

UIL MUSIC REGION 27 HELPFUL REMINDERS

UIL Entries through either TEXASMUSICFORMS.COM or [**Charms Office Assistant](#)

- Use standard rules of capitalization (DO NOT USE ALL CAPS OR all lower case).
- **If you forget your login and password, use the process to retrieve it through the system. Do not register again.**
- The primary director of each group should use their login to enter the group. **Whoever's 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.
- Look at your profile and make sure your classification is correct. There are some 'glitches' in the system. So check this please.
- **If you are at two different schools register for each school using different user names and passwords.**
- **Make sure you enter the correct contest! Look carefully at the names of the contests.**
- For Concert & Sightreading, designate movement(s) or specific piece(s) from a collection that you are doing on Form 4. Click in the title area to edit. Failure to list movements causes confusion. 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.

[Concert & Sight-Reading — Music — University Interscholastic League \(UIL\) \(uiltexas.org\)](http://uiltexas.org)

- 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
- 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 and capitalization rules 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 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.
- All scores must be copyright compliant. If you utilize music from the public domain or from an electronic download, it must be accompanied by documentation for each judge. Permission to copy POP music can only be given by the copyright holder, not by a vendor. Permission to copy scores that have been ordered may be granted by either the copyright holder or the vendor.
- 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 fillable form on the region 27 website. "Request for Change". Make sure it goes to the proper people for signatures.
- If you have students with modifications for sight reading let me know in plenty of time by email.

LATE FEES

- Solo and Ensemble individual entries- \$5 additional per solo and \$5 additional per ensemble member.

THERE ARE NO REFUNDS AFTER THE ENTRY DEADLINE.

FEES SHOULD BE REQUESTED WHEN YOU ENTER.