

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 are a returning director at the same school and forget your login click this link: [Director Account Password Setup and Recovery - TexasMusicForms](#).**
- **If you forget your password: [Director Account Password Setup and Recovery - TexasMusicForms](#)**
- 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/8EgeNQ7rRr7pyvL9>
- **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 \(UIL\) \(uiltexas.org\)](#)
- 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 TEXASMUSICFORMS.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, it must be accompanied by documentation for each judge. You can get documentation of Public Domain online through IMSLP or other sources including the Marine Band website.
- If you utilize electronic downloads, then you must purchase enough copies for yourself, your students and the judges. However, some publishers grant unlimited copies for one fee. That information must be notated on the judge's copies.
- If you utilize an arrangement from someone who has rescored a selection in the Public Domain-then you must have their permission to copy that score.
- 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-but not arrived in time-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.** [Request for Date or Time Change – UIL Music Region 27](#)
- If you have students with special music modifications for sightreading let me know in plenty of time by email. Requests for enlarged music/special colors only need to go to me-you do not need to submit a form to Austin.
- Other requests for accommodations should go to Dr. Kent in Austin: [Academics - Request for Accommodation Process — University Interscholastic League \(UIL\)](#) This is for both Solo & Ensemble AND Concert & Sightreading.

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.