

Directors:

1. You must register with Charms (uilforms.com).
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:
 - Name of contest HS CHOIR/PIANO S/E, HS ORCHESTRA S/E, and HS BAND S/E :
 - a. Form 1 (Entry form-white) fill out following instructions.
Print and have your school principal sign.
 - b. Form 6 (Student entry form – pink) fill out 1 per student entry or 1 per ensemble entry.
 - c. Form 8 (Medium ensemble form – blue) fill out 1 per entry.
 - d. Form 9 (Certification form – white) fill out 1.
 - e. Print forms and mail to Hugo.