



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

Dear Director:

Welcome to a new school year! Your updated “**2023-2024 Music Manual**” is available on the OSSAA webpage. Go to [www.ossaa.com](http://www.ossaa.com), click on “Activities”, then click on “Music”. After July 1, you will see a link to the manual, which you are welcome to download 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 NOW! 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. For this reason, it is important that you can 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- even if it is your former school email address. ***You will need to login to update your profile and school rosters.*** Please take the time to update ALL your contact info. If you changed schools, it is especially important you remove your old school by editing your profile and adding your new school. Remember the school rosters will still include ALL students’ names from the band, orchestra, and choir at your school site. 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 STUDENTS ON YOUR ROSTER!*** Remember you only need to use the Student Roster if you plan to enter solos or ensembles.

\*If you need a refresher on how to enter contest, click on the “Solo and Ensemble” or “Large Group” tab at the top of the Contest Manager page BEFORE logging into the site. We will also once again provide two sessions on Thursday at the OkMEA Winter Conference in Tulsa in January- be sure to watch for more info on these sessions as we get closer to the event.

***NEW DIRECTOR REGISTRATION INSTRUCTIONS:***

Email will be the primary way to communicate 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](http://www.ossaa.com) and click on the “Activities” link, then on “Music”. You will see a link to the “***OSSAA Contest Manager***” web page. After connecting to that link, click on “Register” (located immediately above the photo). It will then prompt you for an “Access Code”. 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 or personal 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 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 Account Request.” If you do not receive this email, check your spam or junk folder, and if you still do not see it, contact me. In this email, you will receive a “one-time” password; this will allow you to login to the system the first time. Go back to [www.ossaa.com](http://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”. Use the “one-time” password to enter the website. You should immediately update your profile (the “Profile” link is on the left at the top of the screen), using a password that you can remember. This is also where you must assign schools to your name. You will not be able to enter a contest without doing this. **REMEMBER THAT THE SCHOOL ROSTER HAS ALL STUDENTS IN YOUR SCHOOL LISTED, NOT JUST IN YOUR DEPARTMENT. YOU WILL SEE BAND, ORCHESTRA AND CHOIR STUDENTS ON YOUR ROSTER!** You only need to use the Student Roster if you plan to enter solos or ensembles.

Please familiarize yourself with the website and notice there is a lot of helpful information, including our Prescribed Music List (PML), FAQ’s, and a listing of current entry fees. Please be sure to also read each item on the blue acknowledgement page when you click “Registration” the first time to ensure you are covering all your bases. All OSSAA Music **Contest Registration** will be done on this website and you will be expected to follow all procedures properly and meet all financial deadlines. For contest details once you have entered, click on your “Status” button, look for a link to information back on the “Registration” page, and watch for emails from the contest manager. Please contact your contest manager first if you cannot locate the answer to your question on the website but feel free to reach out to my office should you need further clarification. Please watch your email for last-minute changes, updates, etc. Contest schedules will also be posted on the Contest Manager site and will not be mailed out.

\*For step-by-step instructions on how to enter contest, click on the “Solo and Ensemble” or “Large Group” tab at the top of the Contest Manager page BEFORE logging into the site. We will also once again provide two sessions on Thursday at the OkMEA Winter Conference in Tulsa in January- be sure to watch for more info on these sessions as we get closer to the event.

## **MORE HELPFUL INFO**

Music is reclassified each 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.

**Please note-** Junior High/Middle School classifications are different than high school; please refer to your regulation manual on page MU-4 for details on how to determine Junior High and middle school classifications. If you do not read this information carefully you can accidentally register your JH/MS group for the wrong classification and be required to read a more difficult level of sightreading at contest.

**Remember music classifications may be different than athletic classifications.** The latest ADM numbers can be found on the OSSAA main webpage at the top. 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 257-485)

It is the music director's responsibility to know their correct classifications, so please take a minute to confirm your music classification for 2023-2024.

**Marching Band Directors & Show Choir Directors-** if you haven't already, be sure to check out **clicknclear.com**, an amazing new service that is making it much easier and more affordable to obtain the rights to arrange songs for your program!

**Class 4A Vocal Music & Band Directors-** if one or more of your high school concert groups qualify for state contest from BOTH Vocal Music AND Band at your school this year, please coordinate with each other BEFORE entering your state contest. With the growth of both contests, there is now a higher likelihood of a conflict on Friday, March 29<sup>th</sup> if you don't include a special request with your entry detailing your situation. Please note- the two contests are approximately an hour away from each other so it is possible for both your groups to perform on the same day. Help us help you by communicating with each other in advance and then letting us know. Reach out to me sooner rather than later if you have any questions about this.

## What's New for 2023-2024

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 MU37. Please read through the minutes from the meeting for more details but a few items of note include:

- The 2A State Concert Band & Sightreading Contest is moving from Tuesday to Friday of Week 39 and will be held at a new site.
- All Solo & Ensemble Entry Fees are increasing by \$2 to help facilitate increased operating costs, including a \$30 per day increase in adjudicator pay.
- Directors' Sweepstakes plaques are being reinstated but will now be the financial responsibility of the director, should they choose to order one.

## SAFETY & REQUIRED TRAINING/REQUIRED DOCS

Any teacher who comes in contact with students in the marching band is required to watch the **BAND SAFETY** video that can be found at [nfhslearn.com](http://nfhslearn.com). This video should be viewed by ALL members of your band staff and should be done BEFORE marching band instruction begins each summer. A link to instructions for accessing this video can be found on the music page at [ossaa.com](http://ossaa.com). 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 NOT the same video that athletic coaches are required to watch each year. If you need more information about this video and quiz, please contact me at the OSSAA.

Additional courses that are not required, but highly recommended that can be found at [nfhslearn.com](http://nfhslearn.com) include:

- Sudden Cardiac Arrest
- The Collapsed Student
- Understanding Copyright & Compliance
- The New Music Parent
- Music Adjudication
- Intro to Music Event Management

**PHYSICALS-** As of July 1, 2021, each student who is participating in MARCHING BAND must have a physical on file with their school prior to students participating in marching band.

**Vocal Music & Theater Teachers-** The possible future requirement of these health safety related videos and physicals is being discussed for theater and vocal music programs so it wouldn't hurt to consider implementing these practices with your program soon, even if it is not currently a requirement.

### **Academic Awards Updates**

Starting this year, directors who submit an application for the Academic Achievement Certificate or Distinguished Academic Plaque will no longer be required to include the 15% of students with the lowest GPA on their application form. Directors will only be asked to submit the top 85% students' names with the application. We are also working on the possibility of allowing you to enter electronically starting this year- more info on this will be coming later!

### **A Few Important Music Deadlines**

**September 14, 2023-** Deadline for *Regional Marching* contest entry. Payment is due October 27, 2023. Electronic entry will be done on the OSSAA Contest Manager website.

**October 19, 2023-** Deadline for *OSSAA String Orchestra* contest. Electronic entry will be done on the OSSAA Contest Manager website.

**January 23, 2024-** 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, 2024-** Payments are due for District Music Entries

**March 7, 2024-** Deadline for **Music Academic Achievement Award**, form found on website.

**March 7, 2024-** 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, 2024-** Payments are due for all State Music Entries.

If I can help in any way, feel free to reach out. Thank you for your time and have a great year!

Sincerely,

Alex Claussen

[aclaussen@ossaa.com](mailto:aclaussen@ossaa.com)

(405) 840-1116