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