

• ENTERING CONCERT & SIGHTREADING CONTESTS

- Before you can enter contest, you must have registered as a director on www.texasmusicforms.com or through the Charms Program if you have purchased the program for your school. All entries for a school should be entered using group's director user name and log-in. **If you have not already done so, please update your Conference information on uilform.com and your Charms account if you have one.** Remember that your name, as the director of a group, will appear on all forms exactly as you type it on your registration. **There is a place to list additional directors of a group.**
- Log on to www.texasmusicforms.com to enter 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.
- 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. If you have questions on how to enter, please call Randy.
- 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 & ONE FOR YOUR RECORDS.** *You do not need to send me a copy of the invoice.*
- **FORM 1** - On the day of the contest, bring 1 copy of the listing all eligible students who will perform.
- **THIS FORM SHOULD BE SUBMITTED TO THE CONTEST OFFICE BEFORE YOUR SCHEDULED PERFORMANCE TIME.** Form must be signed by principal. You **may** choose to email, mail or fax your Principal signed Form 1 prior to contest day.
- Don't forget to turn in 3 sets of judges' scores with measures numbered, to the contest office.
- **PLEASE MAKE EVERY EFFORT TO SEND ENTRY FEE PAYMENT BY THE CONTEST DEADLINE DATE. UIL REGION 25 MUSIC DOES NOT RETURN ENTRY FEES FOR GROUPS WITHDRAWN AFTER THE CONTEST ENTRY DEADLINE DATE.**
- [Concert Announcer's Script Link](#) **Please type onto this form before printing and turn in to the contest office when you arrive.**

TO SUM UP:

- 30 days before contest, submit entries using the on-line entry system
- 30 days before contest, MAIL the following items to the address below:

1. Check or money order for entry fees (*if possible*)

MAILING ADDRESS: UIL Region 25 Music, 1308 Luverne Dr., Wylie, TX 75098
Cell 817-475-3374

EMAIL ADDRESS: randybartlett@uilregion25music.net