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System Information and Requirements

The Solo and Ensemble Management System by Manentia is a web-based application designed to manage the registration, scheduling, and grading of Solo and Ensemble Festivals.

The application is web-based and most devices with an internet connection can be used to access the system. We recommend testing your device with the site to prevent any compatibility issues.

Though the site has been designed to work well on all modern web browsers, for the best results we recommend the latest versions of the following:

- Google Chrome
- Firefox
- Safari
Provided examples are for illustrative purposes only. Please refer to MMEA for all dates and deadlines applicable to the current school year.

Enrollment and Registration

If your district utilizes this system to manage your local Solo and Ensemble festivals, then you have already been enrolled into the system and do not require registration. As of SY19, the following districts are enrolled:

- Anne Arundel County
- Baltimore County
- Cecil County
- Charles County
- Harford County
- Howard County
- Prince George’s County

If your district is already enrolled, you may sign in to the application by entering your email address and password. If you have forgotten your password, click on the link Forgot and enter your email address when asked.

New User Registration

If your district is not enrolled, you will need to register for an account, even if you have used the system in the past. The URL for State Festival registration is https://soloandensemble.org/mmea or you can follow the link at the sign in page.
To register a new account, follow these steps:

1. Enter your work email address.

2. Enter your first and last name.

3. Select whether you teach at a public or private school.

4. Select your district from the drop down menu.  
   *If you teach at a private school, this step will be skipped.*

5. Select your school(s) from the next drop down list. You may select multiple schools from the list.  
   *If your school is not listed, click on the link in the help box that appears when your cursor is in the school field. This will allow you to enter your school and city for enrollment.*
6. Select either or both festivals you wish to have access to and click Register to continue.

7. Verify the information shown in the confirmation window. If the information is not correct, click Cancel, make corrections, and click Register again.

8. If everything is correct, click Ok.

**Account Confirmation**

After completing the registration process you will receive a confirmation email from noreply@soloandensemble.org containing a link that you must open in order to activate your account. If you do not receive this email within 15 minutes, please check your email’s SPAM folder.

After opening the link, you will be asked to set a password for your new account. This is the final step in setting up your account and you can now sign in to the system.

**Signing In**

Start at soloandensemble.org. Enter your user name (the email address you signed up with) and password. If you have forgotten or wish to change your password, use the links beside the Sign In button.

*Many school systems allow you to use your email address and password to sign in to multiple systems. Our system is not linked to your school district’s email system, so you cannot use your regular email password.*
Starting Out

Select Your Festival
Because your schools may be assigned to multiple festivals (including your own district’s festivals), you will need to make sure to select the correct festival after signing in.

An easy way to do this is by clicking the drop down and typing a few letters of the festival you wish to work with.

Festival Information
In addition to the information shown in the festival drop down above, you may also click the green info icon next to the festival select drop down.

Pay close attention to the deadlines and limits shown on the website. The information provided in the example image is not correct for this school year.
The Main Page

Registration: Used to create and edit events. Each individual solo or ensemble performance is known as an “event”. Once events are entered, you can sort by category by clicking the header of each column. The bottom left-hand corner shows the number of events you have registered.

Import Events: Used to import your local eligible Solos or Ensembles to the State Festival. You will not use this tab unless your district uses this system for your local Solo and Ensemble Festivals.

Accompanists: Used to manage your accompanists.

Schedule: Disabled until after all deadlines have passed. Once students are given performance times and registration has closed, you will be able to print and export schedules for your students here.

Accompanists

If any of your events are accompanied, you will need to add them to the system.

A few key points regarding the scheduling of accompanists:

1. You must first make arrangements with an accompanist before registering them in this system.
2. This system does not hire or otherwise make arrangements with accompanists.
3. Though an accompanist may play for multiple schools during a Festival, all of the scheduling of that accompanist will be done through this system.
Adding an Accompanist
You may add a new accompanist through the Accompanists tab, or when adding an event.

Because accompanists are often shared between teachers and even different school districts, each accompanist must be entered into the system only once. In order to minimize accompanist duplication, please follow these guidelines when entering accompanists:

1. Verify the spelling of their name and do not use abbreviations, titles, or nicknames.
2. Enter real phone numbers and email addresses.
3. Do not create a fake accompanist as a placeholder. Instead, set the event to “unaccompanied” until their accompanist is determined.

The system will search our database to try to find a match to the accompanist you entered. The match is “fuzzy” to try to catch spelling errors or nicknames. Matches are suggested based on the accompanist’s name, email address, and phone number.

To protect accompanist privacy, phone numbers and email addresses are not shown for matches. Keep this in mind if matches are suggested that are not close to the name you entered, because the match may have been made on their email address or phone number.

**EXAMPLE**

I need to add an accompanist “Susan Gonsales” (spelled incorrectly) for a student’s solo. The phone number I entered was incorrect for Ms. Gonzales, and I did not enter an email address.

A match was suggested, and I can easily see my spelling mistake. I can also see that Ms. Gonzales has been used by teachers of Baltimore County Public Schools, even though I teach in Prince George’s County.

*Only the first school system to use the accompanist will be listed for matches.*

Because I can see Susan Gonzales is already in the system, I click the match, then click Ok to add her as one of my accompanists.

To ensure the best results, always use the correct phone number and provide an email address for your accompanists.
Registration

Adding a Solo
To register a new solo, click the Registration tab and then click + Add New Event. This action will bring up a window asking for the information shown to the right. All fields are required except Arranger, Collection/Book, and Time Request.

If the solo is accompanied, you will need to specify an accompanist. You can click the + Add button here or go to the Accompanists tab to add an accompanist.

If the event does not yet have an accompanist, temporarily set “Accompanied” to “No” and change it later.

Please make a “Time Request” only when necessary and confirmed with all of the student(s) and accompanists involved. The system will honor almost all time requests, but keep the following in mind:

- Avoid conflicting time requests for your accompanists and students in multiple events.
  e.g. An accompanist or student is involved in two separate events; do not give one an “early” and the other a “late” time request.

- Do not use time requests in an effort to make your schedule more efficient.
  Accompanists and students in multiple events are always given the highest scheduling priority, and are always optimally scheduled with minimal wait times between events.

When finished, click Save to save and close the window. You may also click Save and Add Another to save this event and begin working on a new one.
Adding an Ensemble
To add an ensemble, follow the instructions for adding a Solo; however, to add the names of the performers, click the + Add Student button in the upper right of the window to add another student. Click this button repeatedly to add more students.

The “Performance Type” drop down will change depending on the number of students in the event.

Changing an Event
There are two important deadlines to consider while entering and making changes to your events: the end of Registration and the end of Modification. On the main page of the site, click the green info icon any time for a reminder.

Any of your events can be changed until the Modification deadline.

To make changes to an event, click the pencil icon next to the event you’d like to change.

Make sure to click Save after all your changes are made.

Deleting an Event
To delete an event, follow the same steps to make changes. Click Delete and confirm the prompt.

You are able to delete an event any time, even after the Registration and Modification deadlines have passed.

Do your best to avoid no-shows. Deleting canceled events gives us a much more accurate representation of the festival. And if you delete after the schedule has been created, their time slots can be given to students on the time change waiting list.
Importing Events

(only applicable to teachers whose districts used this system for their local Festivals)

Click the **Import Events** tab to see a list of all prior events eligible for import. Though not all information for each event is shown on this screen (accompanist, composer, arranger), all information associated with the event will be imported.

To import an event, click anywhere on the row. The row will change color to green, indicating that event will be imported. After you’ve selected the events you would like to import, click **Import Checked Events**. You do not have to import all eligible events at once and may import others at a later time.

Not all of your events may appear in the import list. For events to be eligible for importation, they had to meet the following criteria:

- **Grade Level** – Grade 1 events are ineligible for MMEA State Solo & Ensemble Festivals
- **Instrumentation** – e.g. Clarinet events cannot be imported to the Strings Festival

If your district chose to record the ratings your events received, that information will also be displayed. In case of data entry errors, the system will allow you to import events that did not have a proper rating recorded. Please notify your supervisor immediately so they can update the system with the correct rating.

After an event is imported, you may go to the **Registration** tab to make any necessary changes.
Completing Registration

After entering at least one event for an MMEA Festival, the CONFIRM button will become active.

Do not confirm your events until all of your events have been entered into the system, and all changes have been made. Confirming essentially “locks” or freezes your registration, and no further changes (other than deleting a canceled event) can be made.

You must complete this process for each festival you are registering students for. See Select Your Festival (p.5) for a reminder of how to switch between festivals.

Confirm (step 1 of 2)
When all of your events have been entered and you have no final changes to make, click the CONFIRM button.

A window will prompt you to make sure you want to confirm your registration at this time. Reminder dates will also be shown.

The image shown is for illustrative purposes only. Due dates for the current school year will be displayed through the website.

After making sure you are ready to confirm and complete your registration, click CONFIRM. A new browser window will open to display your Invoice.
Print Invoice (step 2 of 2)

The **PRINT INVOICE** button will only appear after you have confirmed your events.

To complete your registration, click **PRINT INVOICE**. Your personalized invoice will open in a new browser window.

Follow the instructions on the form, making special note of the mailing address and payment deadline.