



MSVMA Scheduling Website State Solo & Ensemble Registration

Login to the scheduling website.

1. To register for State 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 “State Solo & Ensemble.”

Register for Festival

A screenshot of a web form titled "Register for Festival". At the top, there is a label "School" above a dropdown menu with the text "Select a School" and a downward arrow. Below the dropdown are four orange buttons arranged in a 2x2 grid. The top-left button is labeled "District Choral", the top-right is "District Solo & Ensemble", the bottom-left is "State Choral", and the bottom-right is "State Solo & Ensemble".

3. On the next screen, select a festival from the available options in the “select a festival” dropdown. Be sure to pick the correct State festival for your district. If you are unsure, please check the State S&E page on MSVMA.org to find the site to which you belong.
4. Select the Section – Friday night or Saturday.
5. You will see a list of your events that qualify for State S&E. Click the register button to register the events that intend to perform at the state level. **KEEP TRACK OF WHICH EVENTS YOU HAVE REGISTERED** – nothing will change on this screen, so if you lose track of which events have been registered or not, check your S&E registration history under your member tools menu.
6. Complete the registration page:
 - a. Select the event type.
 - b. Update repertoire – only one selection can be the same as district S&E.
 - c. Update accompanist – be accurate when entering Accompanist Name (spelling counts!) and follow the accompanist limits.
7. To add another event, select the “Save and Create Another” button. Otherwise, choose “Save and Exit” to return to the dashboard.
8. 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.
9. 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).

10. At any time, you can choose the "View Invoice" button on your "My Invoices page" to see the full invoice or reprint.
11. You may edit repertoire until one week before the first day of the festival. Simply go to S&E Registration History and click the edit button next to the appropriate event.