INSTRUCTIONS FOR SUBMITTING ONLINE ENTRY FORMS:
All-State Band, Chorus, Jazz Band, and Orchestra

The **only** method that can be used to register students for All-State Band auditions, All-State Orchestra auditions, All-State Jazz Band auditions, or to register quartets for All-State Chorus is through the online entry forms on the SDHSAA website.

To register your students, the following process must be followed:

1) If you have not previously done so, create a user account on the SDHSAA website.
2) Login to the SDHSAA website (www.sdhsaa.com) using the username and password combination that you created when signing up for the account.
3) After successfully logging in to the SDHSAA website, click *Fine Arts* on the main Login Zone page.
4) On the Fine Arts page, select the *Music* tab (if not already selected), and finally click on *Entry Form* for the desired activity.
5) Once you open the entry form, your school's name should automatically appear on the form.
   - ✓ When filling in the name of the director, do not use Mr., Ms., or Mrs. as part of the name. Also, please do not forget to include the name(s) of any Assistant Director(s).
6) When filling in the forms, *all items must be completed before proceeding to the next item* (i.e. grade, # previous years in All-State, etc.).
7) When completing the form, you can choose to either *Save & Finish Later* in order to proof your entry **OR** *Submit & Print* to complete and submit your entry. Remember, "saved" entries are NOT submitted. You must click the *Submit & Print* button in order to complete your entry and officially enter your students. Once a form is submitted, you will no longer be able to edit it online.

Online Form Points of Emphasis:

➢ It should be noted that forms submitted after the deadline date will be designated as LATE. Late forms will result in a $50.00 late fee being assessed (unless approved by the SDHSAA for late submission).
➢ Directors should make sure that all students' names are spelled correctly as information for the All-State program will be pulled directly from the online entry forms.
  - To make additions or changes following the online submission of the form, please email Aaron Magnuson (aaron.magnuson@sdhsaa.com) with the information. **NOTE:** Please include both the original and corrected information along with the name of your school and a telephone number you can be reached at in the event that questions may arise.
  - Additions or other entry changes after the submission deadline will result in a "Clerical Errors Fee" being assessed.