



# Iowa High School Music Association

PO Box 10  
Boone, IA 50036  
ALAN S. GREINER, EXECUTIVE DIRECTOR  
www.ihsma.org

Tel. (515) 432-2013  
Fax (515) 433-4402  
alan@ihsma.org

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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 17    Class 2A – March 24    Classes 4A/1A – March 31

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. 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.
3. **Instrumental Centers** - Solo entries should remain in the center to which they are assigned. Entries with a "Choir" designation should remain at their scheduled time. All other entries may be moved at will within centers of the same discipline: brass ensembles should stay within brass centers, woodwind ensembles should stay within woodwind centers, percussion ensembles should stay within percussion centers, and string ensembles should stay within string centers.
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".
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) 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.

- ii) 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 centers within your discipline (Instrumental-Wind, Percussion, String; or Vocal) before hitting the submit button! 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 this 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.
  - (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”.
  - 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:

### Solo/Small Ensemble Adjudication Form – Online Completion

- 1) Enter Roster Data for all Soloists
  - i) Login, under the School Options column select Solo\_Ensemble. On the left select Roster.
  - ii) Choose Edit Students
    - (a) Designate students listed as members of your program – this step will avoid duplication of names between the band, vocal, and orchestral programs. Click on Update Roster
  - iii) Choose Add Students
    - (a) Input remaining student names that were not listed when editing students, grade level, and designate as an Instrumental, or Vocal student as appropriate. Students that are performing 2 or more solos **within the same instrument family** (IE. a bassoon solo and a piccolo solo) will need to be entered multiple times on the roster – use a unique name entry for each (IE. Alan Greiner (bassoon), Alan Greiner (Oboe), Alan Greiner (English Horn), etc.)
    - (b) Click on Submit
- 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, select the soloist’s name from the “drop-down” menu (if this student is performing multiple solos within a single instrument family make certain you select the unique name you assigned above), 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

### 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.ihisma.org](http://www.ihisma.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.ihisma.org](http://www.ihisma.org)) under the Solo/Small Ensemble Festival section.