



# Iowa High School Music Association

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TO: IOWA HIGH SCHOOL MUSIC DIRECTORS

RE: DIRECTIONS FOR COMPLETING "INITIAL" SOLO/SMALL ENSEMBLE SCHEDULES AND SOLO/SMALL ENSEMBLE FESTIVAL

## INITIAL SCHEDULE INFORMATION:

The "initial" schedule for the IHSMA Solo/Small Ensemble Music Festival is now available online for manipulation. All music staff must determine the appropriate performance time for all entries, make any changes to this schedule online and finalize it **on or before**:

Classes 3A – March 15

Class 2A – March 22

Classes 4A/1A – March 29

We have provided you an online "Initial" schedule that has tentatively scheduled events for you. Your job is to simply tweak the provided schedule to make it work for your students. When navigating the webpage, if the side scroll bar doesn't get you to the bottom of the page try clicking in the white space of the webpage and then using the arrow keys on your keyboard to navigate up and down. A joint meeting of the entire music staff to determine final performance times for their district should eliminate all student/accompanist conflicts. **Reminder: THE MAXIMUM NUMBER OF ACCOMPANIMENTS PERMITTED BY ONE PERSON IS 20!!!**

### Procedural Requirements:

1. All "Choir" (conducted ensembles – both instrumental and vocal) entries are now operating within a 10-minute block of time.
2. **Vocal Centers – Chamber Choirs and Madrigals must remain in the center to which they are assigned.** Madrigals may be switched with other events in that center. Chamber Choir entries should remain at their scheduled time. All other vocal entries may be switched at will with other vocal entries **regardless** of center. You need to make all of the changes you need in all centers and THEN submit (save) your work. You need to move quickly or your computer will lose its connection with our server and your work will be lost forcing you to start over.
3. **Instrumental Centers – All entries should remain in the center to which they are assigned.** Entries with a "Choir" designation can only be switched with other "choir" entries in that center. All other entries may be moved at will within the center to which they are assigned. Make all changes needed within each center and THEN submit (which saves) your work. Submit after each center when working with the instrumental side.
4. In centers containing multiple disciplines (i.e., vocal/band, vocal/strings, etc.), the dividing point between the disciplines will be indicated by the choices available in the event "drop down". If you need to "swap" time slots between disciplines you will need to contact Alan at the IHSMA office and have him do so manually.
5. Scratches – If you know of any scratches at this time, mark them as "Remove Entry" in the event drop down.
6. **You do not have the privilege of re-locating performances once you have finished your initial schedule.** Emergency situations will be provided special consideration. **Judges will withhold ratings for adjudication forms that do not correspond to the Final Schedule.** Events can perform "out-of-order" if need be but the ballot must reflect the scheduled time found on your Final Schedule.
7. **A COPY OF YOUR "FINAL" SCHEDULE WILL BE AVAILABLE ONLINE FOR YOU TO VIEW IMMEDIATELY FOLLOWING YOUR FINALIZATION OF THE INITIAL SCHEDULE. Each center's adjudicator will be listed on the "final" schedule.**
8. **SMART MUSIC ACCOMPANIMENTS – any woodwind, brass, or percussion entry that is using a Smart Music Accompaniment must check the corresponding box in the column marked "SMA" on the initial schedule prior to finalizing the initial schedule.**

### Initial Schedule – Online Completion (Step by Step)

- 1) Login, under the School Options column select Solo\_Ensemble. You should know your UserID and Password at this point. Contact the IHSMA office if you can't find yours or have forgotten it.
- 2) on the left, select "Initial Schedule", select Instrumental, or Vocal and then choose "Edit Schedule"

- i) Use the “Submit Assignments” button to save your work. Use the “Finalize Schedule” button **only** when you are completely done.
  - ii) Select the Center with which you want to work (you may wish to print off each center before you begin)
    - (a) **Don’t panic if you don’t see any entries in Center 1** – continue selecting the next Center number until you find the center with your entries.
  - iii) Make any necessary changes by selecting a different event in the event “drop-down” – please refer to the procedural requirements above when making these changes.
    - (a) **Note:** you must make all changes to all vocal centers before hitting the “Submit Assignments” button! Instrumentally, you should “Submit Assignments” after making the needed changes in each center. A confirmation screen will show up once your submissions are successful. If you are interrupted during this process your computer will lose its connection with the server and the confirmation screen will no longer show up. Log out and log back in to refresh your connection. Any changes made that were not successfully submitted prior to your losing your connection will be lost and must be made again. Many directors find it easiest to work out the changes needed on paper before submitting them online.
    - (b) **Using Smart Music Accompaniments:** check the column marked “SMA” for each entry that is using a Smart Music Accompaniment.
- 3) Once you are certain your entries are scheduled correctly **and you can see those changes when you return to the initial schedule screen after submitting your assignments**, choose “Finalize Schedule”. (At this point you will no longer be able to make changes to your schedule. If changes are needed you must now contact the IHSMA office.)
- i) Your Finalized Schedule has now been submitted to IHSMA and your host site. You can now view your Final Schedule at any point by selecting the Final Schedule folder on the left side of your screen.

#### 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.

### **STUDENT INTRODUCTION SCRIPT**

Students are encouraged to use the Student Introduction Script or variation thereof when introducing their event to the judge. This is an excellent way for students to ease the tension of the festival setting, add a professional touch to their performance, and educate their audience in what to listen for. This script can be found on the IHSMA website ([www.ihsma.org](http://www.ihsma.org)) in the Solo/Small Ensemble Festival section.

### **STUDENT COMMENT FORMS**

Our Solo/Small Ensemble Festival is about learning. The sole purpose of this festival has always been to create opportunities for students to become better musicians. A vital part of becoming a better musician has always been the development of critical listening skills. With this in mind, the IHSMA has developed Student Comment Forms, documents upon which students can critically evaluate other performances, during the festival day.

These forms, when utilized, require students to critically listen to other performances and evaluate that performances strengths and areas of weakness. Properly used, Student Comment Forms become incredible tools for learning.

Obviously, these are optional for our member schools, but we encourage your consideration of their usage. They may be found on our website ([www.ihsma.org](http://www.ihsma.org)) under the Solo/Small Ensemble Festival section.