

CompetitionSuite Instructions

Director/Site Manager Login

- Go to CompetitionSuite.com
- Select the Login button
- If you already have a CompetitionSuite account, enter your email address and password. If you haven't already set up an account with CompetitionSuite click on the "Don't have an account? Signup here!" link.
 - Enter the information requested and hit enter
- Once logged in to CompetitionSuite select the "gear" in the upper righthand corner – it's the account settings link.



Enter your cell phone number and name if it's not already there. You'll want your cell phone number entered – that way you will get notifications anytime the site manager sends out any messages (ratings releases/other info) to directors via the CompetitionSuite messaging system. Caution: If you change your email address from the email address set up by your site manager, you'll need to let them know so that they can give THAT email address the needed access to review your bands ratings and judge commentary.

Site Managers

- Set-up each Ensemble
 - Login to CompetitionSuite.com
 - Under the "Overview" dropdown, select Iowa High School Music Association as the Organization.
 - Select the "Groups" menu item (if it says you don't have access – contact alan@ihisma.org and he'll get you set up).
 - Select "Jazz" from the Lefthand menu for Jazz Band or Jazz Choir. Select "Show Choir" to set up ensembles for Show Choir.
 - Select the "Create a New Group" button and enter the following info for each school:
 - Name (eg. Logan-Magnolia Jazz Band)
 - Location – this is the town in the school address
 - Division – select the appropriate classification
 - JB = Jazz Band classifications
 - JC = Jazz Choir classifications
 - JC Class _A – No RS = JC classifications for those ensembles with no rhythm section or those schools using recorded accompaniment. IMPORTANT: Make sure you select the correct classification that is designated as "virtual" if you are a virtual site.

- Show Choir – select the correct classification
 - Circuit ID – enter “IHSMA”
 - input the directors email address in the “members” tab and select the “add member” button.
 - That email address should now show up with a dropdown on the right-hand side that says “staff”. Change that dropdown to “Set as Administrator” and then hit the “Save” button.
 - If you want, you can also click on that directors email address and then enter their name as directed onscreen.
 - Repeat these steps for each school ensemble. If you have more than one ensemble for a given school enter them as “Logan-Magnolia Jazz Band 1” and “Logan-Magnolia Jazz Band 2”, etc.
 - If a school has more than one director add each director email address under the “members” tab and give each director administrator privileges.
- Create your Schedule
 - Once you have all groups set-up select the “Upcoming Events” menu item.
 - Select the appropriate “season” from the list on the left-hand menu (Jazz Band Season (default), Jazz Choir Season, or Show Choir Season)
 - The event you are managing should now display.
 - Select the “details” button.
 - Select the “Performances” menu – you should see the 4 classifications appear. Make sure you order the classifications in order from 1A (top) to 4A.
 - Look at the registration sheet provided by IHSMA select the classification you wish to work with.
 - In the text box where it says “Group Name” enter the school name (as you type the school should appear in a dropdown) – select it. If the school has more than 1 ensemble, you will need to do this step for each ensemble.
 - Once you have all schools selected for each classification, use the up/down arrows to place the ensembles in the desired performance order.
 - Repeat the above steps for each classification
 - Once you have all of your schools assigned to the appropriate classification select the “Schedule” menu item from the left-hand column.
 - You should now see all your ensembles in order with a start time of 9:00 AM (that’s the default start time). To change the start time, select the “Update” button and enter the desired start time for the first ensemble and select “apply override”.
 - **Judge’s Meeting:** If you would like to schedule a judge’s meeting before the first ensemble select the “Insert Schedule Entry” that is found as a hyperlink right above the first ensemble’s name. Enter “Judge’s Meeting” in the first text box displayed. You will note that the program defaults to 10 minutes for this break. If you want this to be longer than 10 minutes, simply select the “Update” button and enter the number of minutes you want the break to last and enter the start time for the break, then select the “apply Override” button.

- **Breaks:** Move down the schedule to where you want to enter a judge's break or a Lunch Break. Follow the steps above for the judge's meeting for each desired break slot.
- **Save:** Once you have everything set where you want it, select the "Save Schedule" button. Once you have saved your schedule you can use the Preview Schedule and View Public links buttons. The View Public Links button will give you URL's that you can share out with your schools so they can see the schedules you have created. You can also post these schedules on your website for parents and volunteers to see.
- **Set-up your Judges**
 - Login to CompetitionSuite.com
 - Under the "Overview" dropdown, select Iowa High School Music Association as the Organization.
 - Select "People" from the menu item
 - Look through the list of people displayed (or use the search function) to determine if this is a new judge or a judge already setup in CompetitionSuite from another festival.
 - **New Judge:** If the judge doesn't appear on the list, select the "Create a New Contact" button enter the email address and select "create Contact". Enter the judges First and Last Name and then navigate to the "Jazz" row or the "Show Choir" row and give the judge access to the festival. To do so, simply click on the "no access" button and it will toggle and say "has access".
 - **Judge Already in List:** If the judge is already on the list select their name and then navigate to the "Jazz" row or the "Show Choir" row and give the judge access to the festival. To do so, simply click on the "no access" button and it will toggle and say "has access".
 - Repeat the above steps for each judge (you should have a total of 3).
 - select the "Upcoming Events" menu item.
 - Select the appropriate "season" from the list on the left-hand menu (Jazz Band Season (default), Jazz Choir Season, or Show Choir Season)
 - The event you are managing should now display.
 - Select the "details" button.
 - Select "Judges" from the left-hand menu.
 - You should now see a place to select judge assignments (Adjudication Form 1, Adjudication Form 2, and Adjudication Form 3). In the dropdown next to each assignment assign each judge to one of the adjudication forms.
 - Select "Save Judges".