



Region 16 Instructions for Entering Marching Band Contest

1. Before you can enter any contest, you must have **registered as a director** on www.texasmusicforms.com or through the Charms program if you have purchased the program for your school. Be sure to register once for marching band, choosing a user name and password that you will remember. Remember that your name, as the director of a group, will appear on all forms exactly as you type it on your registration. There is a place to list additional directors of a group when you complete your contest entry forms.
2. Log on to www.texasmusicforms.com to enter contest. Click on **“Form 2 - Marching”** located on the right side of the page to submit your entry for Marching Contest and follow the prompts. Be sure to choose the correct contest and **complete entry by the contest deadline**. Do not print or send the Form 2 comment sheet, they will be provided at contest for you.
3. After submitting your entry, click on “Review Entries” then click **“Print Invoice” - this is FORM 1-A**. The system automatically calculates your fees and creates an invoice that you can use as your official paperwork to request payment from your school business office. *Print two copies - one for your payment request and one for your records*. Be sure your business office knows to attach the invoice to the entry fee check when mailing to Mr. Bearden at his new address. Entry checks should be processed immediately with your business office.
4. **Parent/Student UIL Marching Band Acknowledgement Form** - You must have a signed copy of this form on file at your school for every student participating in marching band. The Executive Secretary does not collect this form. Once you have a valid form on file for a student, it is unnecessary to get a new form signed each year, only for new students. Both parent and student must sign the form. This form link is provided on the Region 16 UIL website or here: https://www.uil texas.org/files/music/Parent_Student_MB_Acknowledgement_Form.pdf

REVIEW & FINAL STEPS...

Complete online submissions:

- Submit your marching band entry through www.texasmusicforms.com by the deadline - see calendar on website
- Complete the marching band educational use video agreement form
<https://www.uil texas.org/machform/view.php?id=388184>

Mail the following items at least two weeks prior to contest day:

- Completed Announcers Script sheet
<https://www.uil texas.org/files/music/marchingbandannouncerssheet.pdf>
- Completed Statement of Compliance
https://www.uil texas.org/files/music/Directors_Compliance_Update_2016.pdf
- Entry fee check
- Form 1 - Eligibility Form - must be signed by the superintendent or principal.
This item has flexibility - it must be on file with the Executive Secretary before your students perform at contest.

6. Mail all forms and fees to new address:

Keith Bearden, Region 16 UIL Executive Secretary
5109 82nd Street STE 7, Box 1142
Lubbock, TX 79424
uilregion16@gmail.com