

UIL MUSIC REGION 27 HELPFUL REMINDERS

LEARN WHICH ACTIVITIES ARE UIL AND WHICH ARE TMEA.

REGISTERING AND ENTERING ON LINE

- Use standard rules of capitalization (DO NOT USE ALL CAPS OR all lower case).
- **If you forget your registration use the process to retrieve it or contact me. Do not register again.**
- Director of each group should use their log in or edit entry to get the correct name for the program and entry forms. Whatever log in is used is the name that will appear on the uil forms for the contest and for the program.
- If multiple directors are conducting a group there is a field for additional directors when you enter. They will appear on your forms and in the state report.
- Classification errors. **If you are at two different schools register for each school with the correct classification.**
- **Make sure you enter the correct contest! Look carefully at the names of the contests.**
- Designate movement(s) or specific piece(s) from a collection that you are doing on the Form 4. Click in the title area to edit. You do not have an entry unless you do that. For S&E this will not be required, but for C&SR it is an absolute requirement.
- Enter uil id codes for on the list pieces.
- For off the list pieces enter “director choice.”
- Make sure your entry conforms to the minimum performance requirements for the classification of your group.
- Vocal directors, be sure to designate correct sight-reading voicing (no TTB for high school).
- Vocal directors, be sure to enter correct number of students so there is enough sight-reading music. Include students that are currently ineligible, but may regain eligibility so there will be enough sight-reading music.
- If you do not fill out the number 2, 3, 4, or 6 forms you will not have an entry. If you only complete the number 1 form, you do not have an entry.
- To check your entries, go to uilforms.com. Log in and click on review entries. If you get a message “You do not have any entries,” there is a problem.
- Check the spelling of your name, the school, city, composers, and pieces.
- Each entry has a unique entry number. If you go back in to change pieces at any time be sure you are changing the pieces on the correct entry.
- When clicking on entries make sure you click on the right piece.
- When communicating changes of pieces include the **uil id code**, not just the name of the piece.
- For title changes email information to the executive secretary as soon as it is known.
- There is nothing to mail other than your check for payment. Do not use certified mail.

FOR CONCERT AND SIGHT READING CONTESTS

- Order scores way ahead of time.
- Check scores you get in from the music store to make sure they are the correct arrangement, etc.
- Make sure scores are the correct version (string orchestra for string orchestra not full orchestra score, etc.)
- Make sure all the pages of the score are there and in order.
- Be sure measures are numbered in your scores.
- Submit requests for special scheduling **by email by the entry deadline.** Use the form on the region 27 website. “Request for Change”.
- If you order your scores and they do not come in or they are out of print, bring proof of order (purchase order or letter stating that they are on order) to the contest. You must submit proof of purchase after they come in as well as certify that the copies will be destroyed after contest use.
- If you have students with modifications for sight reading let me know in plenty of time by email.

LATE FEES

- School entries - \$50.
- Solo and Ensemble individual entries- \$5 additional per solo and \$5 additional per ensemble member. (Total then is \$15 per solo and \$15 per ensemble member.

WHAT YOU ENTER BY THE DEADLINE IS WHAT YOU PAY FOR PLUS ANY LATE ENTRIES AND LATE FEES.

FEES ARE DUE ON OR BEFORE THE ENTRY DEADLINE.