

**INSTRUCTIONS FOR ENTERING  
SOLO & ENSEMBLE CONTESTS – 2011-12**

1. Bands – see “Band Solo & Ensemble Site Assignment” on website. Be sure to enter the correct contest.
2. Piano events participate with the Choir contest but are entered in the separate Piano S&E Contest; guitar events enter Orchestra contest. Twirlers enter the Region 4 contest.
3. Fees - \$10 per solo; \$6 per ensemble member. **Fees should be paid no later than contest day.**
4. UIL rules allow for late solo & ensemble entries as follows:
  - A. **Inadvertently omitted** entries will be accepted up to the day of the contest provided that the school has already submitted entries by the official deadline, and that the additional entries do not disrupt the schedule.
  - B. **Late Fees will be due no later than the day of the contest** – \$20 per solo; \$10 per each ensemble member
  - C. **Submit late entries after the deadline date by entering them in the applicable “Late” solo & ensemble contest on uilforms.com. Click on “Review Entries” after submitting late entries; then click “Print Invoice” – fees for the LATE ENTRIES will be automatically calculated and you can use this invoice to process payment.**
5. **Title changes** will be allowed until 7 days before the contest. **NOTIFY BONNIE BY EMAIL** with any changes, indicating **name of student, new title, & new PML #** in the email – Bonnie will correct the entry and a new official judge form will be printed. **Do not expect to change titles on the day of the contest!!**
6. **30 days before the contest** (see Schedule Page for deadlines), complete your entries using the on-line entry system ([www.uilforms.com](http://www.uilforms.com)) on the website. Before you can enter contest, you must be registered as a director on uilforms.com. **Only one director’s log-in should be used for entering all events!**
7. After submitting all your events, go to “Review Entries”; you can check for accuracy, make sure all students are entered, titles are correct, etc. Then click “Print Invoice” – this will serve as your official paperwork to request payment of fees – fees will be automatically tabulated. **IMPORTANT: Print two copies of the invoice – one to turn in for payment, and one for your records. FEES SHOULD BE PAID NO LATER THAN CONTEST DAY, INCLUDING LATE FEES.**
8. **ONLY 9<sup>th</sup> graders may enter class 3 solos with these exceptions:**
  - A. FIRST YEAR 10<sup>th</sup> grade music students may enter class 3 solos
  - B. Instrumentalists (grades 9-12) performing on a secondary instrument may enter a class 3 solo.
9. On the day of the contest, bring 1 copy of the official **Form 1**, listing all eligible students who will perform. Principal must sign this form. Signed Form 1 may be mailed or faxed prior to contest.
10. All evaluation forms will be printed for you – DO NOT bring your own forms to use at the contest.
11. Be sure and remember to change the default “dummy” student name from “Bob Edwards” to your actual students’ names during the entry process!
12. Indicate accompanist names and AM or PM preference, but - **LARGE SCHOOLS – PLEASE DO NOT EXPECT ALL OF YOUR EVENTS TO BE SCHEDULED BEFORE NOON!** This creates an impossible situation for the contest host. Every effort will be made to accommodate individual students’ scheduling needs.
13. ***PRINT A COPY OF YOUR ENTRIES (“REVIEW ENTRIES”) AND POST IT SO STUDENTS CAN VERIFY ACCURACY AND THAT THEY ARE ENTERED!***