

Solo and Ensemble Registration

- Update your information
 - Be sure to select your current school. Only one director may register students from each school.
 - You may send students to two different sites. Contact Matt Boiteau if this is necessary.
- Enter performers
 - All entries default as a soloist entry.
 - Click “add student” to create duets, trios etc.
 - Music choices may be entered in now or later, even after registration is submitted. This is for your own benefit, as it will print on the student’ tickets. It is not required that you enter musical selections.
 - Use the printer icon to print a list of event entries for verification purposes before submitting your school’s registration.
- Enter Theory Tests
 - This must be done during the registration process and may not be done on site.
- Enter Accompanists
 - Enter the name each pianist and assign those pianists to the performers for whom they are playing.
 - Enter the name of your SmartMusic computer(s) or audio players. You may use “computer1, computer2, Bob, or whatever you prefer. Assign all performers who will be using the same device so that scheduling conflicts will be avoided. If you only have one.
 - If you only have one device or accompanist, you must assign all students to that accompanist.
 - If a student is providing his/her own pianist or bringing a device from home to play a recording, select “make accompaniment unique” so that accompanist conflicts are not considered.
- Submitting
 - Once you have completed all entries, click on “Invoice”. You will be prompted to type SUBMIT to verify that you are done. You will not be able to add entries after submitting and printing your invoice.
 - You may not add students after submitting, so please make sure that all students are added before you submit.
- Mail
 - Mail your check and invoice to the site chairman.