



# Solo & Ensemble Instructions 2021

## **PART 2: Feb 2, 2021**

Additional instructions for the 2021 UIL Music Region 14 Virtual Solo and Ensemble Contest are included in this document. Some of this material will clarify previous information, but much of it is new information. Please review all of it carefully.

### **FORM 1 AND STATEMENT OF COMPLIANCE INSTRUCTIONS**

- A copy of the Form 1 (list of eligible students) **SIGNED BY THE CAMPUS PRINCIPAL**, for this UIL Solo and Ensemble Contest is due no later than **WEDNESDAY, FEBRUARY 17, 2021**. You may either scan and send as an email attachment or share it with me electronically (the same as I am sharing Google sheets with you). Either method is acceptable as long as it is delivered on time.
- Even though the paperwork and recordings are submitted earlier, the actual Contest Day is Saturday, February 20, 2021. Therefore, Feb 20 is the date that students **MUST BE ELIGIBLE**.
- The signed Statement of Compliance for Solo and Ensemble (which was shared with you Friday) is also due by **WEDNESDAY, FEBRUARY 17, 2021**. It should also be delivered by either of those two electronic methods.

### **ADDITIONAL ENTRIES AND CHANGE OF MUSIC SELECTIONS**

- "ADDITIONAL ENTRY" Contests for all the Solo and Ensemble Contests are now open online and available for student registrations on Texas Music Forms. "Additional Entry" by C&CR rule is available for students who were inadvertently omitted during the initial registration period by a director who had submitted other entries during the initial registration period.
- The deadline for submitting Additional Entries is **4:00 PM, WEDNESDAY, FEBRUARY 17, 2021**. **NO CHANGES OR ADDITIONS OF ANY KIND WILL BE ACCEPTED AFTER THAT TIME.**
- Additional Entries will be processed differently this year. Because of that, fees for ADDITIONAL ENTRIES will be invoiced and collected **AFTER** the Contest. Additional Entry fees are \$20, but Texas Music Forms will **NOT** produce an invoice for those fees **until February 22**.
- **MUSIC CHANGES:** Final day to submit changes for music selections is **WEDNESDAY, FEBRUARY 10, 2021**. This is seven days (one week) prior to deadline for uploading links.
- To change titles, send an email with student name and UIL ID entry # (the seven digit # in TMF, i.e. 1234567) along with the new title and new PML # (i.e., 102-2-12345).
- When the change has been made in the TMF system, you will be sent a very simple email response ("Done"). You should then check your TMF account online to verify that all changes were made and are visible in the registration system.
- **NOTE:** The Google Sheets are "live" documents, so if you and I are working on your sheet at the same time, we will "see" changes happen as the other one is making them!!

## DETAILED INSTRUCTIONS AND TRAINING VIDEO TO UPLOAD PERFORMANCE LINKS

- 1) Begin by creating a Folder in your online storage service (such as Google Drive) for each Category of Google Sheet you receive. This is especially important for those of you who will receive multiple Google Sheets. Go to "Review Entries" if you want to see in advance what sheets you should receive. Categories for Google Sheets are: Woodwinds; Brass; Percussion; Medium Ensemble; Choir; Orchestra; Guitar; Piano.
- 2) Next, create two folders inside each "Category" folder: 1. Video Performances; 2. Pdf Scans.
- 3) As the student performance videos are recorded, label the saved file with Student Last Name, First Name, and UIL Entry number (the seven-digit number, i.e., 1234567 listed next to the student name in TMF) and place each recording inside the appropriate **Video Performances** folder.
- 4) As you scan the music scores (**SOLO PART ONLY** for instrumentalists) for the judges to pdf, save then again label the saved file with Student Last Name, First Name, and UIL Entry Number. Place each saved pdf file into the appropriate **Pdf Scans** folder. **REMINDER:** If you have more than one student performing the same solo, simply make a copy of that file, "RENAME" it to another student name and UIL Entry number and place it in the Pdf Scans folder.
- 5) The next step is to begin transferring links to the Google Sheet, so open a Google Sheet that has been shared out to you. You will need that Sheet ready to accept a "paste" in a few seconds.
- 6) Go to your Video Performance folder and choose one of the Videos.
- 7) **Right Click** on that video, then select **Get Link** from the pop-up box.
- 8) Two Boxes should open.
- 9) In the bottom section of the **LOWER BOX**, you should see "**Restricted**" with a down arrow following the word.
- 10) **CLICK** on that arrow, and another pop-up box opens.
- 11) **SELECT** "Anyone with the link". It is **IMPERATIVE** that you select "Anyone with the link" and **NOT** leave it set to "RESTRICTED". If a judge cannot view a video during Contest, that will be a HUGE problem!
- 12) Next, **CLICK** "Copy Link", then **CLICK** "Done".
- 13) You now have a Link ready to paste to the Google Sheet, so move to the Google Sheet that you left ready and waiting a few steps earlier.
- 14) Find the student name that matches the name for the performance you just copied and place the cursor over the **VIDEO LINK CELL** for that name.
- 15) **RIGHT CLICK**, then select "**PASTE**" from the pop-up menu.
- 16) Repeat the last few steps to copy every performance link and every pdf scan link to the correct space on every Google Sheet that was shared with you.
- 17) When all files have been uploaded, please type DNA into the VIDEO LINK cell for all students who do not have a performance video on the Google Sheet. This will **CONFIRM** that they are not competing. This is the equivalent of marking their sheet "DNA" at the live contests.
- 18) After uploading all files, go back and **VERIFY** that all video files on the Google sheets play, and all pdf scans of music are viewable and scroll properly. That means click on them and make sure they open and work!!
- 19) Complete, sign and submit the Compliance Form for Solo and Ensemble Contest.
- 20) Close your storage folders and keep **ALL** the files in case any technology issues arise. Files should be kept until you have received results, and then should be removed from the website as required by copyright restrictions.
- 21) Click [HERE](#) to view a video with a demonstration of the link upload process.

**DEADLINE** to upload links is **WEDNESDAY, FEBRUARY 17, 2021**. You will not have access to them after that day.