



MSVMA Scheduling Website Solo & Ensemble Registration

Use the MSVMA Scheduling Website to manage your information online, including events, invoices, and performers.

On the S&E page click on the registration button, or click [here](#). Enter your username, which is the same email that you use to log into MSVMA.org, and your password for the scheduling website.

1. To register for Solo & Ensemble, look to Member Tools in the left menu, and select the “Register for Festival” option.

2. From the dropdown list, select which school you will register for the festival, then choose either the “District Solo & Ensemble” or “State Solo & Ensemble” button, as appropriate.

Register for Festival

3. On the next screen, select a festival from the available options in the “select a festival” dropdown. Only festivals open to registration for the previously specified school will display.

4. Enter performance details on the “Register for Solo Ensemble” screen.

Register for Solo Ensemble

5. Enter each performer’s name in the Participants box. **THIS STEP IS IMPORTANT FOR CONFLICTS IN SCHEDULING.** Every member of an ensemble must be added for the program to identify potential conflicts. The first time a name is entered, a popup box will ask for the first name, last name, and graduation year. Existing names will

pre-populate while typed. For Multi-School Events, the registering school's director will add the names of students from other schools by using the “Multi-School Event Add Performer From Another School” option, which allows students from the non-selected school onto the participant list.

6. Be accurate when entering Accompanist Name and follow the accompanist limits.
7. Enter the name of an ensemble in the space provided if applicable.
8. To add another event, select the “Save and Create Another” button. Otherwise, choose “Save and Exit” to return to the dashboard.
9. To generate an invoice, select “My Invoices” from the Member Tools menu. Filter results by selecting the year, whether or not to show paid invoices, and select the “Search” button to view relevant invoices. The results will include a description, appropriate school, cost, and a “Generate Invoice” button. Once you generate an invoice, you will not be able to add events to that particular invoice.

My Invoices

- You have outstanding items that don't yet have an invoice generated.
- To pay for these items Click Generate Invoice.

Year:
 Show Paid:

Description		School	Ensemble	Cost	
<input type="checkbox"/> Utica Eisenhower HS Test D16 Solo Registration: 9		Utica Eisenhower HS	Solo Jasmyn Malmgren	\$20	<input type="button" value="DETAILS"/> <input type="button" value="EDIT"/> <input type="button" value="DELETE"/>
<input type="checkbox"/> Utica Eisenhower HS Test D16 Small Ensemble Registration: 10		Utica Eisenhower HS	Small Ensemble Carson Dietz Marina Terenzi	\$35	<input type="button" value="DETAILS"/> <input type="button" value="EDIT"/> <input type="button" value="DELETE"/>
				Total: \$55	

10. Once the invoice is generated, there is a “Print Invoice” button at the top of the page. To complete your registration, print the invoice, have it signed, and send to the address at the top with payment or proof of payment (for example, PO or official school check request).
11. At any time, you can choose the “View Invoice” button on your “My Invoices page” to see the full invoice or reprint.