



MSVMA Scheduling Website State Solo & Ensemble Registration

Login to the scheduling website.

1. To register for State 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.”

Register for Festival

A screenshot of the 'Register for Festival' web form. At the top, there is a 'School' label above a dropdown menu with the text 'Select a School' and a downward arrow. Below the dropdown are four orange buttons arranged in a 2x2 grid. The buttons are labeled 'District Choral', 'District Solo & Ensemble', 'State Choral', and 'State Solo & Ensemble'.

3. On the next screen, select a festival from the available options in the “select a festival” dropdown. You may select any site that you prefer for your state festival. Registrations can not be moved to a different festival, so please be sure to select the site that you plan to attend.
4. Select the Section – Friday night or Saturday.
5. You will see a list of your events that qualify for State S&E. Click the register button to register the events that intend to perform at the state level.
6. Complete the registration page:
 - a. Select the event type. There are two options for each event type:
 - i. **Solo** – this is the standard State solo option
 - ii. **Solo All-State** – this is for students interested in performing as part of the MSVMA All-State Festival
 - iii. The same applies for Small and Large Ensembles
 - b. Update repertoire – only one selection can be the same as district S&E
 - c. Select Sight reading level
 - i. All-State events must sightread at the Intermediate or Advanced level
 - d. Update accompanist –
 - i. Be accurate when entering Accompanist Name (spelling counts!) and follow the accompanist limits (5/half-day 10/full-day)
 - ii. DO NOT USE TBA, TBD, Accompanist 1, or unknown for accompanists - the system ignores those which can create conflicts - USE a real name!
 - iii. If you have accompanist conflicts due to entering the same person in multiple ways we cannot guarantee that those conflicts can be resolved

7. To add another event, select the “Save and Create Another” button. Otherwise, choose “Save and Exit” to return to the dashboard.
8. Registrations are non-transferrable - the student registered cannot be replaced by another student.
9. To generate an invoice, select “My Invoices” from the Member Tools menu on the left side of the homepage. Filter results by selecting the year, whether 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.
10. 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.
11. Click the box to certify that you have secured the appropriate number of copyright compliant scores for your events.
12. Choose whether you would like to pay by check or by credit card.
13. 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.
14. At any time, you can choose the “View Invoice” button on your “My Invoices page” to see the full invoice or reprint.
15. 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.