



# Setting up your Tabulator for Competition Suite:

## What needs to happen first...

You will need a windows based laptop and printer. Typically you cannot use a schools desktop or laptop because you will need to download the tabulation software and you won't be able to without Admin Rights. The tabulator must be in a area with WiFi!

Tabulators will no longer need to calculate; They will print and release scores.

## Step 1:

Sign-on to Competition Suite: Use provided Name and password <https://competitionsuite.com/>

User Name: [cstabulator@gmail.com](mailto:cstabulator@gmail.com)

Password: [Winterguard123](#)

## Step 2:

Once you have signed on with the provided user name and password you will need to go to the bottom left and select Download Software. (it only takes a few minutes)

Once this is done you will be able to select circuit and show!

## Step 3:

Judges will enter scores after each class round, scores will automatically populate for you.

**Note:** If scores are not populating, refresh by logging off and logging back on. This will take care of this.

You will see on the top right each class for you show and, by selecting the class a list of guards will appear. Select the guard and then print filled out worksheet for each guard to pick-up.

After sheet prints you can just fold in half and right the guards name on the outside for them to get a break down of judge's scores

**NEVER: Print a RECAP!** Only each individual score breakdown.

### **So what if there is a problem with WiFi and the Score(s) do not populate?**

The tabulator can enter the numbers in the fields manually and the program will do all the calculating for you! You will need to retrieve the score from the Judge(s).

**IMPRTANT NOTE:** At the end of each round the tabulator needs to makes sure that all the judges scores have populated into the boxes before printing.

### **Step 4:**

At the end of the show tabulator need to release scores and lock them. The system will ask you to verify the correct scores.

### **Step 5:**

Print Full Recap for entire show, you will be prompted to select all classes then print. You can then send that off to have copies made for all the groups and judges.

### **Step 6:**

Print Break down sheets for each judge, and send to judge's room for disbursement.

### **Step 7:**

Print Announcer Script: This will provide the announcer with everything they need to announce scores.

**Important Note:** MYCGC does not announce Novice or Cadet Score's only placements. It would be advised that you just scratch out those scores before sending them over to the announcer.

### **FAQ's:**

#### **So what happened if WiFi has an issue?**

Judges commentary is 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.

