



Iowa High School Music Association

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IHSMA ADJUDICATOR AVAILABILITY ONLINE INSTRUCTIONS

The Iowa High School Music Association now collects your adjudicator profile information and availability online. If you do not have access to the Internet, contact the IHSMA office and we will send you paper copies of the profile and availability information to complete.

DETAILED INSTRUCTIONS:

1. Navigate to the IHSMA website at: ihsma.org
2. Select "Login" from the menu bar
3. Enter your UserID and Password (if you don't remember them call the IHSMA office)
4. Select My Account, then Judge Profile
5. Click on the Contact Info folder to expand it and select "Entry/Edit".
6. **Enter your Contact Information.** Don't use the number sign (#) or ampersand (&) when completing this information.
7. Submit your information (**Click Submit even if you haven't made any changes!**)
8. Click on Return. You should now see the information you submitted, if not, your information was not successfully transmitted to the IHSMA office – give us a call so we can help figure out what the problem is.
9. On the Left-Hand side click on the Preferences folder to expand it.
10. **Select "Judging Preferences"**
11. Select the disciplines (Band, Choir, Orchestra) in which you feel comfortable judging. Click on Submit.
12. You should then see a confirmation screen of what you have submitted. If this is correct, click on "Continue", if not, simply use your browsers back button to return to the previous screen.
13. Rank each of the judging areas 1, 2, 3, or 4 for each festival.
 - 1 - area you prefer to judge
 - 2 - area you can judge
 - 3 - area you could judge, if needed
 - 4 - do not assign
14. Click on Submit. If you entered more than one discipline in Step 11 you will need to repeat Step 13 for each discipline.
15. **On the Left-Hand side, the preferences folder again and click on "Availability".**
16. Under the Choice column for each date. Mark those dates for which you are available to adjudicate for each discipline. Leave all other dates blank.
17. Click on Submit. You should now see the dates you marked – if not, then your submission was not successful. Try logging out and logging back in and then resubmitting your availability – if that doesn't work give us a call.

That's it. You may log back in at any point and change your information as needed.