



Setting up your Guard for Competition Suite:

What the Director needs to do...

Step 1:

Directors must go out and sign-up for Competition Suite on-line. It's free.

<https://competitionsuite.com/>

The name of the organization Directors are listed under is: MY-NECGC

(For purposes of Duel Shows we have combined both circuits to make it easy for everyone.)

Step 2:

Once you have signed up the Director needs to go your group and select **“Staff Management”** located on the left. Note: if you have more than one guard you will need to follow these steps for both

The image shows a screenshot of a web dashboard. At the top, the word "Dashboard" is displayed in a large, bold, black serif font. Below this, there are two buttons: a blue button labeled "Find My Group" and a grey button labeled "Host an Event". Underneath these buttons, the text "NEW HARTFORD WINTER GUARD" is shown in a smaller, bold, grey sans-serif font. A list of menu items follows, each on a separate line with a horizontal line below it: "Manage", "Staff Management", "Judge Commentary", "Remove Me", "Merge/Split Groups", and "My Account". A blue arrow originates from a light blue rectangular box on the right side of the image, which contains the text "Select Staff Management under your Guard". The arrow points directly to the "Staff Management" menu item.

Step 3:

Once you are in there you add the email address of each staff person.

Staff Management

Find My Group
Host an Event

NEW HARTFORD WINTER GUARD

Manage
Staff Management
Judge Commentary
Remove Me
Merge/Split Groups
My Account

CompetitionSuite
Like 826

What's the purpose of "Staff Management"?

This page allows you as a director, coach, or administrator, to add staff members or team members to the CompetitionSuite system. Why would you want to do this? Great question! The reason is so they have access to listen to media files that have been uploaded and view score breakdowns. You have the same abilities as others plus the ability to add/remove them from your team.

Staff Pending Approval (0)

	Email Address	Phone #	Admin	
✓	jbranche2011@gmail.com	:	<input checked="" type="checkbox"/>	Remove
✓	jenniferdormio@yahoo.com	:	<input type="checkbox"/>	Remove
✓	kdining@metlife.com	:	<input checked="" type="checkbox"/>	Remove
✓	kdining@outlook.com	:	<input checked="" type="checkbox"/>	Remove
✓	mhollist@nhart.org	:	<input type="checkbox"/>	Remove
✓	nfrost04@gmail.com	:	<input type="checkbox"/>	Remove
✓	pooleyd@gmail.com	:	<input type="checkbox"/>	Remove
✓	rgerlin7@mail.naz.edu	:	<input type="checkbox"/>	Remove

Email Address

The Director may list other staff persons as Admin as well. Keep in mind if you lose a staff person or add one you will need to go here to add or remove.

This completes what the Director needs to do!

What the Staff needs to do...

Step 1:

Staffs must go out and sign-up for Competition Suite on-line. It's free.

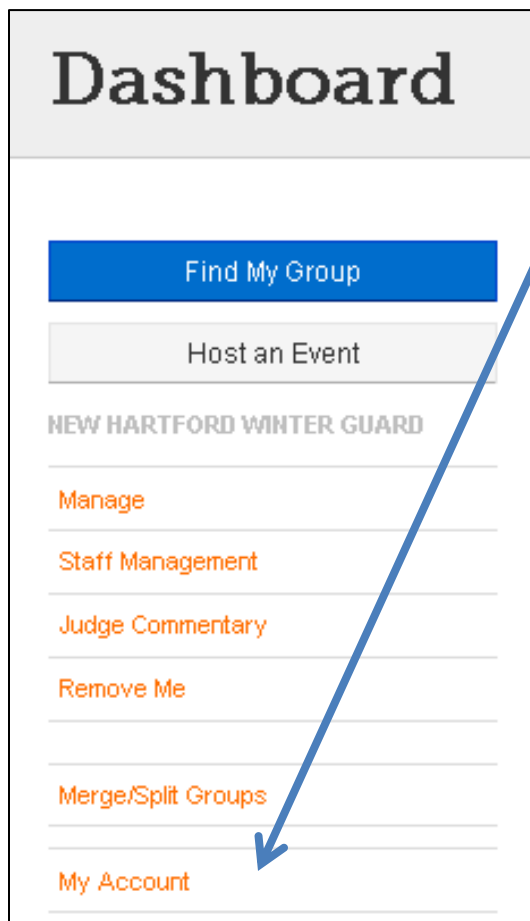
<https://competitionsuite.com/>

The name of the organization is listed under: MY-NECGC

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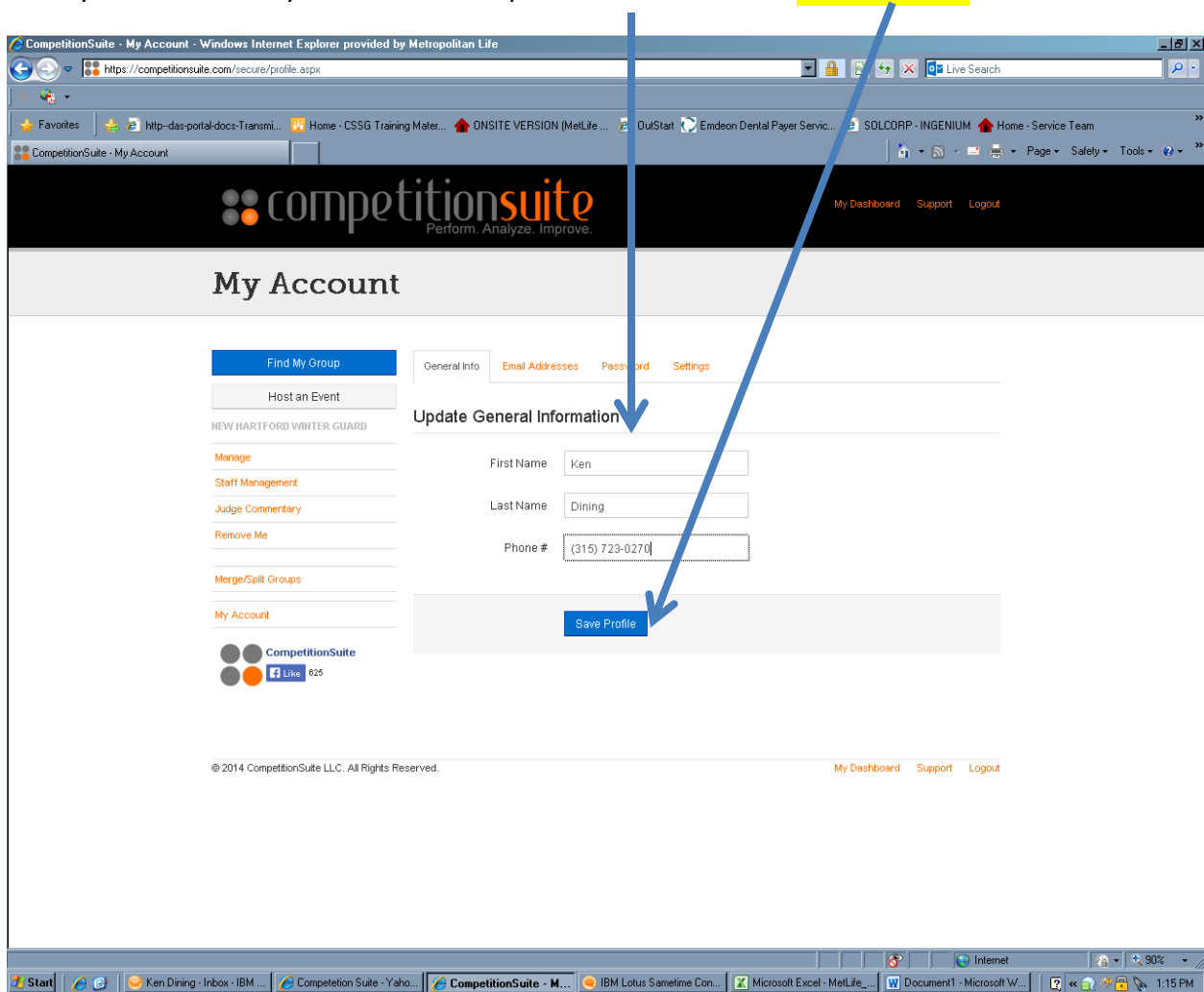
Step 2:

Once you have signed up, up under your Guard(s) if you teach more than one you will need to do this for all. Select "My Account"



Step 3:

Once you are in there you fill out the required fields and select **“Save Profile”**



You are now all set to receive show broadcast!

After your guard performs and the judges are finished with commentary, you will get a text message telling you your recordings are ready to go out and listen to, you can use your tablet or select the number texted and you can begin to listen

At the end of your round, scores will be available from the tabulator and will also be sent to you via text once scores are locked in.

FAQ's:

So what happened if WiFi has an issue?

Judges commentary ions saved and backed up, once you hit a WiFi area the commentary will automatically come to you. It's not lost. Judges are aware there may be some times when this will happen.

So what about scores if there is no WiFi.

Scores can still be entered manually and will release when WiFi is available. You will still be able to get scores and Recaps at shows.