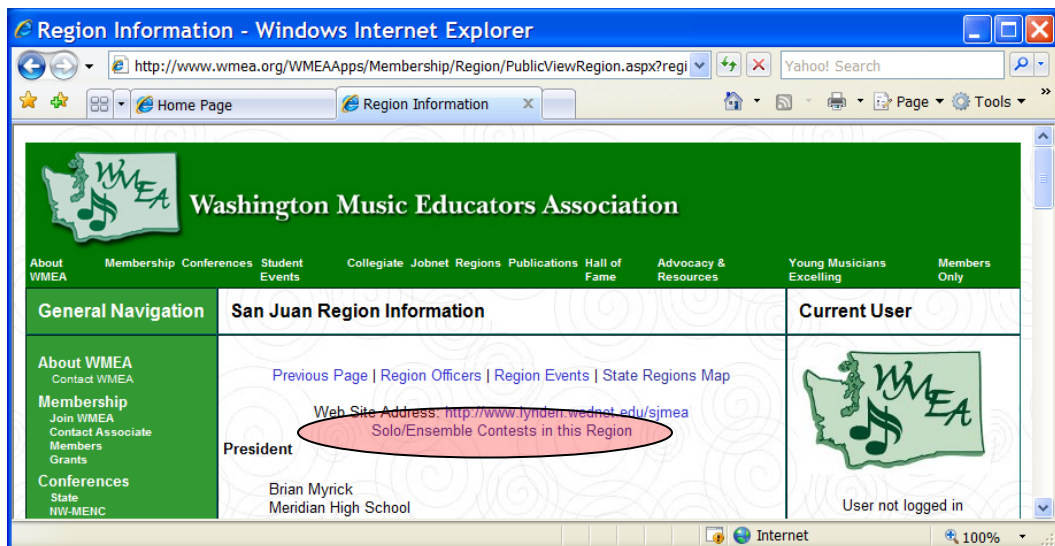


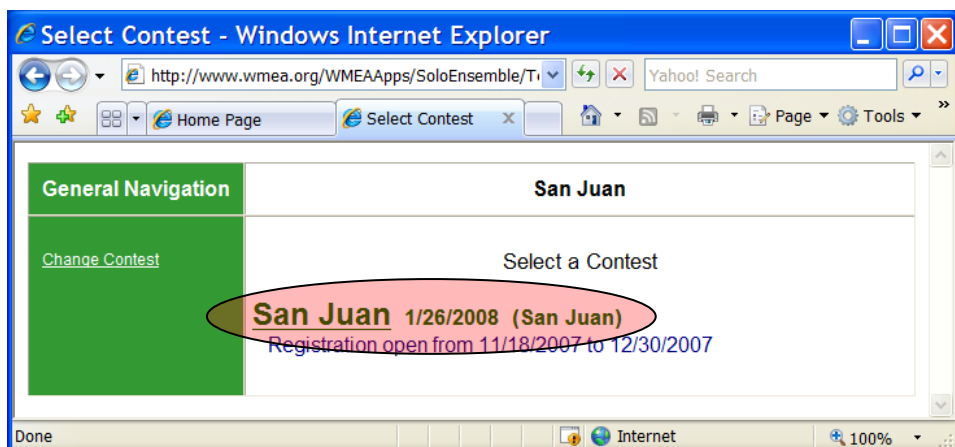
It is very important to click "Save Changes" throughout the process

How to get to Solo Ensemble

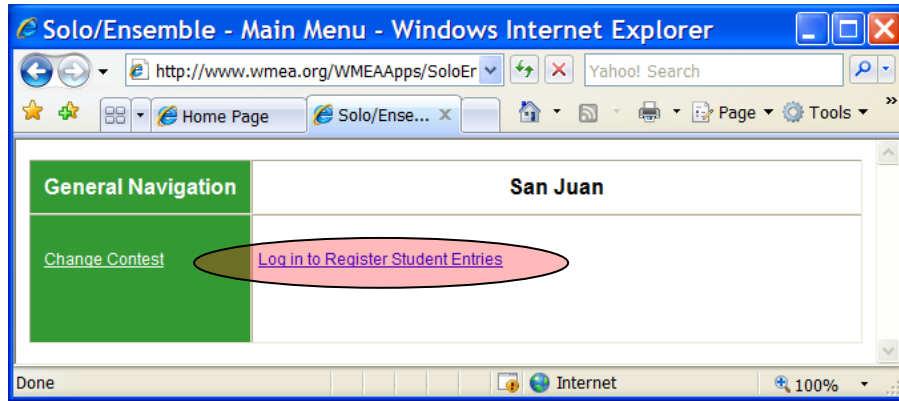
- Go to www.wmea.org
- Hover over WMEA Regions, then click Solo and Ensemble Access in the left navigation panel
- Select your region
- Click on the 'Solo/Ensemble Contests in this region' link



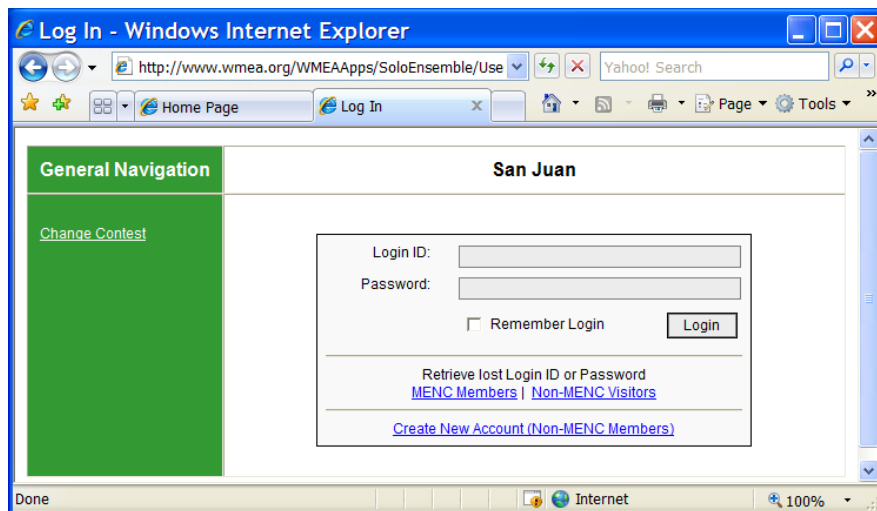
- Select a contest from the list. There may be more than one depending on how your region is running the current year's contests



- Click on Log in to Register Student Entries. Note that you can also 'Change Contests' at any time using the option in the left navigation panel.



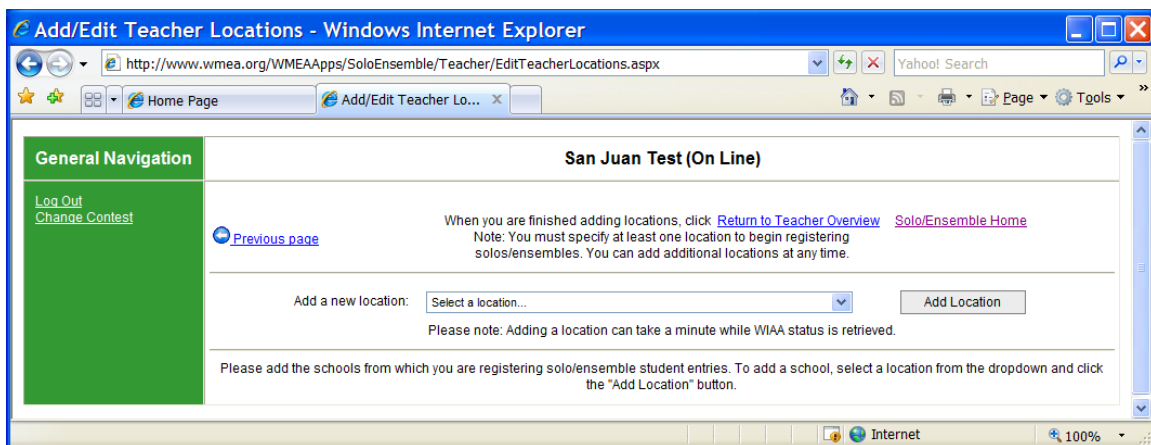
If a member, log in using your NAFME membership number and last name (unless you had changed your password.) If not a member of WMEA, either use existing non-member log in information or create a new non-member account.



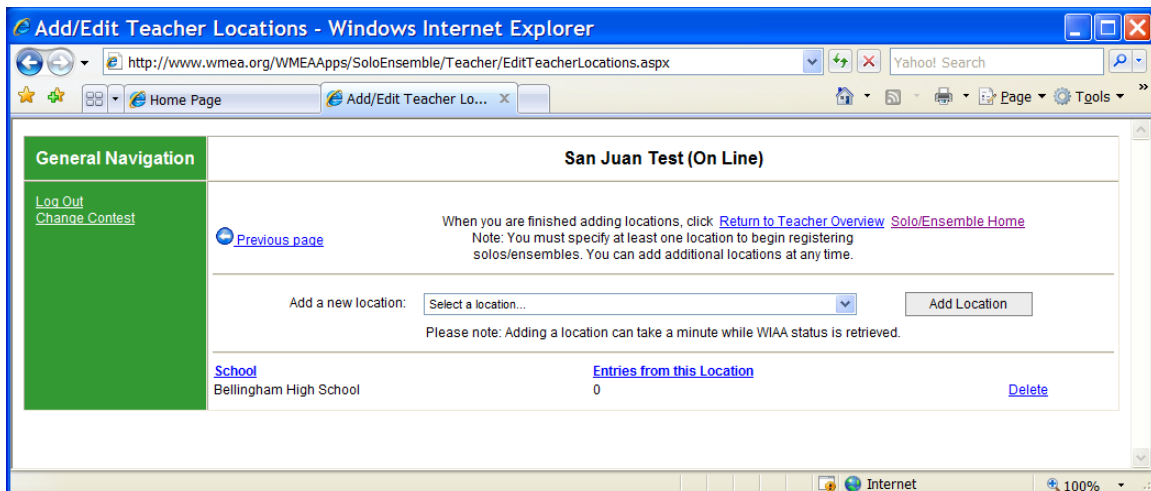
Setting up your teacher profile

- The first time you go in to register students for a contest you will be asked to create a profile, requiring that you provide a valid email address. Make sure this email address is where you want contest related communications to find you. The phone number is truly appreciated by your contest manager in case they need to contact you outside the school day.
- Once finished, click "Save Changes", then "Solo/Ensemble Home", then "Student Registration."

Then you should see these two screens.



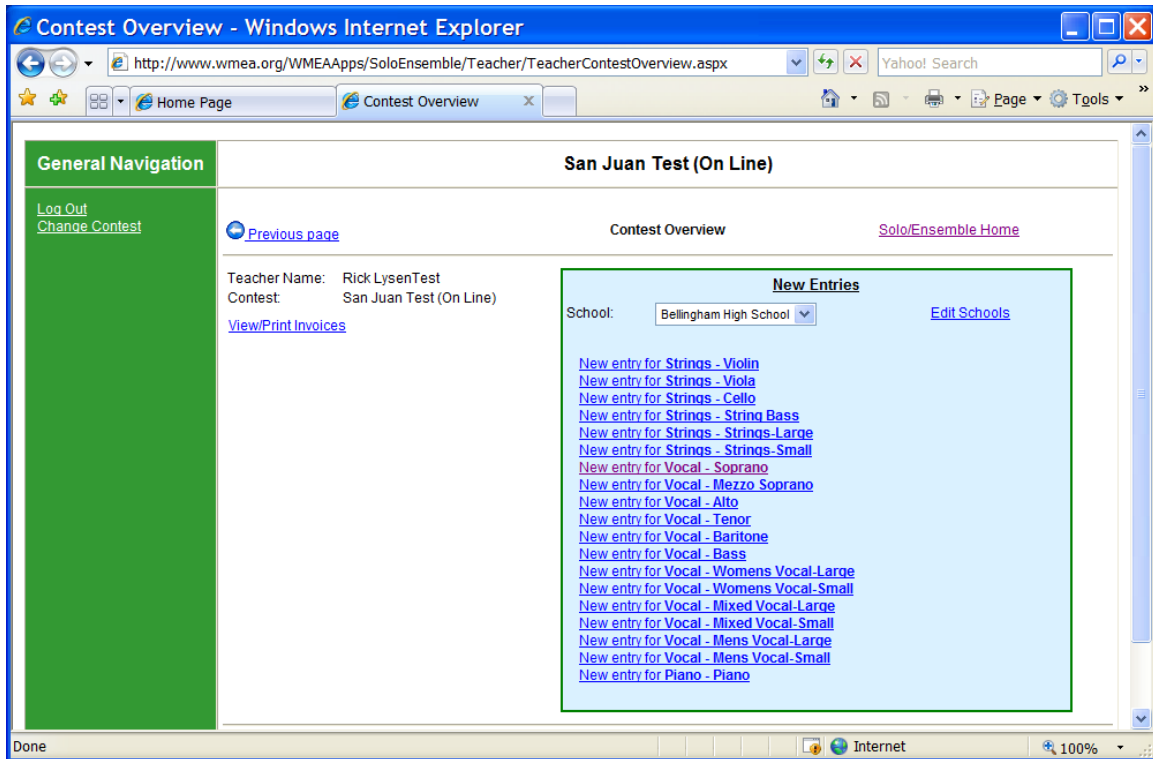
- Add the schools that you are representing by selecting the school from the drop down list and clicking on 'Add Location'. Your list of schools will show up below.



Once you finish selecting your schools click on 'Return to Teacher Overview' and you will see a list of all students you currently have registered.

Registering Students for the Contest

- From your Teacher Overview select the school (“Select A School”) that the student or ensemble comes from. You will be presented with a list of categories to choose from. Click on the category the student(s) will be performing in.



Please note: You will need to “Select A School” to begin each new entry. The drop down menu of categories will not appear until you do.

- The student registration form will be displayed as shown below. Fill in the fields as documented below. The first example is for a solo entry

The screenshot shows a web browser window titled "Edit Student/Entry - Windows Internet Explorer". The address bar shows the URL: http://www.wmea.org/WMEApps/SoloEnsemble/Teacher/EditEntry.aspx?EntryID=101. The page content is titled "San Juan Test (On Line)". On the left, there is a green sidebar with "General Navigation" containing links for "Log Out" and "Change Contest". The main form area includes a "Previous page" link and a "Solo/Ensemble Home" link. The form fields are as follows:

- Entry First, Last Name: Sally
- Instrument/Voice: Soprano
- Grade: Radio buttons for 7, 8, 9, 10, 11 (selected), 12
- Category: Vocal - Soprano
- Teacher Name: Rick
- School: Bellingham High School
- Teacher Email: rickslowdrip.com
- Unaccompanied?:
- Withdrawn:
- Opts Out of State Contest:
- Ineligible for State Contest:

At the bottom of the form, there is a "Save Changes" link and an "Add Accompanist" link.

ITEM	DESCRIPTION
First Name	Student's First Name
Last Name	Student's Last Name
Double Time Slot	If two time slots are required check this box. The student will be charged for the second time slot
Grade	Choose the appropriate grade for the entry
Teacher Name	The name of the teacher. This will automatically be filled in
Teacher Email	Your email will be automatically filled in if available from the membership files.
Withdrawn*	Check this box if you wish to withdraw this entry
**Opts out of State Contest	Check this is the entry does not wish to be considered for the State Solo Ensemble contest
Ineligible for State	Check this is the entry is ineligible for the State. All entries below 9 th grade will automatically be checked as ineligible
Accompanist	You will need to either check the Unaccompanied box or 'Add Accompanist' before you will be allowed to save the entry. You can find detailed instructions for adding/removing an accompanist at the bottom of the next page.
Save Changes	You must save your changes.

**As of 2012, the "Opts out" option no longer exists. If you know an entry has no interest in, or would be unable to attend the state contest, check the "ineligible for State" box.

*As of 2010, the "withdrawn" button is no longer available. Any entries you did not "delete" prior to the registration window closing, but which need to cancel should be communicated directly to your contest manager.

- This second example is for an Ensemble Entry

The screenshot shows a web browser window titled 'Edit Student/Entry - Windows Internet Explorer'. The address bar shows the URL: <http://www.wmea.org/WMEApps/SoloEnsemble/Teacher/EditEntry.aspx?EntryID=102>. The page content is titled 'San Juan Test (On Line)'. On the left, there is a green sidebar with 'General Navigation' containing links for 'Log Out' and 'Change Contest'. The main form area includes:

- 'Previous page' and 'Solo/Ensemble Home' links.
- 'Ensemble Name:' text box.
- 'Lowest Grade Level:' radio buttons for 7, 8, 9, 10, 11, 12.
- 'Category:' dropdown menu (selected: 'Vocal - Womens Vocal-Small').
- 'Teacher Name:' text box (filled with 'Rick').
- 'School:' dropdown menu (selected: 'Bellingham High School').
- 'Teacher Email:' text box (filled with 'rickslowdrip.com').
- Checkboxes for 'Withdrawn', 'Opts Out of State Contest', and 'Ineligible for State Contest'.
- 'Unaccompanied? Addn Ensemble Members (0 if solo):' text box (filled with '2').
- 'Add Accompanist' link.
- 'Ensemble Member' section with two rows, each containing 'First, Last Name:' text boxes and 'Instrument:' dropdown menus (selected: '(No Instrument Selected)').
- 'Add Ensemble Member' link.

The only difference for ensembles is adding the ensemble members. Small ensembles must have 2, 3 or 4 members. Large ensemble must have 5 to 16 members.

To change the ensemble count, simply enter the number of participants in the Ensemble Members Box and click "Set Ensemble Count." The corresponding number of slots for ensemble members will appear. Enter each individual's name, select the "instrument" and click "Save Changes."

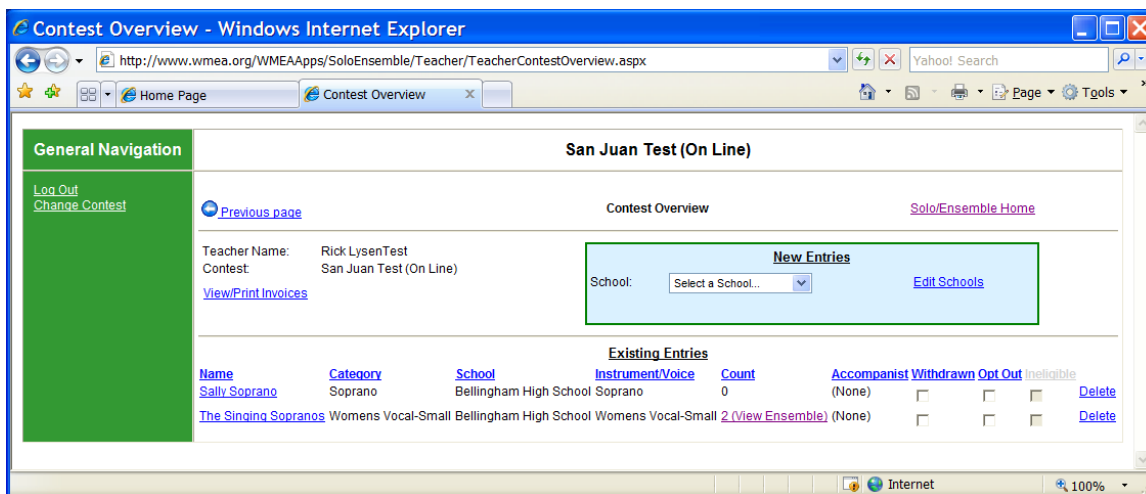
Subsequent changes in the number of participants involves a combination of deleting/adding members.

Adding/Removing/Changing an Accompanist

To add an accompanist, first look to see if that person already exists in the pull down. If so, simply select that person. If not, enter the info and click "save changes." To change an accompanist, click "remove accompanist", then "add accompanist". Make sure "Add A New Accompanist" appears in the pull down.

Alert!! There is a new rule in place regarding state eligible instrumental ensemble accompanists!!!!

- Once you have created student entries they will be displayed on your teacher overview page as shown below. Make sure the "Registered" box is checked. If not, you still have incomplete/missing information for that entry and it will not be scheduled.



To access/edit specific information regarding an entry, just click on the entry name.

From this overview page you can perform the following tasks.

Task	HOW TO
Create a new Entry	Select the student's school and then click on the category
Add A school	Select 'Add a new School' from the School Dropdown
Edit an existing Entry	Click the Name of the Entry in the left column
Remove an Entry (prior to contest closing)	Click on the 'Delete' Link
View/Print an Invoice	Click on the View/Print Invoices link, select the school and View the Invoice

Once you have completely finished your work, you should View/Print an invoice:

1. Click on View/Print Invoices
2. "Select A School"
3. Click on "View Invoice (PDF)"

Any questions or challenges should be directed to your contest manager.