MUSIC FESTIVAL
MIDDLE SCHOOL – SOLO/ENSEMBLE
REGISTRATION INSTRUCTIONS

PLEASE READ – PLEASE READ – PLEASE READ
**REGISTRATION DEADLINE – FRIDAY, MARCH 15, 2024 AT 6:00 pm**

ALL SCHOOLS WILL NEED A LOGIN CODE. IF YOU WANT THE LOGIN CODE – YOU WILL NEED TO EMAIL ME AND ASK FOR IT. *(it is the same login info as last year if you happened to save it).* IF YOU HAVE QUESTIONS DURING THIS PROCESS – EMAIL – jrwaechter@gmail.com – I will walk you through your question and/or issue.

LET'S BEGIN:

1. Solo/Ensemble entry for middle school is online. The entire registration process can be done with a MAC or a PC. You DO NOT NEED any software. You ONLY need access to the internet. I'm emailing everyone the link – please bookmark it.

2. Each SCHOOL will need login info. YOU will need to email me to ask for your password. (yes – the band director and choir director and orchestra director can all email me for their password but it will be the same code for each school.) It must be entered EXACTLY as I send it to you. REMEMBER TO TELL ME WHAT SCHOOL YOU ARE AT.

3. The fee is **$15.00 per entry**. Schools will pay this fee directly to SLSMEA. After you have completed your registration, an invoice for your schools' entries will be generated and emailed to you. Make checks payable to SLSMEA. There will be no cancellation fee.

4. Solo/Ensemble entry for middle school is a 4-step process.
    >Step 1 – School Information entry
    >Step 2 – Participant Information entry
    >Step 3 – Accompanist Information entry
    >Step 4 – Event Information entry

5. Each director (band, orchestra, vocal) from each school can gather the necessary information and use the 4-step process to register.

6. The MS Solo/Ensemble Handbook was emailed to everyone. Please let me know if you need me to send it to you again.

7. Don't wait until the last minute to register. Mistakes happen when people are in a hurry.

8. Please talk with your colleagues in your building regarding this issue.

9. *Middle School Solo/Ensemble entry deadline is March 15, 2024 at 6 pm.*

10. Questions – contact Jim Waechter: jrwaechter@gmail.com

Step 1 - School Information Entry

1. From my email, click on the link titled festivals and then **"MS Solo and Ensemble Registration -2024."** This will take you to the online registration site for entering your school information.

2. Enter your username and password. You will login with an "account name and password." (Please Note: If it asks you to enter your account name and password again – that's OK – it does that sometimes.). You need to email me to get your password – the login info and password is the same for all directors in the same school.

3. Click on Middle School Solo and Ensemble Festival Database.

4. After clicking, you will default to the HOME screen (or Main Start Page). It looks like this:
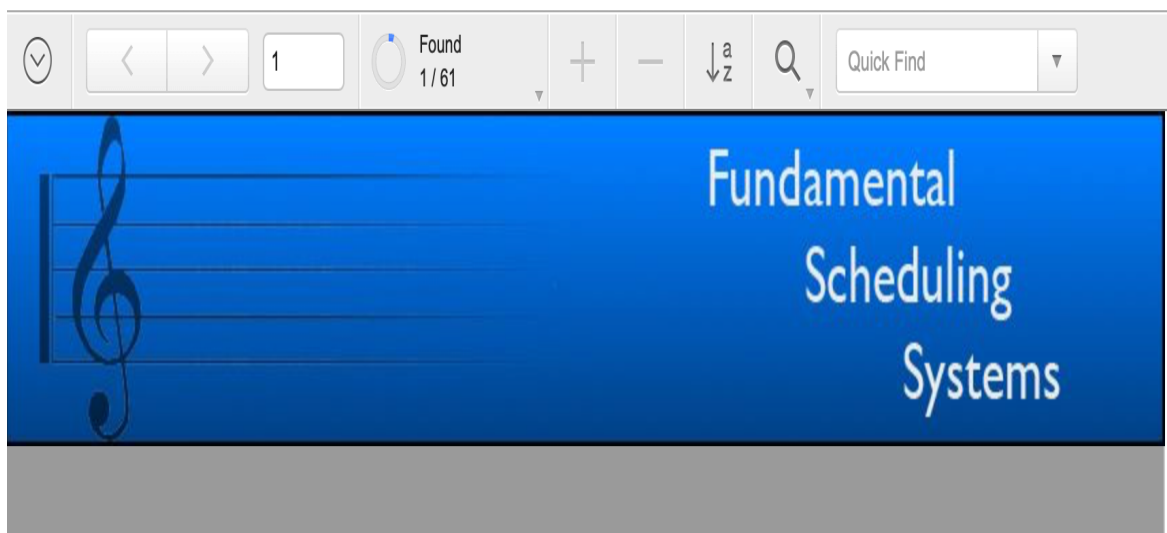
St. Louis Suburban Music Educators Association
Middle School Solo and Ensemble Festival

School Information

Participant Information

Accompanist Information

Event Information

Logout

5. Next – click on the School Information button. Click in one the boxes. Enter that information. You can use the "tab" button to get from one line to the next. Remember to answer the 2 questions at the bottom.

don't forget to answer these questions

6. When you have completed entering this information, hit the "Submit" button at the top (next to the "Home" button. It will show you this – click "OK".
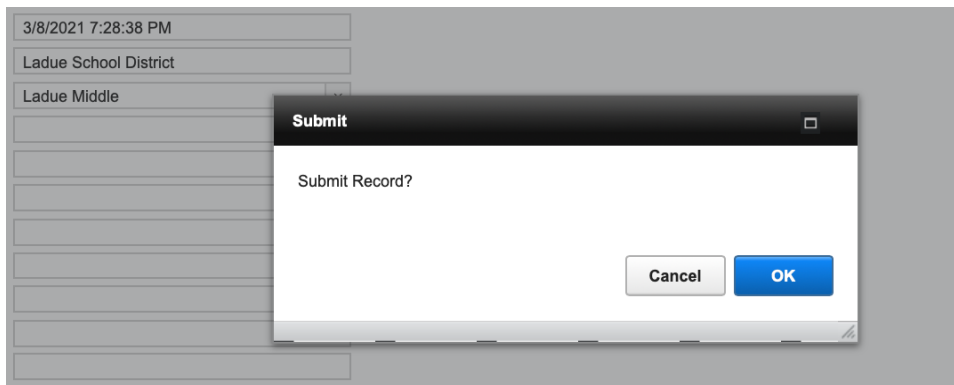
Your information is saved and you can go back and edit if necessary. Now hit the "Home" button. After clicking, you will default to the HOME screen (or Main Start Page).

Step 2 – Participant Information Entry - DO NOT SKIP THIS STEP – IF YOU DO YOU WON'T BE ABLE TO ENTER EVENTS

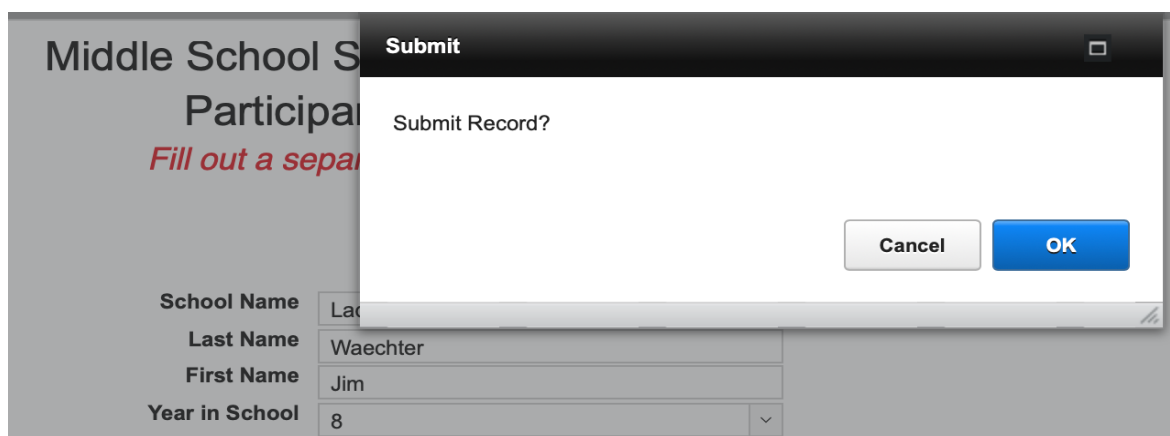1. From the HOME page – click participant information. You should see this:

1. Click "New Record".   Click in one of the boxes.   Your school name is already filled for you. If not, select it from the drop down menu. Enter the information for ONE student participant. *(Last name first, then first name, and remember to select the grade level from the "drop-down" menu).*   You can use the "tab" button to get from one line to the next. When you have completed entering the student's information, hit the "Submit" button. You will see this below; click "OK";

Your information is saved and you can go back and edit if necessary. ==Now you should be back to seeing this:==


2.   ==Click "New Record" at the top in the menu. A new "empty" participant info page appears.==

3. Click in one of the boxes.   Your school name is already filled for you. Enter the information for **ANOTHER** student participant. *(Last name first, then first name, and remember to select the grade level from the "drop-down" menu).*   You can use the "tab" button to get from one line to the next. When you have completed entering the student's information, hit the "Submit" button. You will see this below; click "OK";

4. When you have completed entering the student's information, hit the "Submit" button at the top. Your information is saved and you can go back and edit if necessary.

5. **Keep doing this until you have entered all your students that are participating in the festival. AGAIN – DON'T SKIP THIS STEP. IF YOU DO – YOU WILL NOT BE HAPPY IN STEP 4.** Band, Orchestra, and Choir teachers can do this step at different times. It does not matter.

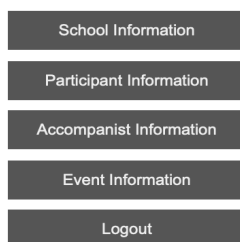6. Once you have finished entering all the participants, click the HOME button.

this one

Step 3 - Accompanist Information Entry - DO NOT SKIP THIS STEP – IF YOU DO YOU WON'T BE HAPPY IN STEP 4.

1. Very simple – Step 3 is the same process as Step 2; it's just for your accompanist.   From the HOME page – click accompanist information.
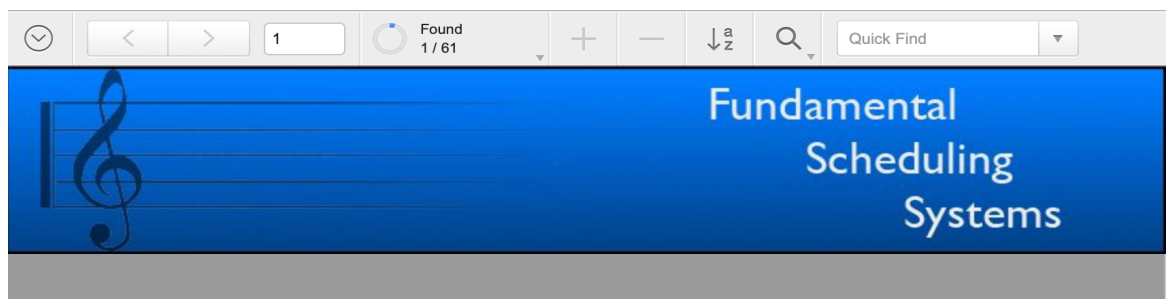
Accompanist info button

2. Click on the NEW RECORD button at the top of the screen.   **Your school should auto-fill. If not, select it from the drop down menu.** Repeat the same process for entering accompanists that you did for participants. (i.e. New Record, submit, etc.) When you are done, click the HOME button.

   The only restriction on accompanists is that no single accompanist may do more than 25 events. If you have questions about a particular accompanists assignment or potential schedule, please contact the please contact the festival chair and/or event scheduler.

3. *If you are not using an accompanist for any events, you may move ahead to Step 4. In 2024, accompanists are not required for any events as indicated in the handbook information about this years festival.*

Step 4 - Event Information Entry – YOUR ALMOST DONE – TAKE YOUR TIME

1. From the HOME page – click Event Information.

Event info button

You should see this:

2. Click on the NEW RECORD button.   Your school should auto-fill. If not, select it from the drop down menu.

3. **Click on the "drop-down" box for type of event.** Select your event from the drop-down menu.

==PLEASE READ THE SIDE NOTE ON THE NEXT PAGE REGARDING SELECTING EVENTS BEFORE YOU PROCEED. THIS WILL APPLY TO PARTICIPANT SELECTION AS WELL.==

==*IF YOU READ IT – IT WILL SAVE YOU SOME TIME.*==

Event Information Form	New Record	Submit	Home

Middle School Solo and Ensemble Festival
Event Information Form
Fill out a separate form for each event
(i.e. Flute Solo, Clarinet Quartet, String Trio, Vocal Quartet)

Last Modified | 3/16/2021 11:39:52 AM

School Name | Ladue Middle

Type of Event | Flute Duet-W

Accompanist **Name**

Participant #1: **Name** | Lehde, Aaron

Participant #2: **Name** | Harris, Jason

Participant #3: **Name**

SIDE NOTE – PLEASE READ:

When you click on the drop down for "Type of Event", please understand all the events are there BUT you have to use the arrows WITHIN the drop down menu to get to them and select the proper event. You'll get the hang of it. Click on the arrows within the drop down menu to navigate the menu and then select the proper event.

Down arrow for the field box drop down menus

Here are the arrows within the drop down menu after you click the down arrow in the field box.

4. Click on one "drop-down" box for accompanist (if the event is using one). Select your accompanist from the drop down menu. It should already be there if you did Step 3. If there is no accompanist, don't select anything or go back and do Step 3.

5. Click on the "drop-down" box for Participant #1. Select your participant from the drop down menu. It should already be there if you did Step 2. (and it's alphabetized). If you don't see your student in the list, go back and enter it like you did in Step 2.

6. Click on the "drop-down" box for Participant #2. Select your participant from the drop down menu. It should already be there if you did Step 2. (and it's alphabetized). Keep going for all participants in an event if necessary.

7. Keep going until you have selected all the participants for that event. When you are finished, hit the "Submit". Your information is saved and you can go back and edit if necessary.

8. Click on the NEW RECORD button. A new "empty" event info page appears.

9. Repeat Steps 1-7 above for each event you are entering. Band, Orchestra, and Choir teachers can do this step at different times. It does not matter.

Additional Information and FAQ's:

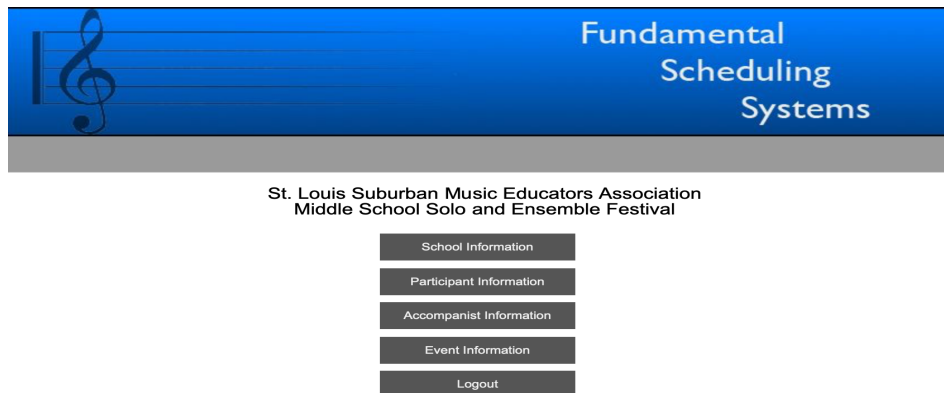1. What's happening when I hit the "submit" button?
It's saving your data in the cloud. You will also be able to go back and edit if you logout.

2. When I click in the field box, nothing happens. I can't get it to allow me to enter data.
Start over by clicking "New Record" or Logout and start again.

3. I want to see what I have entered and edit if necessary. How do I do that?
Make sure you are in the right "layout mode" from the HOME page (Main Page). (i.e. – school info, participant info, accomp. Info, event info.) Click on the one you would like to work with.

Fundamental
Scheduling
Systems

St. Louis Suburban Music Educators Association
Middle School Solo and Ensemble Festival

School Information

Participant Information

Accompanist Information

Event Information

Logout

In the screenshot below, I have selected the "Participant Information" from the "Home Page."
Please notice the "ARROWS". (forward and backwards) and the "RECORD" number and the "FOUND" circle where it says 6/66. There are actually only 6 participants entered for Ladue Middle in this example. Don't worry why it says 66 – it is not imperative to the task at hand. Pay attention to the "6." That means you have entered "6" participant names. From this screen you may insert your cursor and correct the spelling of a participant name. *From this screen you can also DELETE a participant by clicking on the "MINUS" sign. It will ask you to confirm.*

Front and back arrows   record number   found circle   MINUS sign (delete record)

PLUS sign
(another way to add "New Record")
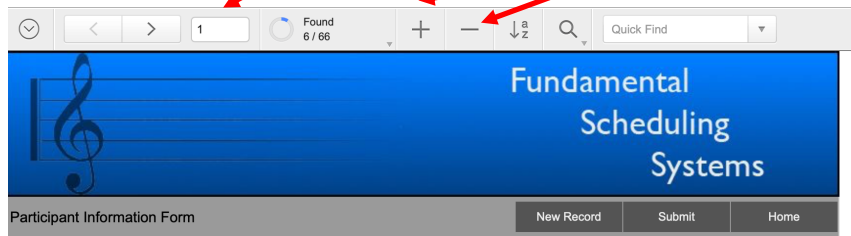
Participant Information Form   New Record   Submit   Home

Middle School Solo and Ensemble Festival
Participant Information Form
Fill out a separate form for each participant

School Name	Ladue Middle
Last Name	Waechter
First Name	Jim
Year in School	8

The front and back arrows take you to each participant. As you can see I moved to RECORD 2 in the screenshot below:

Front and back arrows

Participant Information Form   New Record   Submit   Home

Middle School Solo and Ensemble Festival
Participant Information Form
Fill out a separate form for each participant

School Name	Ladue Middle
Last Name	Lehde
First Name	Aaron
Year in School	7

You can also do this process from the "Event Information" layout. Simpy click on the "Event Information" button from the "HOME" page and use the front and back arrows to move through each event record you have submitted. Use the "MINUS" sign to delete and event. It will ask you to confirm. Insert your cursor to change the spelling of a name. Use the drop-down menus to change or add a participant in an event.

4. I hit a button across the top and I can't seem to get back to entering information. What should I do?   First of all, don't do that. The best solution is to hit the "logout button" or quit and start over. You will default to the "HOME" page and then re-select the step you want.

5. My suggestion for your data entry enjoyment: Don't ever hit these buttons across the top. If you do, just logout and start again. Everything you are entering or have done is automatically saved.

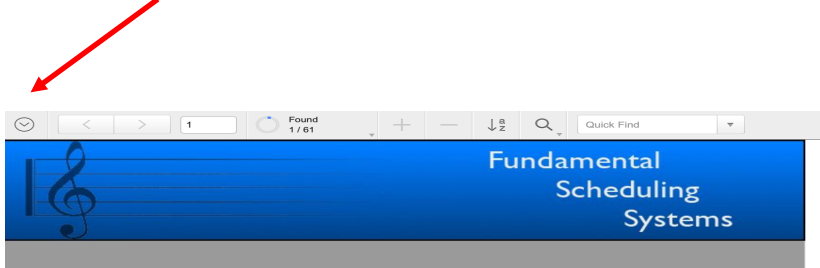**don't click on these – you don't need them**
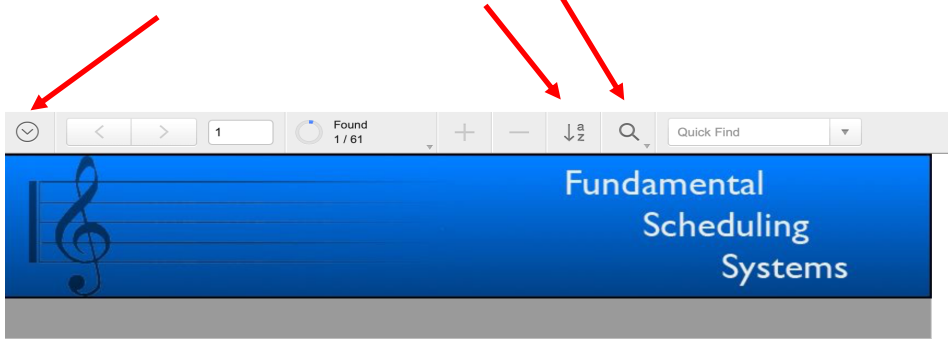
If you happen to hit these buttons, click cancel or logout and start over. It's the fastest and easiest way to get back on track.

6.   If you ever see "No Access" in any of your lines or fields it means that you have "no access" so get out of there. I won't give you access so don't ask. Logout and start over and don't do what you did to get there again. IT DOESN'T MATTER IF YOU SEE "NO ACCESS." These are not your records and does not have any impact on your records or data.

7. Can I edit my entries from the "list view." Can I do that?
Yes you can. Click on the correct layout mode. Then click on the "DOWN ARROW WITH A CIRCLE AROUND IT."

CLICK HERE – Yes, I know I told you not to click here – but it's OK for this one item.

This is what you will see:

You will then click "VIEW" and the you will see this.

Click "VIEW AS LIST." You will then be able to scroll through all your entries for particpants and events and make corrections and changes. You can "DELETE" and event or participant from "VIEW AS A LIST" but you will need to click next to one of the field boxes. On my computer it turns a "pale blue" color. I can then hit the "MINUS" sign. It will ask me to confirm. I click OK and the event or participant is gone.

To get back to "VIEW AS FORM" view go to the "DOWN ARROW WITH A CIRCLE AROUND IT," - Select VIEW, select "VIEW AS FORM."

The "VIEW AS LIST" allows you to quickly review and click in each box and edit the type of event and participants in the event. IF THE PARTICIPANTS NAME IS MIS-SPELLED, you will need to go back to the participant info layout and EDIT THEIR RECORD and correct the spelling. After that, you will be able to return to his layout and correct the participant.

SIDE NOTE – PLEASE READ: Please do not click on anything else in the "DOWN ARROW WITH A CIRCLE AROUND IT." No worries if you do just click "BACK" from that menu and you'll be back on the road. Staying in the correct lane is always a good thing hopefully will provide you with an enjoyable registration experience.

8. Please be careful to spell all names and info that you enter correctly.

9. When will I get my invoice for fees? I will generate invoices for fees within one week of the deadline. The invoice will be emailed to you. It is your responsibility to process the invoice in a timely manner. The invoice will allow your district and/or boosters and/or you to pay online.

10. Questions – contact Jim Waechter: jrwaechter@gmail.com.

11. FINALLY – Please email when your school is finished so I can pull your schools data. To do this, all members of your department need to be finished (band, orchestra, choir.) Please don't wait until the last minute.

Middle School Solo/Ensemble entry deadline is March 15, 2024 at 6 pm.