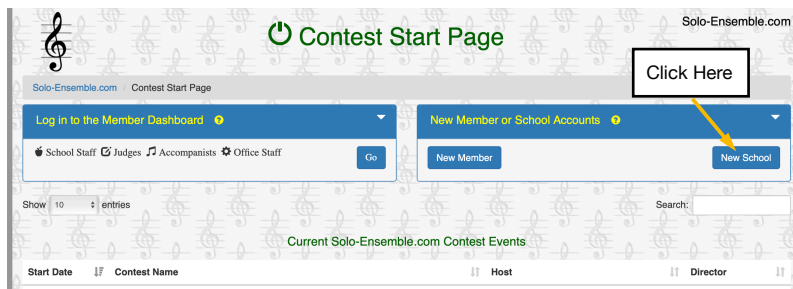# Solo & Ensemble
Account Set-Up Instructions (New Users)

* IMPORTANT: Please email Mr. Saenz to delete the previous director's email account to begin this process.

1. Go to: https://solo-ensemble.net/index.php?lo=1
2. Click on *Contest* button

3. Enter Information your and school Information. Remember add your performance discipline in the **"Participating School Name"** such as:
"Brown MS Band" "Brown MS Orchestra" "Brown MS Guitars"

4. Click "Create School"

*After creating the account, you will be asked to return to the Solo-Ensemble.net Contest Start Page where you can log in by clicking the **"Go"** button located in the "Log in to the Member Dashboard." Click "GO" and enter your temporary password that was provided in the message (otherwise you will have to click on the Forgot Password? to reset)*

Account Set—Up Instructions

5. Click on School Tab after you have logged into your Member Dashboard.

6. On the Main Menu Tab you will have areas where you can enter students, print invoice, and view comments and results.