



OKLAHOMA SECONDARY SCHOOL ACTIVITIES ASSOCIATION

DAVID JACKSON, EXECUTIVE DIRECTOR

TRINITY JOHNSON, ASSOCIATE DIRECTOR

Assistants : Grant Gower - Mike Clark - Alex Claussen - Brian Lester - Wes Ruth - Lenny Hatchett



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

Dear Director:

Welcome to a new school year! Your updated “**2025-2026 Music Regulations Manual**” is available on the OSSAA webpage. Go to 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 and click on the “Activities” link, then on “Music”. You will see a link to the “**OSSAA Contest Manager**” web



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page. After connecting to that link, click on “Register” (located immediately above the photo). It will then prompt you for an “Access Code”. Enter **D26ossaa**, 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 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 2025-2026. **The official ADM is normally updated and posted by the end of July.

Marching Band Directors – you will be required to submit information on the source for your music you are using and to help us organize this information, we ask that you utilize the license verification system provided at **clicknclear.com**. Be watching for an email for links to be able to create your account and upload your licensing information soon. We will also post them to our Music page at ossaa.com. You are welcome to use any service you like to obtain your music licenses but we must know that you are meeting copyright requirements to be able to perform.

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, April 3rd if you don't include a special request with your entry detailing your situation. Please note- the two contests are approximately two hours away from each other so it is possible for both your groups to perform on the same day, but it will take some planning. 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.

Class 2A Bands and Class 4A Bands/Choirs- if your group makes it to state, please be aware that April 3rd is Good Friday this school year. Please start making plans with your stakeholders now in case you advance to state!



What's New for 2025-2026

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 MU34. Please read through the minutes from the meeting for more details but a few items of note include:

- All large group contest entry fees will increase by \$25 this year.
- The PML is currently being updated for concert band, choir and orchestra to reflect the recommended changes and additions the PML committees submitted.
- String (only) orchestras will be permitted to enter state contest in February this year. String groups will not be eligible for a Sweepstakes award but will be eligible to receive Superior plaques if a Superior rating is earned in Concert or Sightreading competition.

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. 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. 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 include:

- Heat Illness Prevention
- 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



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wouldn't hurt to consider implementing these practices with your program, even if it is not currently a requirement.

A Few Important Music Deadlines

September 18, 2025- Deadline for ***Regional Marching*** contest entry. Payment is due November 1, 2025. Electronic entry will be done on the OSSAA Contest Manager website.

October 16, 2025- Deadline for ***OSSAA String Orchestra*** contest. Electronic entry will be done on the OSSAA Contest Manager website.

January 27, 2026- Deadline for all ***District Entries, (Large Groups, Solos and Ensembles) and State Orchestra***. Electronic entry will be done on the OSSAA Contest Manager website.

March 13, 2026- Payments are due for District Music Entries

March 12, 2026- Deadline for **Music Academic Achievement Award**, form found on website.

March 12, 2026- 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, 2026- 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

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