



2025 Solo & Ensemble Festival Registration and FAQs

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CHSAA MUSIC INFO: [CHSAANow](#)

REGISTER FOR A MUSIC FESTIVAL: <http://gvlabs.com/festivalmanager/chsaa/src/top.htm>

ACCESS CODE FOR FIRST TIME USER: director2025

FESTIVAL MANAGER SITE ASSISTANCE: Marisa Tenorio, mtenorio@chsaa.org

Solo & Ensemble Festivals

IMPORTANT REMINDERS

1. Register your students and groups for festivals online at <http://gvlabs.com/festivalmanager/chsaa/src/top.htm>.
2. **The access code for new users is director2025.**
3. Check deadline dates for registering your school on the festival manager website.
4. Arrange for transportation of students and instruments to the festival site.
5. Make sure to provide the necessary adult supervision of students during the festival.
6. Provide original scores of music, with measures numbered, to adjudicators for all entries – **Copyright violations will be reported to the CHSAA office.**

ENTRY PROCEDURES

- All entries for Solo & Ensemble must be made through the CHSAA on-line entry program (Festival Manager) at <http://gvlabs.com/festivalmanager/chsaa/src/top.htm>.
- Please note some festivals may close early if they have reached their entry limit. Please register early to guarantee a spot for your student(s)!
- **Fee Information:**
 - o **Solo** - \$10.00 per entry
 - o **Ensemble** – Minimum \$10.00 per entry or \$1.00 per member if ensemble has 10-16 members.
 - o A late fee of **\$50.00 per entry** will apply for entries submitted after the deadline of the festival. *(Deadline determined by each festival manager)*
 - o **The CHSAA office will send you an invoice prior to the music festival.**
 - o **Fees must be paid by single school/school district check (made out to CHSAA).**
 - o Each school director should collect individual checks and write one check for all entries for his/her school. Do **not** send individual checks or cash.
- Site Directors will be responsible for scheduling and notifying the schools of performance times and other information.

CANCELLATIONS

ALL ENTRY FEES ARE NON-REFUNDABLE AFTER THE DEADLINE. This includes cancellations due to weather or other unforeseen circumstances that may occur.

LIMITATIONS ON S&E ENTRIES

1. Private teachers must enter students through the school's music teacher and principal.
2. **Solo: A maximum of 16 vocal soloists** regardless of voice classification and **a maximum of 16 instrumental soloists** regardless of instrumentation may be entered per director. The festival director may limit or expand festival entries at his/her discretion based upon facilities and judges.
3. **Ensembles:** a school may enter any number of small ensembles. **The membership of each ensemble is limited to 16 students.** Individuals may participate in no more than two instrumental and/or vocal ensembles.
4. Students participating in the instrumental and vocal festivals must be members of either a vocal or instrumental major school musical organization if such a group is available. The musical organization must be part of the curricular day; a small group meeting after school is considered a parallel music organization.
5. A piano soloist must be a member of a major music organization or a school accompanist.

Festival Manager Website Procedures

REGISTRATION FOR FIRST TIME USERS:

1. Go to the website <http://gvlabs.com/festivalmanager/chsaa/src/top.htm>.
2. Click on “register” to begin the registration process.
3. Next you will be asked to enter an **access code (director2025), your last name, and your first name**. Select continue when you have completed filling out this information.
4. Next you will be asked to fill out a form containing your name, address, and contact information. **All information in red is required and must be filled out to register**. Select “continue” when this form is completed.
5. Once you select “continue,” **a link to your password will be sent to the e-mail address** you entered (Please note: all logins and passwords are case sensitive).
6. An e-mail will be sent to your account from CHSAA Music Festival Account Support. The e-mail will contain a link to set your password. Please check your junk/spam and clutter email box, the password reset is often found here.
7. After clicking on the link you will be allowed to set your password.
8. *If you do not receive an email from the festival manager website within hours, contact our office at 303-344-5050 and we will be happy to assist you. Again, please check your junk/spam and clutter folders for an account support email.

RETURNING DIRECTORS:

1. Go to the website <http://gvlabs.com/festivalmanager/chsaa/src/top.htm>.
2. Click on “log in” to enter the website.
3. Enter your e-mail address and password (**you must use the e-mail address you registered with when you first created your account**)
4. To change your e-mail address please contact Marisa Tenorio at mtenorio@chsaa.org
5. To change your password select the “click here” option located under the “log in” button. **Enter your e-mail address and a link will be sent to you with a new password**. For further assistance contact Marisa Tenorio mtenorio@chsaa.org.

UPDATING PROFILE INFORMATION: NEW AND RETURNING DIRECTORS

All directors, new or returning, should review their profile and update any information that has changed. Use the following steps to do this:

Select “Profile” the tool bar

1. **Next select “Edit your user profile”** to update name, address, and contact information they may have changed.
 - a. After entering in changes select “Update”.
 - b. After selecting “Update” select back to return to the main Profile page.
2. To update the schools you are associated with select **“Add schools to your profile”**.
 - a. Search for your school under the appropriate letter.
 - b. Place a check-mark next to your school and select “Add checked schools”.
 - c. Select “Back” to return to the main Profile page.
3. To remove schools from your profile check the schools you would like to remove from the main profile page. Then select **“Remove checked schools”**.

UPDATING SCHOOL ROSTER INFORMATION:

Before you are able to register students, you need to update the school roster. **You only need to enter each student one time. Please note: This is a school roster, not an individual director's roster.**

1. Select "School Roster" from the toolbar.
2. Next to "School Roster" select your school from the drop-down box. **(If your school does not appear, you need to add it to your profile before you can enter in roster information)**
3. **To add a student to your current roster select "Add a new student".**
 - a. Fill out the form that comes up with the appropriate information.
 - b. Select "Create" after the form is completely filled out.
 - c. Continue this process until all students are added.
4. To remove a student from your current roster check the student you would like to remove. Then select "Remove checked schools".

ADDING AN ACCOMPANIST:

Once the school roster is set you can add accompanists: **Please Note: the more students your accompanists supports, the less flexibility the site director has in scheduling your students.**

1. Select "Accompanist" from the toolbar.
2. Select "Create a new accompanist":
 - a. Fill out the form that comes up with the appropriate information.
 - b. Select "Create" once the form is filled out.
 - c. Select "Back" to return to the main Accompanist page.
3. Repeat this process for each accompanist that needs to be added.

REGISTERING FOR A SOLO & ENSEMBLE FESTIVAL

After updating your school roster and accompanist information, you can register your school for the appropriate festival. You may add entries up to the entry deadline date. **Please note: Each soloist needs to be entered as a separate group on the school's entry form. You do not have to have separate entry forms for each soloist.**

1. Select "Festival Registration" from the toolbar.
2. Next select the festival you would like to enter **by clicking on its name.**
3. Next you will select **"Create a New Entry Form."** **Fill out the necessary information:**
 - a. Select "Solo" or "Ensemble" for the type of group your entering.
 - b. Select your school from the drop-down box.
 - c. If you have scheduling requests, please note them in the "special requests box".
 - d. Select **"Create"**
4. **To add soloists to your entry form follow these steps (to add ensembles go to step #5):**
 - a. Select the "Add soloist" link to add your participants (at the bottom of the form).
 - b. Next, select your student's name from the drop-down box.
 - c. Fill out any other necessary information on the form.
 - d. Select "Create"
 - e. Select "Back" to return to your school's entry form.
 - f. Repeat these steps to add additional soloists to your entry form (Please note: you can enter all soloists on one entry form).

5. **To add ensemble information to your entry form follow these steps (Please note: soloists and ensembles must be on separate entry forms. To create a new entry form, follow steps 1-3).**
 - a. Select the "Add Ensemble" link to add your participants(at the bottom of the form).
 - b. First, enter the name of your group and any other necessary information.
 - c. Select "Create"
 - d. Next, under "Member Name" select one of your students' names from the drop-down box.
 - e. Select "Add Member" to continue to add students to your ensemble.
 - f. Select "Update" to save the information.
 - g. Select "Back" to return to the entry form.
 - h. Repeat these steps to **enter additional ensembles** (Please note: you can enter all ensembles on one entry form).
6. After you have added all of the necessary soloists and ensembles, select "**Submit**" to register your students. **Your school will not be registered until you have selected "Submit" (Please note: pop-up blockers must be off to submit all entry forms).**
7. Next, a Submit Entry Form box will pop-up. **Enter the appropriate school administrator's email address to alert them that your entry form has been submitted and payment is due.** Select "Continue" to submit the e-mail address and to be taken back to the main entry form.
8. **To print your invoice select "Print Invoice" located at the top of the main entry form.**
9. Repeat the above steps for all festivals you wish to enter.

IMPORTANT: Please wait to complete payment until the CHSAA finance department sends your school an invoice. Do not send personal checks or cash in the mail to the CHSAA office. If a students family provides a personal check, please have them make it payable to the school. Turn in all funds collected and have the school cut a check for the amount shown on the invoice.

General Solo & Ensemble Guidelines

MEMORIZATION FOR SOLO AND ENSEMBLE FESTIVALS

Memorization will be required of all vocal soloists, vocal ensembles, and piano soloists. Memorization is recommended but not required for piano soloists in grades elementary to 10th grade. Memorization is required for piano soloists in grades 11 & 12. Vocal and piano soloists and ensembles (in 11th or 12th grade) that do not memorize their solos will be graded down one division. Memorization is not required of other instrumental participants.

MUSIC

Adjudicators for solo and small ensemble events must be furnished with original scores. Students will not be allowed to perform without an original score for the judge. Measures in the scores must be numbered. Appropriate dress is required.

The CHSAA Music Committee strongly encourages students to prepare appropriate literature for festival performances (show tunes, pop music and similar type literature is not appropriate!) If you are unsure of the appropriateness of the music your student wishes to perform, please contact a member of the CHSAA Music Committee or CHSAA Assistant Commissioner Bethany Brookens for clarification. Please visit the CHSAA website for a list of appropriate music: www.CHSAAnow.com

COPYRIGHT LAW

Directors must be cognizant of copyright laws and understand that unauthorized reprinting of scores or music can subject the director and/or school to heavy federal penalties. Directors and/or students violating the copyright laws will be reported to the school administration on the first violation and removed from participation. Subsequent violations will be reported to the CHSAA legal counsel for advisement. Adjudicators are responsible for notifying the solo & ensemble managers of violations that occur.

The CHSAA highly recommends that all directors take the FREE National Federation of High School's (NFHS) Copyright and Compliance Course now available online at nfhslearn.com. This free course should take about 45 minutes to complete.

All festival performances are required to provide the judges with Original Scores for their adjudication reference. Original scores are defined as scores produced by the publisher that matches the composer and arranger of the selection(s) being performed. Full scores are preferred when available. In the event original scores are not available at the time of the festival, the following must be provided:

- 1. Originals ordered but not received:** A letter from the publisher or retail dealer verifying the scores were purchased prior to the performance.
- 2. Music Out of Print:** A letter from the publisher or retail dealer verifying the music is Permanently Out of Print.
- 3. Digital Download Purchase:** A copy of the purchase invoice and highlight the purchase line printed at the bottom of the front page of the score.
- 4. Public Domain:** Print a screenshot of the webpage from which the music was obtained and/or a letter from a publisher verifying the selection is in public domain status.
- 5. Commissioned/Unpublished Work:** Provide an ensemble specific letter from the copyright holder granting permission to provide additional scores.

ACCOMPANISTS

Accompanists are an integral part of the solo; however, accompanists are not part of the judging process.

ADJUDICATORS FOR SOLO AND ENSEMBLE FESTIVALS

Adjudicators for Solo and Ensemble Festivals will be selected and employed by the local site director with help from the Colorado Music Educators Association. Music competition on a league basis may be organized and conducted in accordance with league rules, provided these rules do not conflict with the provisions of the Constitution or Bylaws of the CHSAA.

STATE MUSIC FESTIVAL REGULATIONS

All state music festivals will be organized in a manner similar to that used for other CHSAA activities. The state will be divided into districts and the CHSAA office will designate some community in each district as host school for each festival. The CHSAA office will also designate a school official in each district, usually the administrator of the host school, as the director of the festival in that district.

It is recommended that each director name a committee of representative persons, including vocal and instrumental directors, from his/her district to assist him in planning and conducting the festival. In accepting the directorship of a festival the director agrees to be responsible for the planning that is necessary at the local level, to arrange for facilities for the festival, to accept registrations and fees on behalf of the CHSAA and to submit a general and financial report on the festival to the CHSAA within seven days after the event.