



# MSHSAA State Solo/Small Ensemble Festival Entry Instructions

## General Information

These instructions will be helpful when entering solos or small ensembles that qualified for the 2019 MSHSAA State Music Festival. I encourage you to print a copy of these instructions as a reference when you begin to submit your entries.

The window to submit your state festival entries will open on **Tuesday, March 19, 2019** and close on **Tuesday, April 2, 2019, at 11:00 p.m CST.** Each school will be allowed to submit any omitted or late entries as outlined in Section 2-I of the MSHSAA Music Manual (late fees will be assessed). If you submit an event after the 11:00 p.m. deadline on April 3<sup>rd</sup> you will need to call the MSHSAA office immediately so that the late entry(s) can be approved and scheduled.

### IMPORTANT NOTICE

You must complete/submit your adjudicator evaluations for your district solo/small ensemble festival before you will be allowed to submit your state solo/small ensemble entries. Refer to "**Board Policy on Required Submittal of Adjudicators' Evaluations by Schools**" located on the music activities page for additional information.

## How to Access the MSHSAA Festival Manager:

Go to [www.mshsaa.org](http://www.mshsaa.org) and select the 'music activities' link. You will be taken to the Music Activities page where the MSHSAA Festival Manager Program link will be available. Simply click on the link and the Festival Manager home page should appear. You will log in with your user name and password as before.

**REMINDER:** You will need to verify your state entries prior to creating your entry forms. To do this, log onto MSHSAA Festival Manager and select the '**Status**' link located on the gray toolbar. Next select the link '**view my schedule**' located under the heading '**Schedule**' at the bottom of the page. You can sort the list by time so the event(s) appear in time order. If you have any ratings that are incorrect you will need to contact your festival manager immediately so it can be corrected on the website. You may also forward this information to the MSHSAA Office. A copy of the evaluation form must accompany the request to change a rating.

### REMINDER

You must complete/submit your adjudicator evaluations for your district solo/small ensemble festival before you will be allowed to submit your state solo/small ensemble entries. Refer to "**Board Policy on Required Submittal of Adjudicators' Evaluations by Schools**" located on the music activities page for additional information.

## **How to Enter a Solo Form:**

Entry procedures for state are similar to entering the district festival. After you log into the MSHSAA Festival Manager, you simply click on the '**Registration**' button at the top of the page. Once you have located your assigned festival day (the breakdown of days is located on the MSHSAA website under the 'Music Activities' link and is called "**MSHSAA State Solo and Small Ensemble School Assignment by Day**"). **Please verify you are entering on the correct day.** Once you have found your festival, simply click on the appropriate day and a screen called '**Entry Forms**' will appear; select '**create a new entry form**'.

**PLEASE REMEMBER THAT SOLOS AND ENSEMBLES USE 2 DIFFERENT ENTRY FORMS.**

**It is not necessary to create a new entry form for each event. Place all solo events on the solo form and all ensemble events on the ensemble form. You should only have a maximum of 2 forms to submit (one solo and one ensemble).**

A new screen will appear, on this screen you will be asked to choose what kind of form you wish to create (solo or ensemble). The default is set for solo. Beside the '**Scheduling Details**' you will need to indicate if your school is planning to stay overnight. If you select '**yes**', additional information will appear for you to enter the hotel information. You will need to select which night on the drop down screen. Your choices will be the night **prior** to your assigned festival day or the **evening of** your assigned festival day. Please make sure you have selected the appropriate date as this is one of the criteria used in determining when your events will be scheduled. If you fail to enter this information on all forms your events may be scheduled incorrectly. Once the schedule is published there is little that can be done to move events.

If your school is staying overnight **prior** to your festival day, you will need to indicate which hotel your school will be staying at. This will allow MSHSAA to contact you if anything unexpected should arise regarding the festival. **Do not mark your school as staying overnight if you do not plan to do so.** This creates difficulties in scheduling events for those schools that really are staying overnight.

If you have any special request (student in wheelchair, crutches, etc.) you will need to indicate those in the box provided.

**PLEASE NOTE: Read/review Section 2-E-4 in the MSHSAA Music Manual regarding special requests. Due to the large number of events participating; our office **cannot** honor requests for special times due to other school activities. I thank you in advance for your cooperation and understanding regarding this matter.**

Once you have completed all information on this page select the '**create**' button located in the top right hand corner of the screen. The program will now create an official entry form, with a unique form ID number, hit '**OK**'.

If you have inadvertently selected the incorrect festival date a message bar will appear telling you which festival day to enter. You will need to go back to the '**Registration**' tab and select the correct date.

The new form has been created, but is basically 'blank'. It has your school name, your name and other information; but no solos appear on the entry form. To add a soloist, select '**add soloists**'. A new soloist screen will appear simply select the drop down box and a list of soloist who received a Division I rating at districts will appear.

**Please verify that all soloists that received an Exemplary rating appear in the drop down box. If not please contact your district festival manager immediately.**

Select the soloist from the list and the information will appear in the box. Select '**Create**' and '**ok**'. If you are changing accompanist or pml selections you will need to do so here. Remember an accompanist may accompany a total of **20 entries** per festival day. If you are sharing an accompanist with another school or multiple schools assigned to your festival day it is your responsibility to ensure this rule is followed. Please take a few minutes to make sure the accompanist is listed correctly because once the festival is scheduled it will be extremely difficult to change the accompanist and not create a conflict in the schedule. This may result in your entry being re-scheduled to the end of the day. If the soloist information appears to be correct select '**update**' and '**back**' buttons. The entry will appear on the '**Entry Form**'.

If you need to make a **change** in any entry prior to submitting your form you will select the name of the event and the '**edit entry**' screen will appear. Once all information has been updated select '**update**' located at the top right hand corner of the box. You will continue this process until all soloists have been entered and appear on the '**Entry Form**'. After all your solos have been entered select the **yellow 'SAVE'** button located at the top of the entry form. This will save everything appearing on the main entry form.

At this time I highly recommend that you **PRINT** an invoice to **POST** in your room to allow the students to **PROOF** prior to submitting your entries. Once the entry deadline has passed **NO** late entries will be accepted expect as outlined in Section 2-I of the MSHSAA Music Manual. After the proofing is complete and all entries are correct you will need to submit your entries using the **green 'Submit'** button located in the top right hand corner of the '**Entry Form**'.

**YOU HAVE NOT OFFICIALLY ENTERED THE FESTIVAL UNTIL THE ENTRY FORM HAS BEEN SUBMITTED (Select the **green 'Submit'** button).**

Once you have selected the submit button on your entry form a pop-up window will appear asking you to print a copy of this invoice. Please print this invoice immediately. The invoice serves **two** purposes **1)** it is your verification of entries, and **2)** a copy should be forwarded to your business office to match up with the MSHSAA Invoice. Your school will be invoiced for your entries. **Each invoice number should be referenced with your payment.**

Payment shall be submitted directly to the MSHSAA Office. Payment does not have to be received prior to your state festival date. The address is provided on the invoice. Please include the invoice number(s) with your payment as this will assist our accounting department in designating where the payment is being applied (i.e. state music, state speech/debate, etc.). You should provide a copy of all invoices to your accounting department at your school. That is all you have to do. By clicking on the '**Status**' button at the top of the screen, located on the gray toolbar, you will see the status of your entry form. It will show if your form is '**not submitted**', '**waiting to be scheduled**' or '**scheduled**'. If you misplaced your entry form/invoice you may also print a new copy by selecting the form number located in the left hand column. A pop-up window will appear allowing you to print the form. Once you get an email from me telling you the festival is scheduled, simply go to the bottom of the '**Status**' page to view your schedule.

**ALL ENTRY FORMS MUST BE SUBMITTED BY 11:00 P.M. CST ON TUESDAY, APRIL 2<sup>nd</sup>.**

## **IMPORTANT NOTICE**

You **must** complete/submit your adjudicator evaluations for your district solo/small ensemble festival **before** you will be allowed to submit your state solo/small ensemble entries. Refer to "**Board Policy on Required Submittal of Adjudicators' Evaluations by Schools**" located on the music activities page for additional information.

### **How to Enter an Ensemble Form:**

Entry procedures for state are almost exactly the same as entering the district festival. After you log into the MSHSAA Festival Manager, you simply click on the '**Registration**' button at the top of the page. Once you have located your assigned festival day (the breakdown of days is located on the MSHSAA website under the '**Music Activities**' link and is called "**MSHSAA State Solo and Small Ensemble School Assignment by Day**"). **Reminder this is a new format this year so you will need to verify you are entering on the correct day.** Once you have located your festival, simply click on the appropriate day and a screen called '**Entry Forms**' will appear; select '**create a new entry form**'.

**PLEASE REMEMBER THAT SOLOS AND ENSEMBLES USE 2 DIFFERENT ENTRY FORMS.**

**It is not necessary to create a new entry form for each event. Place all solo events on the solo form and all ensemble events on the ensemble form. You should only have a maximum of 2 forms to submit (one solo and one ensemble).**

A new screen will appear, on this screen you will be asked to choose what kind of form you wish to create (solo or ensemble). The default is set for solo so be sure to select the radio button next to ensemble. Beside the '**Scheduling Details**' you will need to indicate if your school is planning to stay overnight. If you select '**yes**', additional information will appear for you to enter the hotel information. You will need to select which night on the drop down screen. Your choices will be the night **prior** to your assigned festival day or the **evening of** your assigned festival day. Please make sure you have selected the appropriate date as this is one of the criteria used in determining when your events will be scheduled. If you fail to enter this information on all forms your events may be scheduled incorrectly. Once the schedule is published there is little that can be done to move events.

If your school is staying overnight **prior** to your festival day, you will need to indicate which hotel your school will be staying at. This will allow MSHSAA to contact you if anything unexpected should arise regarding the festival. **Do not mark your school as staying overnight if you do not plan to do so.** This creates difficulties in scheduling events for those schools that really are staying overnight.

**REMINDER:** If you fail to mark **both** forms (solo and ensemble) as 'overnight' the computer will only schedule those events marked overnight and split your entries. Once the schedule is published it will be difficult to move entries to correct this error.

If you have any special request (student in wheelchair, crutches, etc.) you will need to indicate those in the box provided.

**PLEASE NOTE: Read/review Section 2-E-4 in the MSHSAA Music Manual regarding special requests. Due to the large number of events participating; our office **cannot** honor requests for special times due to other school activities. I thank you in advance for your cooperation and understanding regarding this matter.**

Once you have completed all information on this page select the '**create**' button located in the top right hand corner of the screen. The program will now create an official entry form/invoice, with a unique ID number, hit '**OK**'.

If you have inadvertently selected the incorrect festival date a message bar will appear telling you which festival day to enter. You will need to go back out and under '**Registration**' select the correct date.

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 the entry form. To add an ensemble, select '**add ensemble**'. A new ensemble screen will appear; simply select the drop down box and a list of ensembles that received a Division I rating at districts will appear.

**PLEASE VERIFY THAT ALL ENSEMBLES THAT RECEIVED A EXEMPLARY RATING APPEAR IN THE DROP DOWN BOX. If not please contact your district festival manager immediately.**

Select the ensemble from the list and the information will appear in the box. Select 'Create' and '**ok**'. If you are changing accompanist, PML numbers or members of the ensemble you will need to do so here. Remember an accompanist may accompany a total of **20 entries** per festival day. If you are sharing an accompanist with another school or multiple schools assigned to your festival day it is your responsibility to ensure this rule is followed. Please take a few minutes to make sure the accompanist is listed correctly because once the festival is scheduled it will be extremely difficult to change the accompanist and not create a conflict in the schedule. This may result in your entry being re-scheduled to the end of the day.

To update a member of the ensemble you will need to select the drop down box beside the member you wish to change. **Do not place a check by the name and remove the individual. You cannot add members at this point; only change.**

If the ensemble information appears to be correct select '**update**', '**OK**' and '**Back**'. The entry will appear on the '**Entry Form**'. If you need to make a change in any entry prior to submitting your form you will select the name of the event and the '**edit entry**' screen will appear. Once all information has been updated select '**update**' located at the top right hand corner of the box, **OK** and the '**Back**' button. You will continue this process until all ensembles have been entered and appear on the '**Entry Form**'. After all of your ensembles have been entered select the **yellow 'SAVE'** button located at the top of the entry form. This will save everything appearing on the main entry form.

At this time I highly recommend that you **PRINT** an invoice to **POST** in your room to allow the students to **PROOF** prior to submitting your entries. Once the entry deadline has passed **NO** late entries will be accepted. After the proofing is complete and all entries are correct you will need to submit your entries using the **green 'Submit'** button located in the top right hand corner of the '**Entry Form**'.

**YOU HAVE NOT OFFICIALLY ENTERED THE FESTIVAL UNTIL THE ENTRY FORM HAS BEEN SUBMITTED (Select the **green 'Submit'** button).**

Once you have submitted your entry form a pop-up window will appear asking you to print a copy of this invoice. The invoice serves **two** purposes **1)** it is your verification of entries, and **2)** a copy should be forwarded to your business office to match up with the MSHSAA Invoice. Your school will be invoiced for your entries. **Each invoice number should be referenced with your payment.**

Payment should be submitted directly to the MSHSAA Office. Payment does not have to be received prior to the state festival. The address is provided on the invoice. Please include the invoice number(s) with your payment as this will assist our accounting department in designating where the payment is being applied (i.e. state music, state speech/debate, etc.). That is all you have to do. By clicking on the '**Status**' button at the top of the screen, located on the gray toolbar, you will see the status of your entry form. It will show if your form is '**not submitted**', '**waiting to be scheduled**' or '**scheduled**'. If you misplace your entry form you may also print a new copy by selecting the form number. A pop-up window will appear allowing you to print the form. Once you get an email from me telling you the festival is scheduled, simply go to the bottom of the '**Status**' page to view your schedule.

**ALL ENTRY FORMS MUST BE SUBMITTED BY 11:00 P.M. CST ON TUESDAY, APRIL 2<sup>nd</sup>.**

If you have any questions or problems, please call the MSHSAA office at 573-875-4880.