

Region 11 CSR Evaluation Entry Procedures Band, Choir, & Orchestra

<p>Q: Where and when do I register for CSRE?</p>	<p>A: Register online via www.texasmusicforms.com on or before the CSRE deadline date posted on Region 11 website, www.uilmusicregion11.org under CALENDAR tab.</p>
<p>Q: What do I need to mail the Region 11 Executive Secretary on/before the CSRE deadline date?</p>	<p>A: (1) Entry fee payment in check or money order (2) UIL Contest Fee Invoice Form 1A generated on Texas Music Forms when you register for the CSRE. Print a copy of it and mail it with your entry fee payment to: UIL Music Region 11 Fran Badrak 9185 N Point Dr San Antonio, Texas 78266</p>
<p>Q: What happens if I register late?</p>	<p>A: A \$200.00 late fee is assessed if online entry is not received by Region 11 Executive Secretary on/before the deadline date.</p>
<p>Q: What do I do with the Form 1 Eligibility/Certification Form?</p>	<p>A: Form 1, which is not the same as Form 1A, comes from Texas Music Forms and can be mailed/delivered to the Executive Secretary on or before the day of the contest. Form 1 must be turned into the ES before your group can perform. If your Form 1 is not turned in prior to your group's performance, your group is allowed to perform, however, all ratings and any award is held until the form is received.</p>

NOTES:

- 1) When entering for CSRE, be sure you register only once and that you have only one username and password. The name of the director whose profile is used to enter an event is displayed as the conductor of that ensemble. If there are multiple directors from a school with multiple ensembles, the primary conductor of each ensemble should be the one doing the online entry. There is an option to add additional directors' names during the process.
- 2) Go to the correct Concert & Sight-Reading entry section and enter the information on Form #4. Every field must be filled in. Be sure to LIST ALL MOVEMENTS!

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- 3) Once you complete your online entry, view your forms, including the Contest Fee Invoice Form 1A. Click on "Review Entries" and print out your Invoice Form 1A to send with your entry fees. Your total amount due appears on the Invoice Form 1A, which automatically computes the total entry fee, state organization fee, and your audio recording. (NOTE: Be sure that secretaries, bookkeepers, and/or accounts payable clerks generate your checks only from Invoice Form 1A.)
- 4) The program generates a confirmation email to you, letting you know that your entry has been submitted. This is your official entry confirmation. If you do NOT receive this automatic confirmation, contact the Executive Secretary.
- 5) Mail your Invoice Form 1A and check to the Region 11 Executive Secretary prior to the deadline. Checks must exactly match the amount shown on the Invoice Form 1A. Do not combine entry fees for more than one contest on one check (e.g., mixing choir and band, or choir and orchestra, etc.) It is okay to pay for multiple organizations in the same event with one check.

No need to send by Certified Mail.

Mail to:

UIL Region 11
Fran Badrak
9185 N Point Dr
San Antonio, Texas 78266

Things to Know:

- UIL Music Region 11 utilizes the electronic adjudication system on Texas Music Forms at all concert and sight-reading evaluations. You access your Forms 4 & 5 on TMF under your entries.
- Choral groups: Please indicate the type of sight-reading music you will be performing (SATB, SAB, SSAA, SA, etc.). This will enable us to have the correct music on hand for your organization to read.
- Please consult the UIL State website for any rule changes regarding sight-reading music.
- Music selection changes must be made in writing within 7 days prior to the first day of the contest.

Updated Jan. 2025