

UIL MUSIC REGION 27 HELPFUL REMINDERS

UIL Entries are done through www.texasmusicforms.com

- Use standard rules of capitalization (DO NOT USE ALL CAPS OR all lower case).
- **If you forget your login contact your Region Executive Secretary.**
- **If you forget your password, use the reset feature on the Texas Music Forms Website**
- The primary director of each group should use their login to enter the group. They will be listed first.
- Additional directors may be added when you enter. They will appear on your forms and in the state report.
- If your school classification changes (MS/JH), please let me know asap.
- If you are new to Region 27 or new to your school, your account must be set up by the executive secretary. Complete this Google Doc to request a new account: <https://forms.gle/1XYSFYzKDKUUC6KUA>
- **Make sure you enter the correct contest! Look carefully at the names of the contests.**
- For Concert & Sightreading and Solo & Ensemble, designate movement(s) or specific piece(s) from a collection. Failure to list movements causes confusion.
- Enter using the UIL id codes for all selections from the PML—even if it is your ‘Choice Piece’ for Choir & Orchestra.
- For off the list pieces enter “director choice or march.”
- 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 your spelling and capitalization.
- Each entry has a unique entry number. If you request a change of music, make sure you are referring to 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 and no later than 7 days prior to the first day of the contest.
- 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.