

INSTRUCTIONS FOR ENTERING MARCHING BAND CONTEST – 2018

***FOLLOW ALL INSTRUCTIONS AND SUBMIT ALL FORMS AS REQUESTED
(SEE #7 BELOW)***

1. Before you can enter contest, you must be registered as a director on www.texasmusicforms.com or Charms. Be sure to register only once, choosing a user name and password that you will remember. **Remember that your name, as the director of a group, will appear on all forms exactly as you type 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 to enter contest. Click on “Form 2” to submit your entry for marching contest and follow the prompts. Be sure to choose the correct contest.
3. After submitting your entry, 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.** (No need to mail a copy to Bonnie)
4. **Entry Fee** for marching bands is \$295 which includes the state fee. Fees should be mailed by the entry deadline.
5. **Parent/Student UIL Marching Band Acknowledgement Form** – You must have a signed copy of this form on file at your school for every student participating in marching band. Once you have a valid form on file for a student, it is not necessary to get a new form signed each year; only for new students. Both parent and student must sign the form. This PDF form is on the website under “Region Marching Information”.
6. **30 DAYS BEFORE CONTEST** (see contest schedule for deadlines), submit your marching entry through texasmusicforms.com. Print copies of invoice for payment request and for your records.
7. **30 DAYS BEFORE CONTEST** (see contest schedule for deadlines), the following items should be fully completed and **SUBMITTED TO UIL REGION 3 MUSIC:**
 - A. Completed “Information Form” (PDF form on website)
 - B. Completed Announcer’s Sheet (PDF form on website)
 - C. Completed Statement of Compliance (PDF form on website)
 - D. Check or money order for total amount due (\$295 per group)
 - E. **If this is your year to advance to Area and you intend to participate if you qualify, be sure to check the box on the entry screen indicating your intent to participate and that you have the approval of your administration.**
8. **ON THE DAY OF THE CONTEST**, bring 1 copy of the official Form 1, listing all eligible students who will perform. Principal must sign form. (You may mail or email this form earlier if you wish)

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