

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 <https://www.texasmusicforms.com/> or <https://www.charmsoffice.com/>

1. If you are new to your school or have changed jobs, register your school. Enter all of your Director Information. Be sure you register only once, and that you have **only one username and password** per director per campus.
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.
3. Enter the requested info for Certification Form 1.
4. Then go to the correct Concert & Sightreading 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 unless it is your 'Director's Choice' selection. Be sure to **LIST ALL MOVEMENTS!**
5. Choir directors are required to enter sightreading voicing, number of students and accompanist on their entry. This is required no later than the 30 day deadline.
6. 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**)
 - Note: For Marching and Concert & Sightreading, SBISD and CFISD Fine Arts Office will pay all entry fees in one check. SBISD and CFISD directors are responsible for requesting fees for Solo & Ensemble.
7. 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.

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: UIL Music Region 27

Mail to:

**UIL Music Region 27
Attention: Mary Running
16509 Cornwall Street
Jersey Village, TX 77040**

7) Please email your Form 1 signed by your principal to uilmusicregion27@gmail.com . However, you also have the option of emailing it later or submitting a revised copy on the day of the contest should eligibility change between the entry deadline and the day of the competition.