**REGION 27 ENTRY PROCEDURES CONCERT & SIGHTREADING**

**ENTRY DEADLINES:**

ALL entries must be submitted online, and checks for fees postmarked, **no later than 30 days prior to the first day of competition.**

**HOW TO ENTER THE EVENT:**

**ENTER VIA www.TexasMusicForms.com or through Charms.**

1. 1)  Register your school. Enter all of your Director Info. Be sure you register only once, and that you have **only**

**one username and password** per director per campus.

1. 2)  **IMPORTANT:** The name of the director whose profile is used to enter an event will be displayed as the conductor of that ensemble! Therefore, if there are multiple directors from a school with multiple ensembles, the primary conductor of each specific ensemble should be the one doing the online entry! There will be an option to add additional directors’ names during the process.
2. 3)  Enter the requested info for Certification Form 1.
3. 4)  Then go to the correct Concert & S.R. entry section, and begin entering the requested info on the **Form #4**. **Completing just a Form #1 does not generate an entry. It MUST be Form #4.** There is a place for all pertinent information, and you must fill in every space. We will know that your music is listed correctly, because it is taken straight from the PML integrated into the program. Be sure to LIST ALL MOVEMENTS!
4. 5)  Once you have completed your online entry, you will be able to view your forms, including the **Invoice Form 1A**. Click on "Review Entries," and print out your **Invoice Form 1A to send with your entry fees. Your total amount due will appear in the INVOICE FORM 1A, which automatically computes the total of your group entry fee, state organization fee, and your audio recording. (NOTE: Be sure that secretaries, bookkeepers, and/or accounts payable clerks generate your checks and purchases orders ONLY from the INVOICE FORM 1A!**
5. 6)  The system should generate an auto-response confirmation email to you, letting you know that your entries have been submitted. This is your official entry confirmation. We will personally contact you only if we encounter any problems. If you do NOT receive this automatic confirmation, contact Jim Van Zandt!

**MAIL your INVOICE FORM 1A and your check to the Region Executive Secretary prior to the deadline. Checks must exactly match the amount shown in Invoice Form 1A! Purchase orders do not constitute payment.**

**Make checks payable to and Mail to:**

**UIL Music Region 27**

**205 Montalcino BLVD**

**Austin, TX 78734**

7) You may also send your Form I signed by your principal. However, you have the option of sending it later or submitting the day of the contest. if eligibility could change between the entry deadline and the first day of competition.