

ENTRY FORM INSTRUCTIONS

PLEASE BE SURE TO CHECK FOR ACCURACY.....

Please understand that this process is to make your entry procedure easier. At the same time, if the entries are not accurate, it makes the procedure much more difficult for the person trying to process them.

- 1. Birth date and Age must match**
- 2. All fields must be completed**
 - Birth date for Adults can be 00/00/00**
 - Age for Adults can be 0**
 - Students must have birth date and age**
 - Emails can be mary@noemail.com or john@noemail.com if no email is available**
 - Teacher's emails must be complete**
- 3. No Apostrophe's please**
- 4. Be sure the ages for the divisions match the age at the top of the form**
- 5. Be sure the category matches the music selection**
- 6. Be sure the instrument is correctly entered**
- 5. Ensembles:**
 - Vocal and Piano Duets, Trios and Quartets must be filled out exactly identical to each other. If one letter is off, they will not be put together. For example the spelling of the composer Vandal. If one is spelled Vandall, they will not process correctly.**
 - All Trios and Quartets must have a name. The names must match exactly. There is no name for duets.**
 - ALL ensembles are listed under Prep, Junior, Intermediate and Senior, NOT by age.**