

Competition Suite Set Up Instructions

ARMF Coordinators

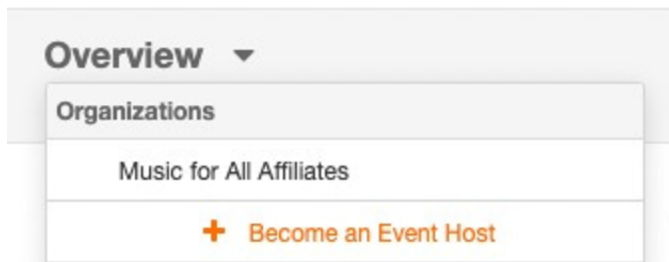
Access to Competition Suite

The email we have on file for you is what your Competition Suite access is associated with. If you would like for it to be a different email, please let Laura (laura.bottei@musicforall.org) or Scott Casagrande know. If you also need additional people associated with your event to have access, you will also need to let us know so that they can be added.

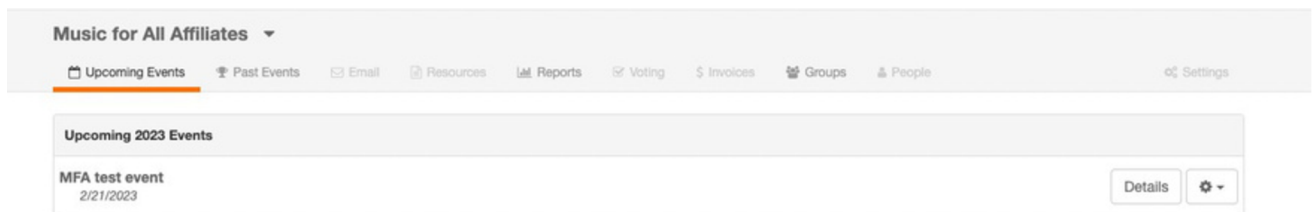
Events

Your individual event has already been created in Competition Suite. You should only have access to your event. The date shown in Competition Suite is listed as the last date of your event. Please do not change it. This allows clinicians/evaluators the opportunity to record commentary up to this date.

To get to your event once logged into Competition Suite, click on Music for All Affiliates as shown below:



You should then see a similar screen as shown below with your event listed:



Evaluators/Clinicians

You will not have access to create names of evaluators/clinicians in Competition Suite. Names and email addresses of evaluators will need to be sent in ahead of time so that we may add them to Competition Suite.

Once your evaluators/clinicians have been loaded into Competition Suite, you will need to assign them to your event. From the last screen shown above, click on "Details." On the next page, under the Setup tab, click on "Judges." Here, you will use the dropdown tool to load in evaluators/clinicians to your event. Don't forget to click "Save Judges."

Judge Assignments

MFA Festival	
Evaluator 1	<input type="text"/>
Evaluator 2	<input type="text"/>
Evaluator 3	<input type="text"/>
Evaluator 4	<input type="text"/>
<input type="button" value="Save Judges"/>	

Adding Groups

On the main page as shown above you will select the “Groups” tab to load in groups to Competition Suite. Please use this page to guide you in adding groups to Competition Suite:

<https://help.competitionsuite.com/article/194-managing-groups>

****Under “Division” you must use the dropdown to select “General”****

After groups have been added into Competition Suite, you will need to load them into your specific event. To do this, you will go back to the Setup tab, and click “Performances.” You should see the screen shown below:

The screenshot shows the Competition Suite interface for an event titled "MFA test event". The breadcrumb trail is "Music for All Affiliates / Events / MFA test event". The navigation menu includes "Setup", "Scoring", "Commentary", "Video", "Judge Status", "Announcer", "Messaging", "Score Preview", "Score Release", and "Reports". The "Setup" tab is active, and the "Performances" sub-tab is selected. The "Performances" section shows a dropdown menu with "General" selected. There are two buttons: "View Lineup" and "Select Divisions".

Click on “General.”

You will use the dialouge box that pops up to search and add your groups to the event.

General Performances

Performances Judges

Group Name

Search within Division Only

Performances Randomize Performance Order

↕ South High School Remove ▼
indiana

Use Rounds Close

You can use the up and down arrows to put groups in a different order.

Evaluator/Clinician Recordings

Evaluators and clinicians will have to have a Competition Suite account associated with the email you provide for them to be set up in the system.

With whatever device they will be using to record (a smartphone or tablet with microphone/headset attached), you will want to get the Competition Suite app. When you search in an app store, you will find TWO apps. The “Commentary” app is only for participants to receive evaluator commentary. The “Judge” app is for evaluators to record audio commentary.

You will want the “Judge” app where the icon has a gavel, NOT the one with the cassette tape. This is where recordings will take place.

Additional Questions

If you have additional questions, please look here: <https://help.competitionsuite.com> - [Competition Suite maintains a comprehensive knowledge base to help you get everything set up.](https://help.competitionsuite.com)

If you need assistance on the day of your event, you can try to reach out to help@competitionsuite.com. They typically have a response time of 4-6 hours, so know that your issue may not be solved during your event.