

INSTRUCTIONS FOR ENTERING CONCERT & SIGHTREADING EVALUATIONS

1. Login to www.texasmusicforms.com using your personal username and password. **Remember that your name, as the director of a group, will appear on all forms exactly as you typed it on your registration.** The person who logs on to texasmusicforms.com and submits the entry is whose name will appear as the director on the forms. *There is a place to list additional directors for a group when you complete your contest entry form at www.texasmusicforms.com.*
2. Log on to www.texasmusicforms.com and click on the appropriate Concert & Sightreading Contest. You will click on “**Form 4**” to submit your entry for C&SR; the **Sightreading Form 5** is automatically created when you submit your **Form 4**.
3. Region 25 uses the following designations for non-varsity groups:
Non-Varsity, Sub Non-Varsity A, Sub Non-Varsity B, Sub Non-Varsity C, etc.
A Non-Varsity group must be entered before you may enter a Sub Non-Varsity.
4. After submitting your entry(ies), click on “Review Entries;” then click “Print Invoice.” The system automatically calculates your fees and creates an invoice that you can use as your official paperwork to request payment. **Print two copies – one for your payment request and one for your records.** You do not need to mail a copy of the invoice to Roy Renzenbrink.
5. **Entry fees** are listed on the Contest Schedule Page and each Division’s page.
6. **One week prior to the day of your contest date**, email one copy of the **Announcer’s Script & Stage Setup for Concert/Sightreading** to the contest host. This form is found on the UIL Region 25 Music website.
7. **On the day of the contest bring** one copy of the **Form 1** listing all eligible students who will perform. **THIS FORM SHOULD BE SUBMITTED TO THE CONTEST OFFICE BEFORE YOUR SCHEDULED PERFORMANCE TIME.** Your school Principal or Superintendent must sign the Form 1. **The signed Form 1 may be emailed to Roy Renzenbrink prior to the contest date.**
8. Don’t forget to turn in 3 sets of original “judges scores” **with measures numbered**, to the contest office as soon as you arrive.
9. **PLEASE MAKE EVERY EFFORT TO SEND ENTRY FEE PAYMENT BY THE CONTEST DEADLINE. PAYMENT MUST BE SENT PRIOR TO CONTEST DAY.**

TO SUM UP:

- **30 days before contest (see schedule page for deadlines) (or earlier), submit entries using the on-line entry system & turn in Invoice page for payment request (invoice page is found by clicking on “Review Entries”)**
- **All checks should be made out to: UIL Region 25 Music.**
- **30 days before contest (but no later than contest day), mail entry fee payment to:**
UIL Region 25 Music, 10218 Ambergate Lane, Frisco, TX 75035