



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 13

Class 2A – March 20

Classes 1A/4A – April 3

We have provided you with 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 operating within a 10-minute block of time.
2. **Vocal Centers – Small Choirs (formerly Chamber Choirs) and Madrigals must remain in the center to which they are assigned.** Madrigals may be switched with other events in that center. Small 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. Events can perform "out-of-order" if need be.
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.**

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.
- 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.

NEXT STEP – Enter ADJUDICATION FORM INFORMATION

IMPORTANT: Only complete this step AFTER you have finalized your initial schedule.

- Prior to festival day, you will need to login to the IHSMA website and enter each student's name, accompanist (if any), and Selections being performed in the corresponding box. To do so:
 1. Login to Festival Central
 2. Select School Options and select Solo_Ensemble;
 3. Select Schedule from the left-hand menu;
 4. Select Enter Student Information - If there are multiple selections being performed, number each selection using the same dialogue box (the dialogue box is expandable).

MUSIC:

Students must perform from legal copies of music unless performing from memory. Directors/students must bring a legal copy of the music being performed for the convenience of the adjudicator. This music must not be a photocopy– unless you have permission from the publisher to create that photocopy or the music is in the public domain. Attach any such permission to the judge's copy so there can be no confusion.

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 to. This script can be found on the IHSMA website (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 their 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) under the Solo/Small Ensemble Festival section.