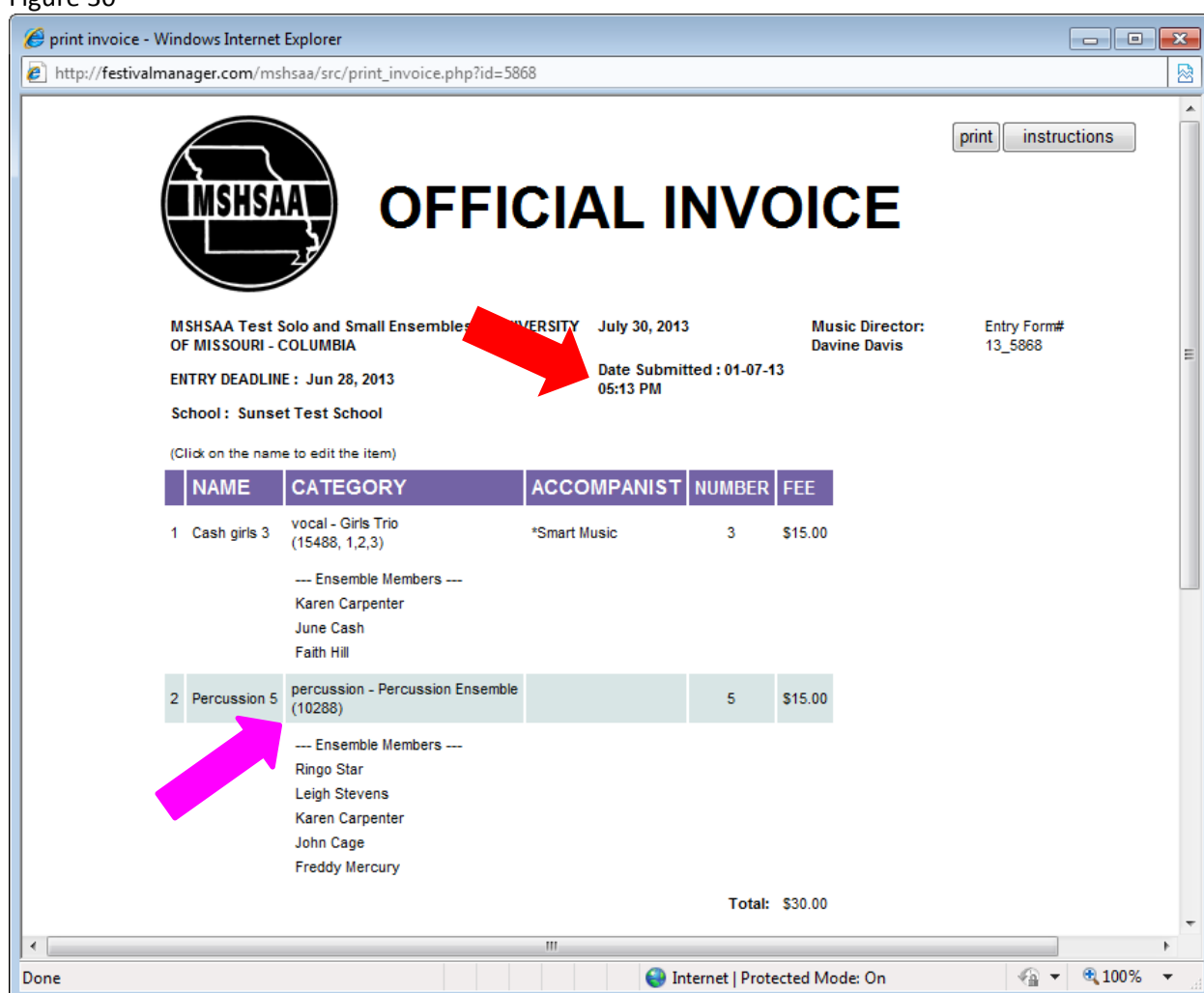


Figure 30



## FINAL REMINDERS

A copy of the invoice(s) should be printed and forwarded to your accounting office for payment to MSHSAA. 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'** (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.**

**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.

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	FESTIVAL	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
----------	--------

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, band, strings

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

[view large group selections](#)

**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>

Done

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**