



# Iowa High School Music Association

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## ADJUDICATION FORM INFORMATION:

**OPTION 1: Solo/Small Ensemble Adjudication Form – Online Completion (not available for piano entries – Directors must complete Piano Adjudication forms manually – forms can be found here: [http://www.ihsma.org/document/piano\\_adj.pdf](http://www.ihsma.org/document/piano_adj.pdf) )**

- 1) ~~Enter Roster Data for all Soloists~~ – This step has been eliminated. Proceed to Step 2 and create solo ballots in the same manner you would ensemble ballots
- 2) Adjudication Form Creation
  - i) Choose Ballot
  - ii) Choose Instrumental or Vocal
  - iii) Choose Create
  - iv) Select the appropriate type of Adjudication Form from the list provided on the right
  - v) Select the desired Event from the Event “drop-down”
  - vi) If soloist, type the soloist’s name in the indicated box. If an ensemble, choose a name for the ensemble that will uniquely identify them and enter it in the space provided and enter the number of performers in the ensemble.
  - vii) Enter accompanists name
  - viii) Enter Selection(s), composer/arranger(s), and publisher(s)
  - ix) Click on submit
- 3) Adjudication Form Assign – **Note:** you can only do this part **AFTER** you have finalized your initial schedule.
  - i) Choose Ballot
  - ii) Choose Instrumental or Vocal
  - iii) Choose Assign
  - iv) Choose the Center you wish to work with
  - v) Choose the correct ballot from the “drop-down” menu choices for each time slot.
  - vi) Click on submit

## OPTION 2: Solo/Small Ensemble Adjudication Forms – Manual Completion

- 1) Using your copy of the “Final” schedule, place the center number at the upper right-hand corner of the adjudication form and the Performance time at the upper left-hand corner for each entry.
- 2) Adjudication forms are given to the adjudicator by the performer along with the musical score(s) for the performance just prior to performance. **DO NOT SEND ADJUDICATION FORMS TO THE IHSMA OFFICE.**
- 3) When completing adjudication forms, use the name of the event as provided in the Spring Bulletin – Treble Clef Ensemble, Mixed Brass Ensemble, Wind/String Ensemble, etc.