

REGISTRATION INSTRUCTIONS

Morning registration attendants should arrive at 8:30AM.

Afternoon registration attendants should arrive at 12:15PM.

Someone must remain at the registration desk through the lunch hours. Our judges have staggered lunch times, so students will be present throughout the lunch hours.

Students may only be seen at their scheduled time.

Students must have their music **when they check in** at the registration desk.

“Any student checking in at the registration desk without music or with photocopied music will not receive a grade in performance. Registration desk attendees will notify AD chairs that students have registered with a NS (no score) status.”

If a student presents at the registration desk without music or with photocopied music, you must write their name down with NS (no score) beside their name and give this to the AD Chair. We do not allow the student to go in search of his/her music once they have arrived at registration check in.

Do not erase teachers' markings in the student's music!

It is not necessary to number every measure. If the publisher or student already has the music numbered every four measures or every line, that is more than sufficient.

Please maintain an atmosphere of “quiet” in the lobby area. We had many complaints last year about the noise level, and people were unable to hear their name being called. We will provide some “Quiet” signs to be posted in the area.

Please be sure to keep a steady flow of students for the runners. When judges are waiting for students to arrive, it causes the entire system to back up.

Please tell each student to be sure to take their theory test before returning to the lobby.

Please stagger lunch times so that someone is at the registration desk at all times.

Please return all materials to the area outside the records room at the end of the day.