

Print this page for use as a reference

Procedure for Orchestra Solo & Ensemble

1. Log onto www.uilforms.com and register for S&E Contest.
2. Once you are registered, be sure that you download the bar code fonts.
3. When you have downloaded the fonts, either to your desktop or to “My Documents”, an icon (charb CODE) will appear.
4. Open “My Computer” and find the fonts folder.
5. Drag the charb CODE icon into your “My Computer” fonts folder.
6. Go to the Welcome page of Charms
7. Find the Bar Codes line and click “enable”
8. Now fill out forms:

Checklist	Done
Print/submit form 1 (must have principal’s signature and list of students participating)	<input type="checkbox"/>
Print/submit form 6 - Solo/Ensemble	<input type="checkbox"/>
Print/submit form 8 - Medium Ensemble	<input type="checkbox"/>
Print your invoice (go to “view entries”, click on contest name, click “print invoice”)	<input type="checkbox"/>
Submit an official school check (no personal/temporary checks)	<input type="checkbox"/>
Deliver/mail all forms (entry) to UIL Office	<input type="checkbox"/>

Mail/Deliver To:
6408 N. Taylor Rd.
McAllen, TX 78504