



## MSVMA Scheduling Website Musical Theatre Solo & Ensemble Registration

On the MT S&E page of the MSVMA website click on the registration button, or click [here](#). Enter your username, which is the same email that you use to log into MSVMA.org, and your password for the scheduling website.

1. To register for MT Solo & Ensemble, look to Member Tools in the left menu, and select the “Register for Festival” option.

2. From the dropdown list, select which school you will register for the festival, then choose “**State Solo & Ensemble.**” If you have more than one school, be sure to come back and do this again for your second school.

### Register for Festival

3. On the next screen, select a festival from the available options in the “select a festival” dropdown. Only festivals open to registration for the previously specified school will display.

4. Enter performance details on the “Register for Solo Ensemble” screen.

### Register for Solo Ensemble

Select a section you wish to add an event to:

Saturday - Monroe High School (11/13/2021) ▼

Event Type

Select an event type ▼

Participants

Enter first and last name and click Add for each participant. Solo (1 person), Small Ensemble (2-5 persons), Large Ensemble (6-20 persons)

Performer Name

Add

For Multi School Events  
Add Performer From  
Another School

Ensemble Name (Optional)

Selection #1

Selection #2

Accompaniment

Choose the type of accompaniment you need, if any. If you know the name of your accompanist at this time, you may enter it in the space provided. To accommodate scheduling and to avoid conflicts an accompanist is limited to 5 events for a half day and 10 events for a full day.

- No Accompaniment  
 Accompanist

Time Preference

*This is only a request and does not guarantee when your performance will be*

- No Preference  
 Early  
 Late

This event will perform for Comments Only

Register Event and Create Another

Register Event and Exit

Cancel

5. Enter each performer’s name in the Participants box. **THIS STEP IS IMPORTANT FOR CONFLICTS IN SCHEDULING.** Every student participating in an ensemble must be added for the program to identify potential conflicts. The first time a name is entered, a popup box will ask for the first name, last name, grade and graduation year (or year leaving middle school for MS only directors). Existing names will pre-populate while typed. HIT ADD to add the performer to the event.

6. For Multi-School Events, the registering school's director will add the names of students from other schools by using the "Multi-School Event Add Performer From Another School" option, which allows students from the non-selected school onto the participant list.
7. Enter accompanist:
  - a Be accurate when entering Accompanist Name (spelling counts!) and follow the accompanist limits (5/half-day 10/full-day)
  - b DO NOT USE TBA or TBD or unknown for accompanists - the system ignores those which can create conflicts
  - c If you have accompanist conflicts due to entering the same person in multiple ways we cannot guarantee that those conflicts can be resolved
8. Enter the name of an ensemble in the space provided if applicable.
9. To add another event, select the "Save and Create Another" button. Otherwise, choose "Save and Exit" to return to the dashboard.
10. To generate an invoice, select "My Invoices" from the Member Tools menu. Filter results by selecting the year, whether or not to show paid invoices, and select the "Search" button to view relevant invoices. The results will include a description, appropriate school, cost, and a "Generate Invoice" button. Once you generate an invoice, you will not be able to add events to that particular invoice.

### My Invoices

- You have outstanding items that don't yet have an invoice generated.
- To pay for these items Click Generate Invoice.

Year Show Paid

2019

[Search](#)

Combine Selected Invoices Items

[CREATE SEPERATE INVOICE](#)    Invoice: 3    Status: No Invoice has been generated    [GENERATE INVOICE](#)

Description	School	Ensemble	Cost	
<input type="checkbox"/> Utica Eisenhower HS Test D16 Solo Registration: 9	Utica Eisenhower HS	Solo Jasmyn Malmgren	\$20	<a href="#">DETAILS</a> <a href="#">EDIT</a> <a href="#">DELETE</a>
<input type="checkbox"/> Utica Eisenhower HS Test D16 Small Ensemble Registration: 10	Utica Eisenhower HS	Small Ensemble Carson Dietz Marina Terenzi	\$35	<a href="#">DETAILS</a> <a href="#">EDIT</a> <a href="#">DELETE</a>
<b>Total: \$55</b>				

11. Click the box to certify that the students that you are registering are in good standing in the vocal music program at the school for which they are registered.
12. Click the box to certify that you have secured the appropriate number of copyright compliant scores for your events.
13. Choose whether you would like to pay by check or by credit card.

14. Once the invoice is generated, there is a "Print Invoice" button at the top of the page. **You no longer need to collect signatures or mail your invoice to complete your registration.** If you paid by card, you will automatically be marked as paid in the system and you are all set. If you are paying with a PO or check you will need to mail that to the address on the invoice. It is helpful to include a copy of the invoice with your payment, but is not required.
15. At any time, you can choose the "View Invoice" button on your "My Invoices page" to see the full invoice or reprint.
16. You may edit repertoire by going to your S&E Registration History and clicking the edit button next to the appropriate event. This will not be available once you are within one week of the first day of your festival.