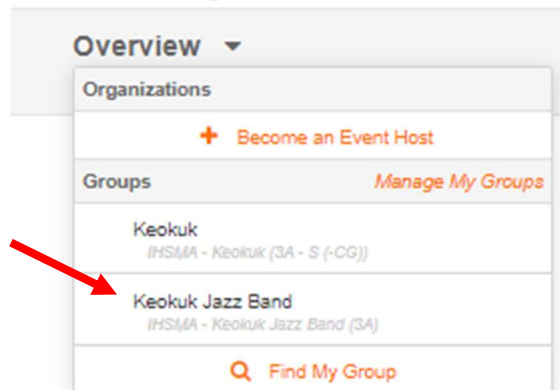


# Competition Suite

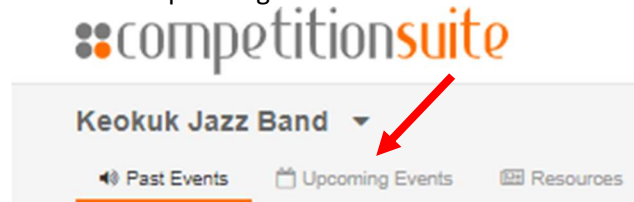
## Instructions for Schools

Prior to event:

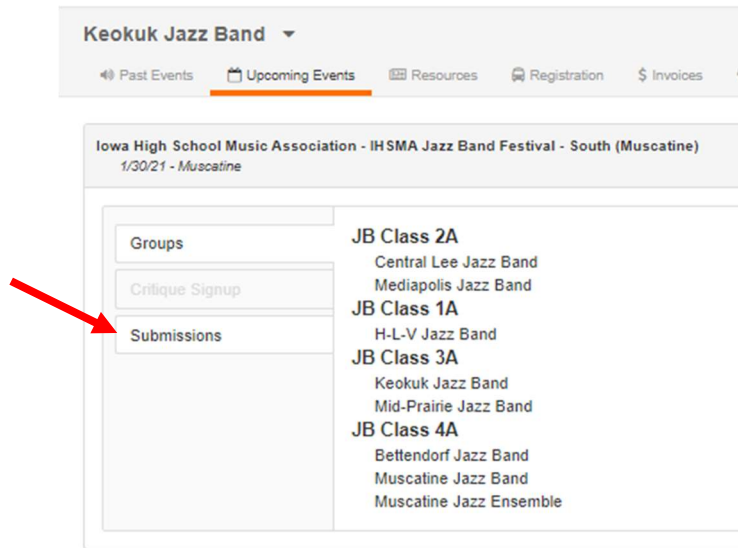
1. Login and add your cell phone number to your profile. If you fail to do this, you will NOT be getting notifications from CompetitionSuite when results and adjudicator commentary are released and ready for you to view/listen to. To do so:
  - a. Login to [CompetitionSuite.com](http://CompetitionSuite.com)
  - b. Click on the settings icon (little gear in top righthand corner)
  - c. Enter your cell phone number and select "Update Personal Information".
  - d. If you want your information sent to a second email address you can add that email address in the next section below and give it the desired permissions.
2. Virtual participants:
  - a. Each of you need to prepare a sheet that lists the selections you will be performing along with soloist information as well as a personnel sheet. Virtual participants should create those sheets, save them as a .jpg or .tiff image (need help on how to do this? [Go here!](#)), and then upload them to CompetitionSuite using the "Submissions" menu item.
    - i. Select the performing group from the left had menu under the "Groups" section.



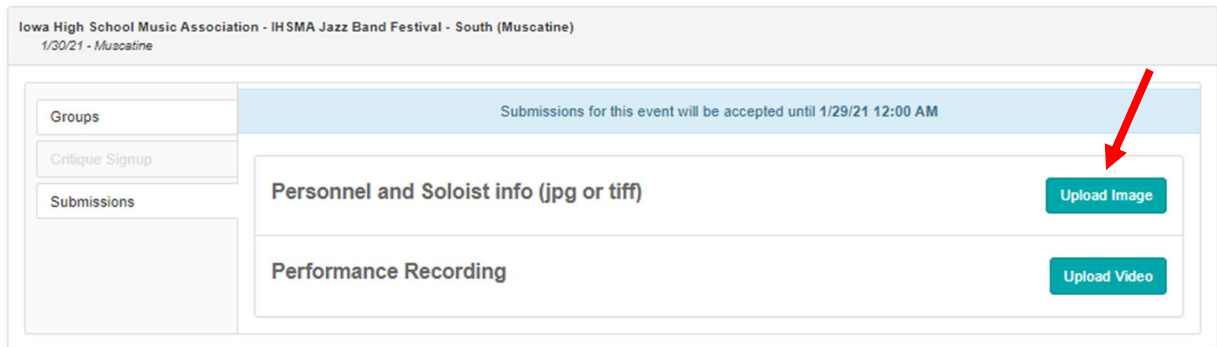
- ii. Select the "Upcoming Events" menu item



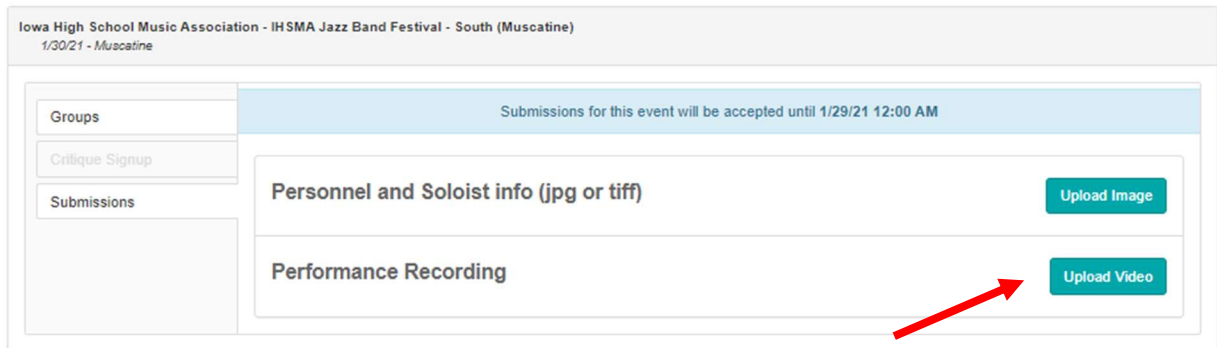
iii. Select the "Submissions" item from the Lefthand menu



iv. Select the "Upload Image" button from the Personnel and Soloist Info item

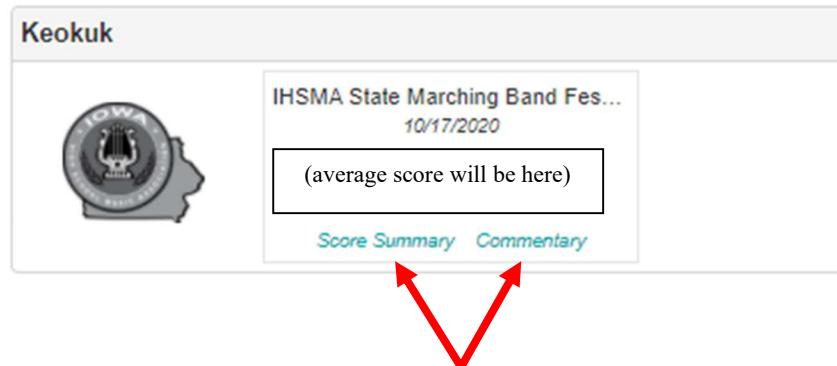


v. Select the "Upload Video" button from the Performance Recording item.



On the Day of Festival:

1. On the day of festival, you will receive text notifications from CompetitionSuite letting you know once judging is complete and your verbal commentary, scores, and divisional rating have been released and are ready for you to review. Here's how you do that:
  - a. Login to CompetitionSuite
  - b. You'll now see a box that show's your total score of the ballot that was in the middle (the IHSMA rating system is such that it boils down to the following process – throw out the high score, throw out the low score and what's left determines your rating. The score displayed is that middle score that determines the rating.)



- c. Select the "Score Summary" link to view your judge ballot results. Here's a sample of what that might look like:

## IHSMA Jazz Band Festival Test Site

1/12/2021 - Boone

### IHSMA Jazz Band 1

#### Adjudicator

<b>Judge 1</b>	<i>Alan Greiner</i>	
	Overall Tone Quality (5)	2.0
	Intonation (5)	1.0
	Blend, Balance (5)	2.0
	Rhythmic Feel (5)	2.0
	Interpretation (5)	2.0
	Authority, Precision (5)	3.0
	Musicianship (5)	3.0
	Rhythm Section: Time (5)	1.0
	Rhythm Section: Fills, Back-up (5)	2.0
	Solos: Creativity, Musicianship (5)	2.0
	<b>Judge Total</b>	<b>20.0</b>
	<b>Judge Rating</b>	<b>Division IV</b>
<b>Judge 2</b>	<i>Chris Crandell</i>	
	Overall Tone Quality (5)	4.0
	Intonation (5)	3.0
	Blend, Balance (5)	4.0
	Rhythmic Feel (5)	4.0
	Interpretation (5)	3.0
	Authority, Precision (5)	4.0
	Musicianship (5)	4.0
	Rhythm Section: Time (5)	4.0
	Rhythm Section: Fills, Back-up (5)	4.0
	Solos: Creativity, Musicianship (5)	3.0
	<b>Judge Total</b>	<b>37.0</b>
	<b>Judge Rating</b>	<b>Division II</b>
<b>Judge 3</b>	<i>Ryan Runyan</i>	
	Overall Tone Quality (5)	5.0
	Intonation (5)	5.0
	Blend, Balance (5)	5.0
	Rhythmic Feel (5)	5.0
	Interpretation (5)	4.0
	Authority, Precision (5)	4.0
	Musicianship (5)	4.0
	Rhythm Section: Time (5)	5.0
	Rhythm Section: Fills, Back-up (5)	5.0
	Solos: Creativity, Musicianship (5)	5.0
	<b>Judge Total</b>	<b>47.0</b>
	<b>Judge Rating</b>	<b>Division I</b>
<b>Final Rating</b>		
<div style="display: flex; justify-content: space-between; align-items: center;"> <span style="border-bottom: 1px solid black; width: 100%;"></span> <span style="border: 1px solid black; padding: 5px 10px;"><b>Overall Rating</b></span> </div>		

Division II

- d. Select “Commentary” and you’ll see a screen that looks similar to this (this is a Marching Band summary so you see caption designations for each judge that you won’t see when there are no specific captions each judge is responsible.)

The screenshot shows a table of judges and their assigned pieces for the IHSMA - IHSMA State Marching Band Festival. The table has columns for judge names and piece names, and icons for play, download, and document. Two red boxes labeled 'Play' and 'Download' are positioned above the first row, with red arrows pointing to the play and download icons respectively.

IHSMA - IHSMA State Marching Band Festival	
10/17/20 - Virtual	
MuGE - Pat Kearney	▶ ⬇ 📄
MuEX - Steve Shanley	▶ ⬇ 📄
Perc - Peter Jacobus	▶ ⬇ 📄
MMGE - James Gosnell	▶ ⬇ 📄
MMEEx - Tiffany Wurth	▶ ⬇ 📄

[View Score Summary](#)   [View Recap](#)

That’s it. If you experience something other than what is described here, make sure you reach out to me immediately so that the issue can be resolved.

Alan Greiner

Iowa High School Music Association

[alan@ihsma.org](mailto:alan@ihsma.org)

Cell: 515-370-1447