

Instructions for registering via www.uilforms.com

* Please note, that even if you already have an account with uilforms, you will need to create a new one because a unique region has been created specifically for this contest. Below are directions for registering your students for our solo and ensemble festival.

If you have any questions, please feel free to e-mail me at stringprep@uta.edu or call me at (214) 417-3489.

Registering

- 1) go to www.uilforms.com
- 2 from the heading at the top of the page, select “Register”
 - * again, even though it indicates that if you are a charms user you do not need to register, please disregard and create a new account*
- 3) fill out all of the required fields
 - * make sure to select “35” as the region affiliation, and **disregard** the conference field*
- 4) submit your registration
- 5) Once you have registered, you will be sent to the “Welcome” page and may then proceed to make entries for the festival

Entering Your Students/Making Entries

Given the fee structure (categories) of our festival, we have set up **3 different “Events”** under which you will need to register students. These are:

- **Solos**
 - **Grades K-6**
 - **Grades 7-12**
- **Ensembles (all ages)**

You will need to register your student in the appropriate event, according to his or her situation.

The administrators of www.uilforms.com has suggested that if you have multiple entry types, to enter all of one category before proceeding to the next (i. e. enter all of your 7 – 12 Solos, then K- 6 Solos, then Ensembles)

***ATTENTION!!!** These instructions should be applicable to **all three** entry types. Make sure that you select the correct event (the first field in the form) for each entry.

- 1) From your welcome page, look to the right-hand side, and select “**Form 6/7 – Solo/Ensemble**”. This will be the only form used to register students.
- 2) In the first field (marked “**Event and Date**”) select the appropriate event for the entry (Solo K – 6, Solo 7 – 12, or Ensemble Entries, based on the student(s))
- 3) Select the appropriate PML Event (ex. Violin solo, or String Quartet. For groups larger than a quartet, select “Misc. String Ensemble”)
- 4) Ignore the “**UIL ID**” field
- 5) Enter the Composer/Arranger information, and enter a “1” for the “**Class**” (this is a formality, and will not affect judging or ratings)
- 6) Enter the “**Title**”, “**mvmt**”, and “**Accompanist**” information as appropriate.
- 7) Select a time preference
- 8) Enter the student name(s)
- 9) You may now select “**Submit and Print Later**” or “**Submit and View Form**”
- 10) You have now registered one student. The process should be the same for all entries.

***Also, a blank entry form is included at the bottom, so that you may print it and make copies to hand out to students. This way, students will fill out their information, and all you need to do (as a director/teacher) is submit the information online for scheduling and invoices.**

Reviewing Entries and Printing Invoices

(directors do not need to print adjudication sheets for their students)

- 1) From the main heading, select “**Review Entries**”

- 2) After navigating to the “**Review Entries**” page, you may select the event (remember that there are three, and you may have to go to each one separately) and several options will appear.
- 3) A list of all entries made will appear, and you can view the form for each entry, and delete them as necessary.
- 4) To print an invoice, select “**Print Invoice**”, and a browser page should open with a printable document containing information for payment of all entries.

Making Payments

This is the easy part. After selecting “**Print Invoice**”, print the page, attach a check, and mail it to the address on the invoice. UTA would prefer that each school/teacher/organization sends one check, so if possible, have all of your students write a check to you, the program, or the school, and then write UTA one check.

Viewing the Final Schedule

After the entry deadline, we will publish the completed schedule (2 weeks prior to the festival) for you to view and share with your students. From the main heading, simply click “**S & E Schedules**” and view each of the “**Events**” your students are participating in. Please note that no changes will be made to the schedule after the final copy has been posted.

If you have any questions, please feel free to contact me at stringprep@uta.edu or by phone at (214) 417-3489.

Sincerely,

Brian Eaton

On the next page is a paper entry form that could be used to collect the information from your students in order to register for the festival. Please feel free to make any changes to the form to suit your specific needs. Also, feel free to print it off, make copies, and hand them out to all participating students to make your job easier.

Student Entry Form

Name(s) and Grade(s) (Ex. Jones, Tom (9))

Event (solo, and instrument – or – ensemble and instrumentation)

Title (and movements, if applicable)

Composer/Arranger

Accompanist (if applicable)

Time preference (select one)

None - AM - PM

Fees:

7 – 12 Grade Solo \$10 _____

K – 6 Grade Solo \$6 _____

Ensemble \$5 x # of students _____

Total Amount Enclosed: _____

