

OSSAA – Music Department

To: All Music Teachers-PLEASE READ ENTIRE LETTER-NEW PROCEDURES ENCLOSED!

Dear Director:

Welcome to a new school year and CHANGES! Your updated “**2018-2019 Music Manual**” is no longer being printed, but you can print a copy of it from the OSSAA webpage. Go to www.ossaa.com, click on “Non-Athletics”, then click on “Music”. You will see a link to the manual, which you can download the PDF file and print. Directors who want to enter an OSSAA contest **must** be registered in the system. Below are two sets of instructions for directors, one set for **new** directors and another set for directors **already registered** as a user. Please follow the instructions and register within the next **48 hours!** I will be sending out some “welcome” emails in August, if you do not receive them, please check to see if they are landing in your “Spam” or “Junk” folder. It is important that you get this resolved, or you will not receive the latest information and deadline warnings. This is the only letter posted on the OSSAA website, everything else will be done by email so it is important that you are able to receive my emails from the Contest Manager Website. Register today if you’re not already registered!

DIRECTORS WHO WERE REGISTERED LAST YEAR ON THE CONTEST MANAGER WEBSITE:

If you have previously registered into the system, you will not need to re-register this year. Your existing email address and password should still be valid for entry into the website. **You will need to go in and update your profile, and school rosters.** Please take the time to update your phone numbers, address, emails, etc. If you changed schools, it is very important that you remove your old school by editing your profile, and add your new school. Remember the school rosters will still include ALL students’ names from the band, orchestra and choir in your particular school. You will need to delete only those students no longer in the program, and add the additional students. **REMEMBER THAT THE SCHOOL ROSTER HAS ALL STUDENTS IN YOUR SCHOOL LISTED, NOT JUST IN YOUR DEPARTMENT. YOU WILL SEE BAND, ORCHESTRA AND CHOIR KIDS ON YOUR ROSTER!** Remember you only need to list the individual student’s names if they are going to be doing solos or ensembles. Detailed contest entry procedures will be emailed to you in the future.

NEW DIRECTORS REGISTRATION INSTRUCTIONS- Email will be the primary way to communicate this year, so it is essential that you register on the **OSSAA Contest Manager** website as a director immediately. **The first thing you will need to do is to turn off your “pop-up” blocker for this site.** Please go to our web site www.ossaa.com and click on the “Non-Athletic” link, then on “Music”. You will see a link to the “**OSSAA Contest Manager**” web page. After connecting to that link, simply click on “Register” (located immediately above the photo). It will then prompt you for an “Access Code”. Simply enter **dtest**, followed by your last name and first name. It is required that you enter an email address; it can be your school email, home email, wherever you want important OSSAA music information sent. “Data fields” in red are required fields, but please provide as much information as possible. After completing some basic information, you will be asked to hit “continue”. Within a few minutes of you submitting this information, you will receive an email sent to the email address you submitted from “Admin Support”, and the subject will be “OSSAA Music Contest Manager

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Account Request". If you do NOT get this reply, CHECK YOUR SPAM OR JUNK, and if you still do not see it, contact me at the OSSAA. In this email, you will receive a "one time" password; this will allow you to "Log In" the system the first time. Go back to www.ossaa.com, and click on the link to the **OSSAA Contest Manager** once again, but this time click on "Log In" instead of "Register" (right above the photo). Use the "one-time" password to enter the website. You should immediately "Update your Profile", this is where you can pick a password that you can remember. This is also where you must assign schools to your name, so that we know where you teach. REMEMBER THAT THE SCHOOL ROSTER HAS ALL STUDENTS IN YOUR SCHOOL LISTED, NOT JUST IN YOUR DEPARTMENT. YOU WILL SEE BAND, ORCHESTRA AND CHOIR KIDS ON YOUR ROSTER! **The school rosters are for the entire school, not just your department. You will only need to list individual student's names if they plan to do a solo or ensemble.** Feel free to look around the website, notice there is some important information, including the "Prescribed Music List" under the heading "PML". All OSSAA Music **Contest Registration** will be done here on this website. I encourage you to check your email regularly as last minute changes; updates etc, will now be emailed to you, not mailed. Contest schedules will also appear on the web, and will not be mailed out. If you do not have an email address, you can sign up for a free email address at many sites, such as Yahoo and Hotmail.

PLEASE READ!!

Starting with the 2012-2013 school year, music will now be reclassifying organizations every year, based on the latest ADM numbers. Classifications are based on the ADM's supplied to the OSSAA from the State Department of Education, grades 9-12 from the previous year. Junior High classifications are different than high school; please refer to your regulation manual on page MU-4 for details on how to figure Junior High and middle school classifications. **Remember music classifications may be different than athletic classifications.** The latest ADM numbers can be found on the OSSAA main webpage at the top, next to the picture slideshow. It is labeled "2018-2019 OSSAA ADM". Please click on that link and check to see what your High school classification is for this year. Music schools are divided as follows:

Largest 32 schools are classified as 6A (School number 1-32)

Next 32 schools are classified as 5A (Schools that number 33-64)

Next 64 schools are classified as 4A (Schools that number 65-128)

Next 128 schools are classified as 3A (Schools that number 129-256)

All other schools are classified as 2A (Schools that number 257-480)

It is the director's responsibility to know their correct classifications, so please take a minute to confirm your music classification for 2018-2019.

What's New for 2018-2019

I would like to encourage you to look at the recommendations made by the Music Advisory Committee and the actions taken last May. You will find the minutes from the meeting on the OSSAA website, and in the back of the manual on page MU39.

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As of July 1, 2013 each teacher who has contact with marching bands will be required to watch a video concerning heat illness each year. It is the school's responsibility to make sure each teacher has done this, and that a certificate showing completion of this task has been kept on file at the school. This is the same video that athletic coaches are required to watch each year. Instruction on how to access this video can be found at the website www.ossaa.com, and then click on "non-athletics" and then on "music". The link can be found near the bottom of the page. If you need more information about this video and quiz, please contact your AD or call me at the OSSAA.

A Few Important Music Deadlines

September 19, 2018- Deadline for ***Regional Marching*** contest entry. Payment is due October 23, 2018. Electronic entry will be done on the OSSAA Contest Manager website.

October 19, 2018- Deadline for ***OSSAA String Orchestra*** contest. Electronic entry will be done on the OSSAA Contest Manager website.

January 23, 2019- Deadline for all ***District Entries, (Large Groups, Solos and Ensembles) and State Orchestra***. Electronic entry will be done on the OSSAA Contest Manager website.

February 23, 2019- Payments are due for District Music Entries

March 7, 2019- Deadline for **Music Academic Achievement Award**, form found on website.

March 7, 2019- Deadline for all **State** Entries (Except Orchestra). (**All classes of large groups, solos and ensembles**) Please note in some districts this will be a very quick "turn-around".

May 1, 2018- Payments are due for State Music Entries.

If I can help in any way, please call. Thanks you for your time, and have a great year.

Sincerely,

Mike Plunkett – email: mplunkett@ossaa.com
(405) 840-1116