



MSVMA Scheduling Website District and State Event Transfers

DISTRICT EVENT TRANSFERS

Districts are encouraged to remain with their home district whenever possible. However, there may be extenuating circumstances that necessitate a district transfer for Solo and Ensemble or Choral Festival. Reasonable accommodations will be granted when plausible. Possible reasons may include, but are not limited to:

- District or county breaks
- Choral program travel arrangements made prior to the MSVMA calendar published date
- State or regional testing dates

Transfers should not be granted due to personal preference, venue preference, busing, choral program calendars, accompanist availability, etc. Additionally, the District Managers of the home and transfer districts may decline the transfer request if it will cause undue hardship to either district due to room constraints, adjudicator staffing differences, or financial hardship as a result of the transfer.

If a school wishes to transfer to another district for district festival, the following steps must be completed:

- Compose an email to the president elect, your district manager, and the manager of the district that you wish to transfer to and explain your request. Both district managers involved must grant permission for the transfer. (Email addresses can be found on the MSVMA website under the “Home” menu.)
- Once the transfer is approved go to the “Request Festival Transfer” area under the Member Tools main menu on the left side of the scheduling website - click [here](#).
- Click “Create New Request.”
- Complete the form and click “Submit.” This must be done between October 1 and November 15.
- Shortly after November 15, the President Elect will verify that the requested transfers had been approved.
- Once all requests have been verified, they will be marked as such and the transfer festival site will appear as an option when you are registering an event for the festival.

STATE EVENT TRANSFERS

For State Festivals you may choose the site that is most convenient for your school without a transfer request. You will be able to make the selection when registering for the state festival. You may take some events to one festival and others to a different one if needed for student scheduling purposes.

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