



## Iowa High School Music Association

PO Box 10  
Boone, IA 50036  
ALAN S. GREINER, EXECUTIVE DIRECTOR  
www.ihisma.org

Tel. (515) 432-2013  
Fax (515) 433-4402  
alan@ihisma.org

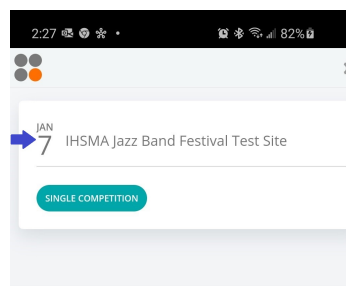
TO: SHOW-JAZZ CHOIR/JAZZ BAND ADJUDICATORS  
RE: VERBALLY-RECORDED COMMENTS AS A METHOD OF EVALUATION

**NEW:** This year you will be using the **CompetitionSuite Judge** app on your cell phone for creating judge recordings for each performance and for recording your scores. All adjudicators are now designated as recording adjudicators for our Show-Jazz Choir/Jazz Band Festivals. IHSMA will be using CompetitionSuite as the interface for you to record your commentary and to record your scores for each caption. You'll need to download the "CompetitionSuite Judge" app on your cell phone from your phones app store (this app requires an android or iPhone device). (IMPORTANT: **Don't forget to bring your cell phone charger on the day of festival – you will undoubtedly need it.**) Make sure the email address listed on the judge contact sheet enclosed in this mailing is the one you use when logging into this app. If you wish to use a different email address contact your site manager so they can get that email address set up and associated with you as a judge.

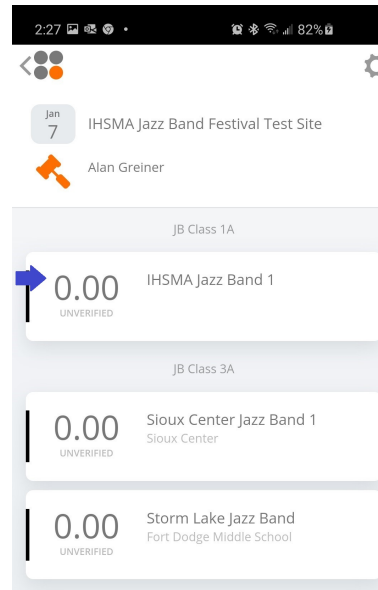
1. Turn on the "do not disturb" function on your cell phone or set them to "silent".
2. **SPEAK DISTINCTLY** - the most frequent criticism of verbal adjudication - "the judge speaks so softly words cannot be deciphered." Don't be so timid as to not provide a good quality tape.
3. **FINISH YOUR STATEMENTS** - If a recording adjudicator does not concentrate intently upon their task, it is easy to begin speaking to a concern, become distracted by another concern and fail to finish your initial statement!! Keep a pencil in hand. If you begin addressing a concept and something else happens, simply note it on the score, address it either between selections or at the conclusion of the performance.
4. **KEEP THE RECORDING FUNCTION RUNNING AND "WRAP-UP"** - Identify yourself immediately and begin whatever initial statements you have planned. Allow the recording function to run throughout the performance. Directors and students appreciate "wrap-up" comments summarizing your total experience with their performance.

### COMPETITION SUITE INSTRUCTIONS:

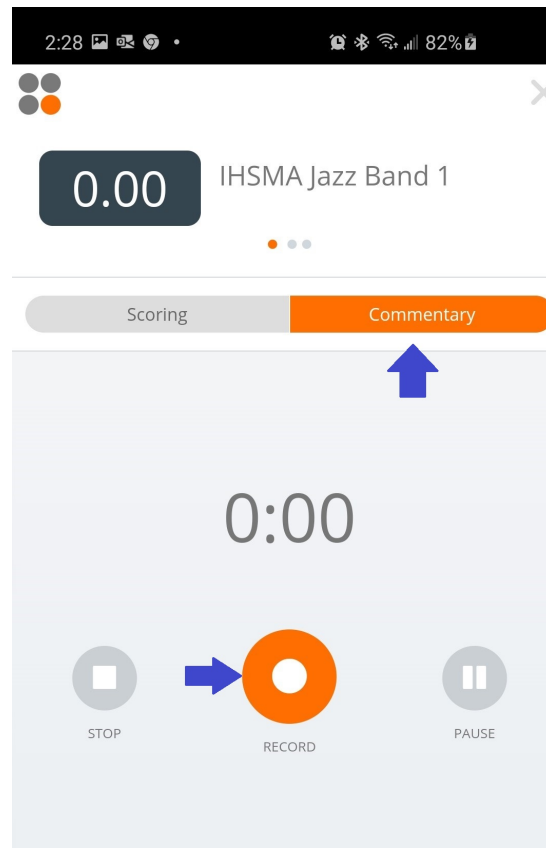
1. **First Time:** Download the "CompetitionSuite Judge" app on your phone and login (use email on contact sheet). After the first time set-up you just need to open the app.
2. **In-Person:** Turn on your WiFi feature and login to the schools WiFi connection. (you'll need to work with your site manager to get that information.)
3. Select the festival you are judging.



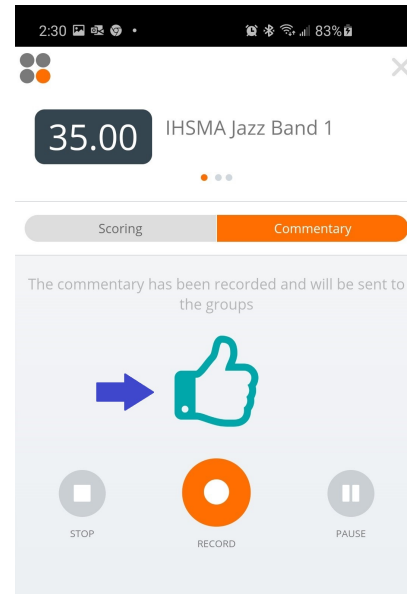
4. Select the School you wish to judge



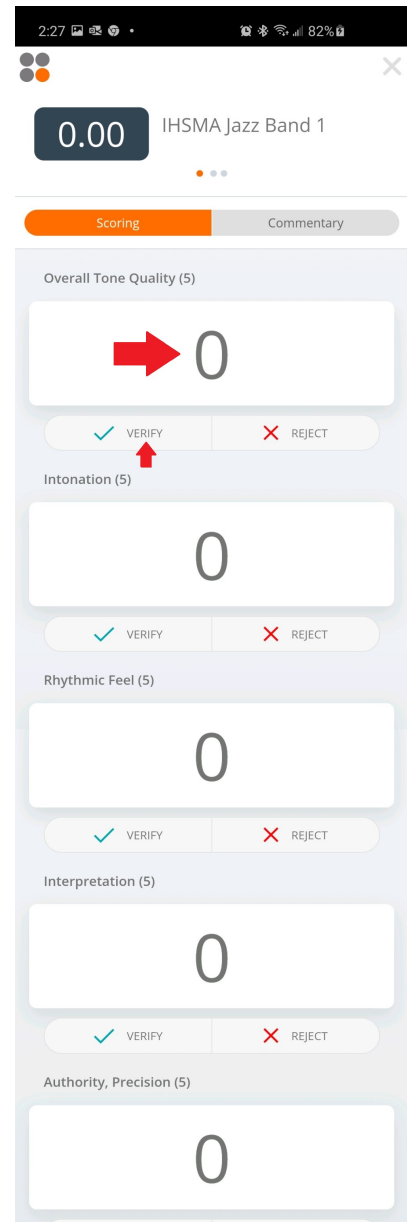
5. Open the recording or commentary function (iPhone users should just click on the microphone) and then select the Record button. Let the record throughout the entire performance. If you need to stop – use the pause feature. If you hit stop in the middle it will record a new track – pause will record to the same track. Only hit stop once you are done recording.



- Once you are done and hit stop you should see the “Thumbs Up” icon that indicates you have successfully completed your recording and it’s being sent to the host site.



- Then move to the “Scoring” function and score each caption. Once you are done, verify that each captions score is correct. If so, hit the “verify” button, if not, hit the “reject” button and correct it.



- When you are ready to move on to the next ensemble, click on the “X” in the top right hand corner and it will return you to the main menu so you can then select the next ensemble.

That’s it!!!! If you need assistance, I can be reached at any point via my cell phone.

Alan S. Greiner, Executive Director  
 (515) 370-1447