

Musical Theatre S&E Festival Registration Instructions

Visit msvma.org for the Musical Theatre S&E Festival date(s) and location.

To Register for Musical Theatre S&E Festival

1. Log in to msvma.net
2. Select S&E EVENTS and click on ADD EVENTS
3. Select the festival that your students will be attending
4. Fill in all information on the event registration page. Verify that you have:
 - Entered all song selections
 - Checked the “time/day preference” to indicate the day that would be your first choice for each group (please remember that this is only a preference, not a guarantee)
 - Indicated the conflicts between events
 - Rechecked that you have not exceeded the accompanist limit of 5 events per half-day
5. Click the ADD EVENT button at the bottom of the page to save your information
6. Repeat steps 2-5 for each event
7. After all events have been entered and before the deadline (October 20), generate your invoice under DISTRICT INVOICE on the left side menu
8. Click the SUBMIT button to complete your application
9. Click the PRINT button to produce your invoice
10. **Mail the signed invoice and a school or director check** (including any pertinent information, such as we cannot sing on this day or this time) by the postmark date of October 20, 2018 to:

MSVMA OFFICE, P.O. Box 1131 Big Rapids, MI 49307

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