

Get your school's TEA Code. - **This is new this year.**

1. Click on Directors
2. Click on Form 6/7
3. Select the Event
4. Click on "Select from PML"
5. Click on the Grade of the Solo (Class 1, 2, or 3)
6. Once the titles populate the window then click on the thumbs-up of the title you are selecting. The thumb will turn green. Once it turns green "X" out of the window. By selecting the thumbs-up it will correctly enter the PML ID, Composer, and Title in the original window.
7. Enter the accompanist's name
8. Select Performance Time Preference
9. Enter student's name, grade level, and instrument
10. Click Submit and Print Later or Submit and View. Either will successfully submit the entry.
11. Follow this for each student's entry. Follow the same procedure for ensembles.
12. Once all entries have been submitted complete Form 1
13. Enter each student's name in the box on Form 1.
14. Click Submit and View Form
15. Print Form 1 and have the Principal or Superintendent sign.
16. Print invoice and submit for payment (make sure payment goes to correct place. All UIL events go to Nelson, TMEA events to to their respective chairs - Alex, Christie, or Justin)
17. Send preliminary Form 1 early and adjust on contest day OR bring correct Form 1 on contest day