

**MUSIC FESTIVAL  
MIDDLE SCHOOL – SOLO/ENSEMBLE  
REGISTRATION INSTRUCTIONS**

**PLEASE READ – PLEASE READ – PLEASE READ  
UPDATED – FEBRUARY 1**

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.
1. The fee is \$10.00 per entry. Schools will pay this fee directly to SLSMEA. There will be no cancellation fee.
1. Solo/Ensemble entry for middle school is a 3-step process.
  - Step 1 – School Information Form
  - Step 2 – Event Information Form
  - Step 3 – Summary of Entries Form
1. One director (band, orchestra, vocal) from each school should gather the necessary information and use the 3-step process to register.
1. The 2009 SLSMEA Music Manual is posted online at the SLSMEA website.
1. Don't wait until the last minute to register. Mistakes happen when people are in a hurry.
1. These instructions are also posted on the SLSMEA website.
1. Please talk with your colleagues in your building regarding this issue.
- 1. Middle School Solo/Ensemble entry deadline IS March 5, 2009.**
10. Questions – contact Jack Scheurer: [jackscheurer@juno.com](mailto:jackscheurer@juno.com)

**Step 1**

1. From the SLSMEA website, click on the link titled "**Step 1-MS Solo/Ensemble School Info Form.**" This will take you to the online registration site for entering your school information.
1. Please read the instructions at the site.

1. You will need to know your short school name. The list of schools and short school names are posted at the bottom of this document.
1. Use "tab" to get from one field to the next or "point and click." DO NOT HIT RETURN. This will activate the submit button. If you accidentally hit the submit button before you have finished, just simply start over.
1. After entering your school information at this site, HIT THE SUBMIT BUTTON. You will receive a confirmation page. Print this confirmation page for your records.
1. P.S. – If you want to see how it works, simply type the word "test" into some of the field boxes and hit submit. That way we'll know you were just "testing the waters" and we'll know to delete that record.

## Step 2

1. From the SLSMEA website, click on the link titled "**Step 2-MS Solo/Ensemble Event Info Form.**" This will take you to the online registration site for entering your event information.
1. Please read the instructions at the site.
1. You will need to fill out a separate form for each event you are entering (i.e. Flute Trio, Clarinet Quartet, String Trio, Vocal Quartet).
1. For example, if you are entering a Clarinet Quartet, select your school and event type from the drop down menus. Enter the names of each participant and answer the questions for EACH PARTICIPANT. Check to make sure the information is correct and then hit submit. REMEMBER - Use "tab" to get from one field to the next or "point and click." DO NOT HIT RETURN. This will activate the submit button.
1. You will receive a confirmation page. Print this confirmation page for your records. This confirmation page will also help you later when you need to fill out your summary of entries form (step 3 of the process).
1. To continue, follow the instructions on the confirmation page and repeat the process outlined above.
1. If after printing your confirmation page you realize a mistake has been made for that event, simply re-enter the event information and type "Revised" in the "last name" box of Participant #1. (i.e. – Waechter-Revised). We'll know to delete the previous record and use the revised record.

1. If you accidentally hit the submit button before you have finished entering an event, just simply start over. Type the word "Revised" in the "last name" box of Participant #1. (i.e. – Waechter-Revised). We'll know to delete the previous record and use the revised record.
1. P.S. – If you want to see how it works, simply type the word "test" into some of the field boxes and hit submit. That way we'll know you were just "testing the waters" and we'll know to delete that record.

## Step 3

1. From the SLSMEA website, click on the link titled "**Step 3-MS Solo/Ensemble Summary of Entries Form.**" This will take you to the online registration site for entering your summary of entries information.
1. Please read the instructions at the site.
1. Use "tab" to get from one field to the next or "point and click." DO NOT HIT RETURN. This will activate the submit button. If you accidentally hit the submit button before you have finished, just simply start over.
1. At the bottom of the form where you enter the number of entries for each type (i.e. woodwind, brass, percussion, strings, vocal), only enter a number.

Example:

Woodwind: 10  
Brass: 5  
Percussion: 2  
String: 13  
Vocal: 15

1. After entering your information at this site, HIT THE SUBMIT BUTTON. The online program will do the calculations for you and you will receive a confirmation page. Print this confirmation page for your records.
1. This confirmation page is also your invoice. Use this page to process payment at your school and mail to the address listed on the confirmation page.
1. P.S. – If you want to see how it works, simply type the word "test" into some of the field boxes and hit submit. That way we'll know you were just "testing the waters" and we'll know to delete that record.

**Middle School Solo/Ensemble entry deadline IS  
March 5, 2009.**

## **Additional Information:**

1. If you are entering a Woodwind Choir or Brass Choir, please email Jim Waechter at: [jwaechter@ladue.k12.mo.us](mailto:jwaechter@ladue.k12.mo.us) before you begin the process and let him know. He will provide you with some additional information to help you with the registration process.
2. If you are NOT entering a Woodwind Choir or Brass Choir, you DO NOT need to email Jim Waechter AND you will be selecting "No" a lot from the drop down menus. Sorry about that for this year. We thought of a solution for that after we built the sites and it would of taken too much time to correct it for this year.

## **SLSMEA Middle Grades Short School Names**

|                            |          |
|----------------------------|----------|
| Bayless Middle             | BAYLESS  |
| Berkeley Middle            | BERKELEY |
| Bernard Middle             | BERNARD  |
| Bishop Middle              | BISHOP   |
| Brentwood Middle           | BRENTWD  |
| Brittany Woods Middle      | BRTNYWDS |
| Buerkle Middle             | BUERKLE  |
| Crestview Middle           | CRESTVW  |
| Cross Keys Middle          | CRSSKEYS |
| Ferguson Middle            | FERGUSON |
| Fox Junior                 | FOX      |
| Frontier Middle            | FRONTIER |
| Green Middle               | GREEN    |
| Hancock Middle             | HANCOCK  |
| Hardin Middle              | HARDIN   |
| Hazelwood Central Middle   | HAZLWDC  |
| Hazelwood East Middle      | HAZLWDE  |
| Hazelwood North Middle     | HAZLWDN  |
| Hazelwood Northwest Middle | HAZLWDNW |
| Hazelwood Southeast Middle | HAZLWDSE |
| Hazelwood West Middle      | HAZLWDW  |
| Hixson Middle              | HIXSON   |
| Hoech Middle               | HOECH    |
| Holman Middle              | HOLMAN   |
| Jefferson Middle           | JEFFRSON |
| Jennings Junior            | JENNINGS |
| Kirby Middle               | KIRBY    |
| Ladue Middle               | LADUE    |
| LaSalle Springs Middle     | LASALLE  |
| Nipher Middle              | NIPHER   |

|                            |          |
|----------------------------|----------|
| Normandy Middle            | NORMANDY |
| North Kirkwood Middle      | NTHKIRK  |
| Oakville Middle            | OAKVILLE |
| Orchard Farm Middle        | ORCHRDFM |
| Parkway Central Middle     | PKWYC    |
| Parkway Northeast Middle   | PKWYNE   |
| Parkway South Middle       | PKWYS    |
| Parkway Southwest Middle   | PKWYSW   |
| Parkway West Middle        | PKWYW    |
| Pattonville Heights Middle | PTTHGTS  |
| Pattonville Traditional    | PTTTRAD  |
| Ridgewood Junior           | RIDGEWD  |
| Ritenour Middle            | RITENOUR |
| Riverview Central Middle   | RIVRCEN  |
| Riverview East Middle      | RIVREAST |
| Rockwood South Middle      | ROCKWDS  |
| Rockwood Valley Middle     | ROCKWDV  |
| Rogers Middle              | ROGERS   |
| Seckman Junior             | SECKMAN  |
| Selvidge Middle            | SELVIDGE |
| Sperreng Middle            | SPERRENG |
| Valley Park Middle         | VALLEYPK |
| Washington Middle          | WASHNGTN |
| Wentzville Middle          | WENTZVL  |
| Wentzville South Middle    | WENTZVLS |
| Wildwood Middle            | WILDWOOD |
| Wydown Middle              | WYDOWN   |