



State S&E Performance and Sheet Music Submission Instructions

MAY 21: Last day to submit video performance recording links and sheet music links.

- 1) ***Create a link to an unedited video performance recording for each entry and verify that links are set to be viewed by anyone.**
 - Performances must include the PML selection as indicated in the entry.
 - Videos of a solos that must be performed from memory should demonstrate that music is not being used.
 - Audio-only performances are not eligible and will be disqualified.
 - Performances with links that cannot be viewed by the judge will be disqualified.
 - Digital or electronic altering of recordings is prohibited.
 - The student(s) must show the original sheet music on video prior to the performance.
 - The(a) student performer is to say the following on video prior to the performance: *“My name is (first and last name) and I(we) will be performing (title of the selection) by (composer’s name).”*
- 2) ***Create a link to the sheet music for each entry and verify that links are set to be viewed by anyone.** Sheet music with links that cannot be viewed by the judge will be disqualified.
- 3) **By MAY 21: Sponsor verifies and adds the video performance recording link for each entry at [Texasmusicforms.com](https://www.texasmusicforms.com).** Any entry without a link to the video performance recording will be disqualified. Recordings will be deleted from [Texasmusicforms.com](https://www.texasmusicforms.com) after adjudication.
- 4) **By MAY 21: Sponsor verifies and adds the sheet music link for each entry at [Texasmusicforms.com](https://www.texasmusicforms.com).** Any entry without a link to the sheet music will be disqualified. Sheet music will be deleted from [Texasmusicforms.com](https://www.texasmusicforms.com) after adjudication.

Be advised that due to copyright law all music submitted for this virtual contest is required to have publisher approval either by being on the [NFHS virtual permissions list](#) at OR by the school receiving and retaining written permission from the publisher.

The following statement will require electronic acknowledgment by the sponsor when completing entries:

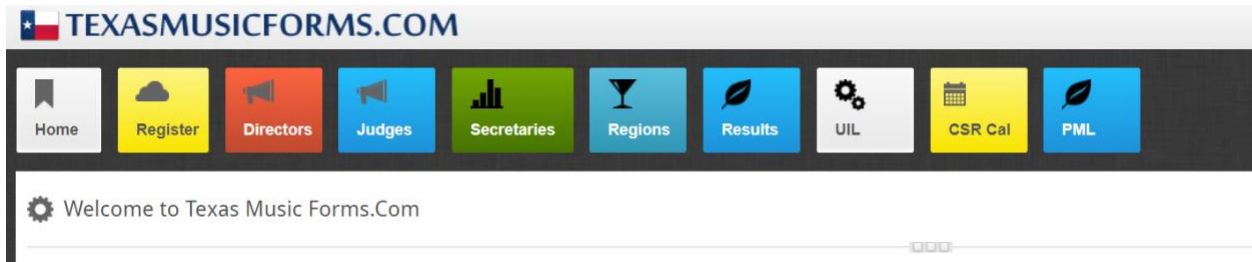
I certify that all necessary permission has been obtained from the owner of any and all rights, including copyright, of all music performed at a virtual UIL state solo and ensemble contest by students from this school. I also understand that the University Interscholastic League and Vanco are not responsible for obtaining any necessary permission or licensing of the music performed by students from this school during the course of any UIL competition.

*Links are created by uploading the video performance and sheet music to a cloud account (ex. Google Drive, Dropbox, Box etc.). Utilize a setting that enables the links to be viewed by anyone. Sheet music and performance links can be shared only for educational evaluation or state adjudication purposes. Only the judge and those authorized by UIL will be have access to the links in [Texasmusicforms.com](https://www.texasmusicforms.com). ***Twirling entries do not submit a sheet music link. Music theory entries do not submit a sheet music link or video performance link.***

Visit the [TSSEC website](#) for more information regarding deadlines, registration, and fees.

How to Enter Students into TSSEC Event

- Using your internet browser, go to “TexasMusicForms.com”



- Select “Directors” at the top of the page



- Enter your username and password
 - **NOTE:** If you use Charms to enter UIL events, this will be your Charms username. You will need to press the “Recover Username/Password” button to create a password for TexasMusicForms.com

A screenshot of the login form on the TexasMusicForms.COM website. At the top is a circular placeholder for a user profile picture. Below it are two input fields: "Username" and "Password". A red error message "This field is required." is displayed below the Password field. At the bottom of the form are three buttons: a green "Login to TexasMusicForms" button, a blue "Register" button, and a red "Recover Username/Password" button.

- **On the lower left side of the screen**
 - **Select “TSSEC Enter Students”**



- **Update the TSSEC profile**
- **Update your “Day Choice”**
- **When you are ready, select “Update Address and Graduation”**

Mobile Ratings & Sched | Enter Students | Participation Invoice | Payment History

Please enter a school district central administration physical address that is capable of receiving shipments over the summer. This address will be used after the event to send items such as medals (including outstanding performer medals) and adjudication sheets that were not picked up at the contest.

Update Address & Graduation ← Day Choice * DAY 1 Morning (Monday, July 12, 2021) ←
 Your current day selection is DAY 1 Morning (Monday, July 12, 2021);

Physical Address Line 1 * fakestreet
 Physical Address Line 2
 City, State, Zip * fakecity,54321

School Graduation Date: * 06/08/2021
 School Graduation Time: * 09:00 AM

Check dates that are in conflict with your school's graduation.

Contest Date
 07/12/2021
 07/13/2021

- Select the “Enter Students” button

Mobile Ratings & Sched | **Enter Students** | Participation Invoice | Payment History

Please enter a school district central administration physical address that is capable of receiving shipments over the summer (including outstanding performer medals) and adjudication sheets that were not picked up at the contest.

- To enter a student, move the “Enter” option to YES to the right of the students name

Enter Student for TSSEC - 18-19 School Year Add Theory Student | Virtual Performance

Listed below are your TSSEC certified students. Check the box to accept them into the TSSEC process.
 The last day for directors to make updates for personnel, literature and/or DNAs will be 6/30/2021.

Search: Show 100 entries

Event	Student(s)	Selection	Enter	Edit	DNA	Rating
201-Piccolo Solo	piccolo, test(10) -	Canto XIII (19696)	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
201-Piccolo Solo	test, lester(10) -	Concertino (20508)	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
201-Piccolo Solo	Mozart, Wolfgang (10) -	Concertino (20508)	<input type="checkbox"/>		<input type="checkbox"/>	
571-Perrussion Ensemble	fr, test / 10) -	Canto XIII (19696)	<input type="checkbox"/>		<input type="checkbox"/>	

- A new box will appear
- Complete the information requested, on the bottom of the box is a “Enter Students” button

Entry Information - Mozart, Wolfgang (10)

Name - choose instrument

Day Choice ▼

Your day preference: DAY 1 Morning (Monday, July 12, 2021) (default)

Entry day selected: DAY 1 Morning (Monday, July 12, 2021)

Accompanist/
Conductor/
Shared Instrument

PML Number

Selection Concertino (20508)
Grovez

- **At the top of the page on the upper right side**
- **Select “Virtual Performance”**

Virtual Performance

- **Read and select “Agree” to the TSSEC Virtual Performance Links”**

TSSEC Virtual Performance Links

I certify that all necessary permission has been obtained from the owner of any and all rights, including Copyright, of all music performed at a virtual UIL state solo and ensemble contest by students from this school. I also understand that the University Interscholastic League and Vanco are not responsible for obtaining any necessary permission or licensing of the music performed by students from this school during the course of any UIL competition.

- **Each student you entered into the event will be listed on the screen**
- **Enter a URL for each of the following in the box to the right of the student name and verify that links are set to be viewed by anyone.**
 - **Sheet Music**
 - **Performance Video**

Event	Students	Selection	Sheet Music	Performance
201-Piccolo Solo	piccolo, test(10)	Canto XIII (19696)	https://test.charmsofficestage.com/	https://apps.charmsofficestage.com/texasuil/login