

Large Group Adjudication Form Instructions

The Iowa High School Music Association has developed a tool that allows you to enter your large group adjudication form information online. (Some of you have already discovered this.) This tool allows for the IHSMA to capture literature being performed at the IHSMA Large Group Festival and provides a fast and easy way for you to provide your ballot information to your site managers. Once you have your ballot information submitted online it becomes available for your site managers to see. **IMPORTANT:** Each of you **are required** to submit their adjudication form information to their site managers in this manner. Do not send your adjudication forms directly to your sites via mail or scan them in and send as an email attachment. Enter them online **ONLY**. Bands and Orchestras - you will still need to send your site your setup chart either through the mail or via email attachment. The deadline for submitting your adjudication forms is Tuesday, April 25, 2017. Don't forget!!!

Instructions:

1. Login in to Festival Central Login
2. Select School Options and then Large Group
3. From the Lefthand menu, select Vocal, Orchestra or Band and then select Ballot edit/create
4. Enter all of your ballot information in the corresponding fields (**IMPORTANT - READ THIS:** in the Time Slot field "h:mm AM/PM" denotes the format that we want you to use when entering your assigned performance time once you've received that information from your site managers - ie. 6:35 PM. If you haven't received that information yet, leave it blank and enter the rest of the data - you can always come back later and enter it once you receive your performance schedule.) We have a few special characters that don't work - you'll figure out which they are - a screen will pop up telling you that you can't use them. **HINT:** Apostrophe's aren't allowed, use the grave ` (right under the tilde on your keyboard) instead.
5. Using the "submit" button - save your work. (The screen will flash and return to your input screen.)
6. You can then select the "Preview Ballot" button and see exactly how your adjudication forms will work. If you want a copy for yourself hit print when viewing this document.
7. That's it. You're done. No need to send them via regulation mail or attachment to your site manager. They already have access to them.
8. **Mistakes/Revisions:** If you find mistakes or you need to revise your adjudication form in some way you can always come back make those changes and resubmit your information. **Caution:** if you make changes within 10 days of the festival you will need to notify your site managers that you have done so. Otherwise, they won't know to print off an updated copy of your adjudication forms.

Site Managers: Check out the site options tool we have developed for you. To do so: Login and select Site Options and then Large Group. From the left hand menu, then select ballots and the "ballots print". This opens a webpage where you can select individual schools and view, edit, or print individual ballots. You also have a function to print all of your ballots (those that have been submitted).