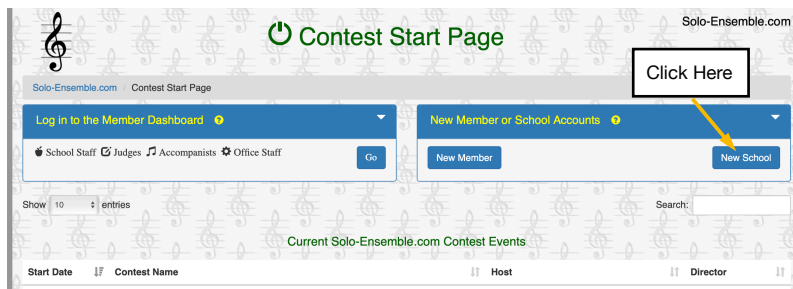


Solo & Ensemble

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”

IMPORTANT:
Participating School Name -
“Brown MS Band”

Enter your cell number please.

Contest code: **06fb3**

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.

Member Dashboard Solo-Ensemble.com

Log Out / Your Account / Your School Account / Dashboard for Mark Saenz

Available Contests and Roles

Contest Name	Accompanist	Judge	Contest Staff	School
El Paso ISD MS Solo & Ensemble Contest				

Join an Existing Contest

If you wish to participate in a Solo-Ensemble.com contest event as an Accompanist, a Judge, or a member of the Contest Staff, you must request a special ID code from an existing member of the Contest Staff (each role has a unique code). If you belong to a particular School that is participating in a contest event, request the ID code to join the school from any existing member of the School Staff. Contests corresponding to valid codes will appear on the list above, and each approved role is indicated by a blue icon that links to the contest in that role. Roles are specific to each contest, and you may have multiple roles within the same contest. This Dashboard page allows you to switch between roles and/or contests without the need to log out and back in again.

Accompanist Code Judge Code Staff Code School Staff Code

(Ask Contest Staff for code) (Ask Contest Staff for code) (Ask Contest Staff for code) (Ask School Staff for code)

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

El Paso ISD MS Solo & Ensemble Contest

Main Menu — Test

Log Out / Dashboard / Main Menu — Mark Saenz

School Account

- Invoice
- Download Files
- View Messages

Performance Entries

- Add Solos
- Add Ensembles
- Add Placement Auditions
- Placement Audition Rubrics
- List Assigned Sessions

Results

- Medals Ribbons Completed
- Comment Sheets
- Solo Results Remaining
- Ensemble Results Remaining
- Placement Results