

# HOW TO ENTER UIL EVALUATIONS

## Solo/Ensemble Evaluation

\* Forms 6,7,8, are submitted electronically via ONLINE by the entry deadline date. Late entries must be completed by "Late Entry" deadline.

\* **Form 1A should be presented to person writing check for Fees. (Form 1A is found under the "Review Entries" Tab. To pull it up click on "Print Invoice". You can Right Click on the Invoice [Form 1A] and do a "save as" and save to your desk top or some other folder that you keep contest files)**

\***Fees** must be sent US mail "or" hand-delivered to Steve Musser (404 Dorcas Ln. - Arlington, TX 76013) ASAP after the entry deadline date. No students will be allowed to perform until all fees (including late entries) have been paid.

\***Form 1's**, may be submitted at any time before the first event performs on the day of the Evaluation. Failure to submit a properly signed Form 1 will result in all results and awards being held until the Form 1 is on file.

## Concert/Sight-reading Evaluation

\* Form 4 (Concert) and Form 5 (Sight reading) are submitted electronically via ONLINE by the buffer entry deadline date. (Any changes can be made by the director up until "Entry Deadline" published.

\* **Form 1A should be presented to person writing check for Fees. (Form 1A is found under the "Review Entries" Tab. To pull it up click on "Print Invoice". You can Right Click on the Invoice [Form 1A] and do a "save as" and save to your desk top or some other folder that you keep contest files)**

**Evaluation Fees** must be sent US mail "or" hand-delivered to Steve Musser (404 Dorcas Ln. - Arlington, TX 76013) by the first day of the Evaluation.

(FORM 1 "MAY" be turned in to the Evaluation chair at the Evaluation. If any changes in eligibility occur, those changes should be made by submitting a new Form 1 signed by the principal, or submitting changes on school letterhead signed and dated by the principal.

**FEES** should be paid as soon as possible after the entry deadline, but **MUST BE PAID** before the performance.

**\*\*NOTE\*\***

**ANY CHANGE IN THE CONCERT PROGRAM AFTER THE ENTRY DEADLINE MUST BE IN WRITING AND SENT VIA EMAIL TO STEVE**

**MUSSER** AT LEAST 7 DAYS PRIOR TO THE EVALUATION DATE AS PER THE UIL CONSTITUTION AND CONTEST RULES. TITLE, COMPOSER, AND UIL NUMBER (IF APPROPRIATE) MUST BE INCLUDED AS WELL AS TITLE OF PIECE BEING REPLACED.