



SCSBOA 2026

JUDGE'S GUIDE TO COMPETITION SUITE



LET'S GET STARTED!

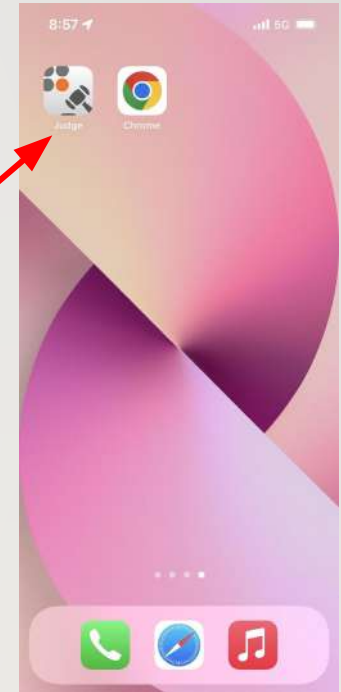
1. Turn on your Smart phone if you are planning to use this as a recording device and scoring device. Some may decide to use a tablet for scoring. This is perfectly acceptable, as Competition Suite is a cloud based platform and you can log in on multiple devices.
2. Go into **Settings** on all devices and put them on 'Do Not Disturb' mode.
3. Staying in **Settings**, make sure that the wi-fi is on. Depending on the site you are judging, this may happen automatically. If not, each head judge will have a hotspot with the name of the hotspot and password for you. TIP: You can run Competition Suite off of your cellular plan, without WiFi - that is perfectly acceptable to do.

LOGGING IN TO COMPETITION SUITE

****Prior to this step, you must have provided Amy Mack (officemanager@scsboa.org) with the email address you would like to use for Competition Suite judging - IF it is different than one she already has on file for you.****

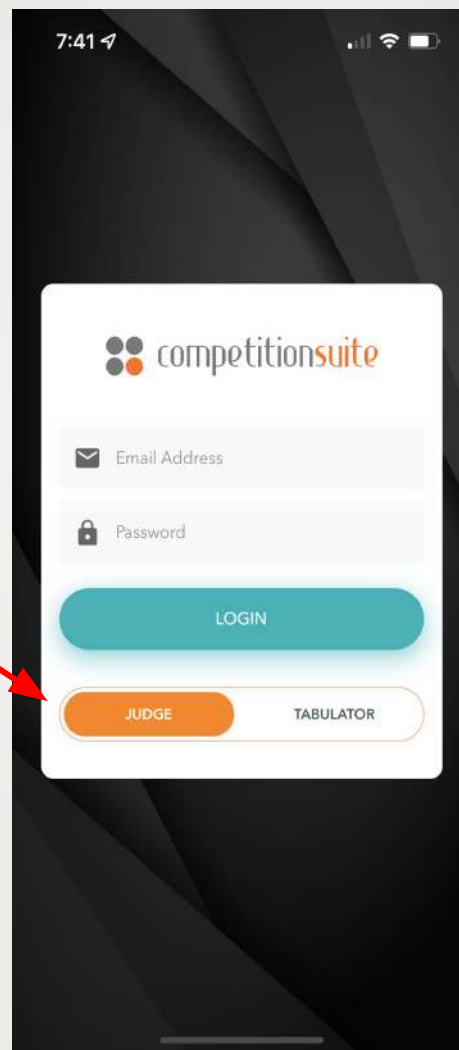
Let's log in to Competition Suite on your phone/or and tablet. **MAKE SURE YOU USE THE EMAIL ADDRESS YOU PROVIDED TO THE SCSBOA!**

1. Click the Competition Suite icon



LOG IN!!!

Make sure the
“judge” tab is
highlighted in
Orange.

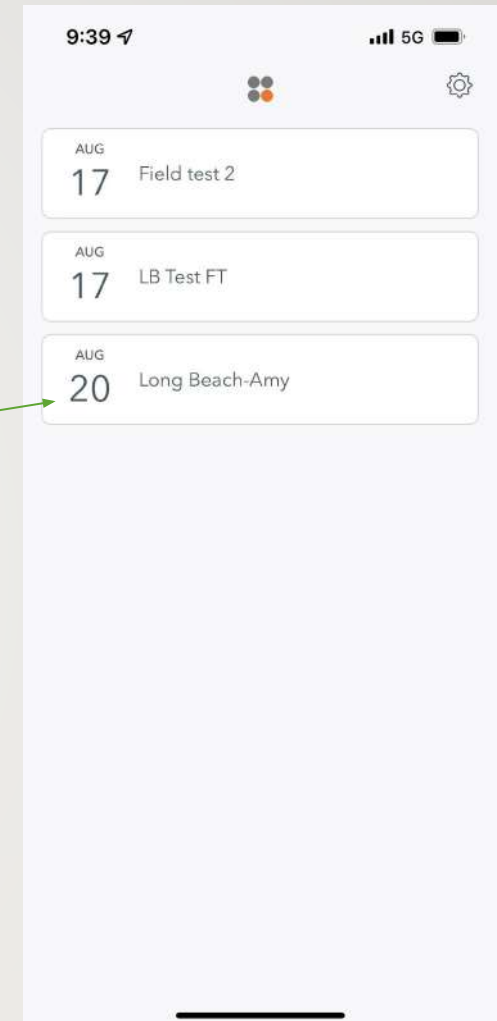


SELECTING YOUR EVENT

Select the contest you have been assigned to.

For today's event, you should only see one contest.

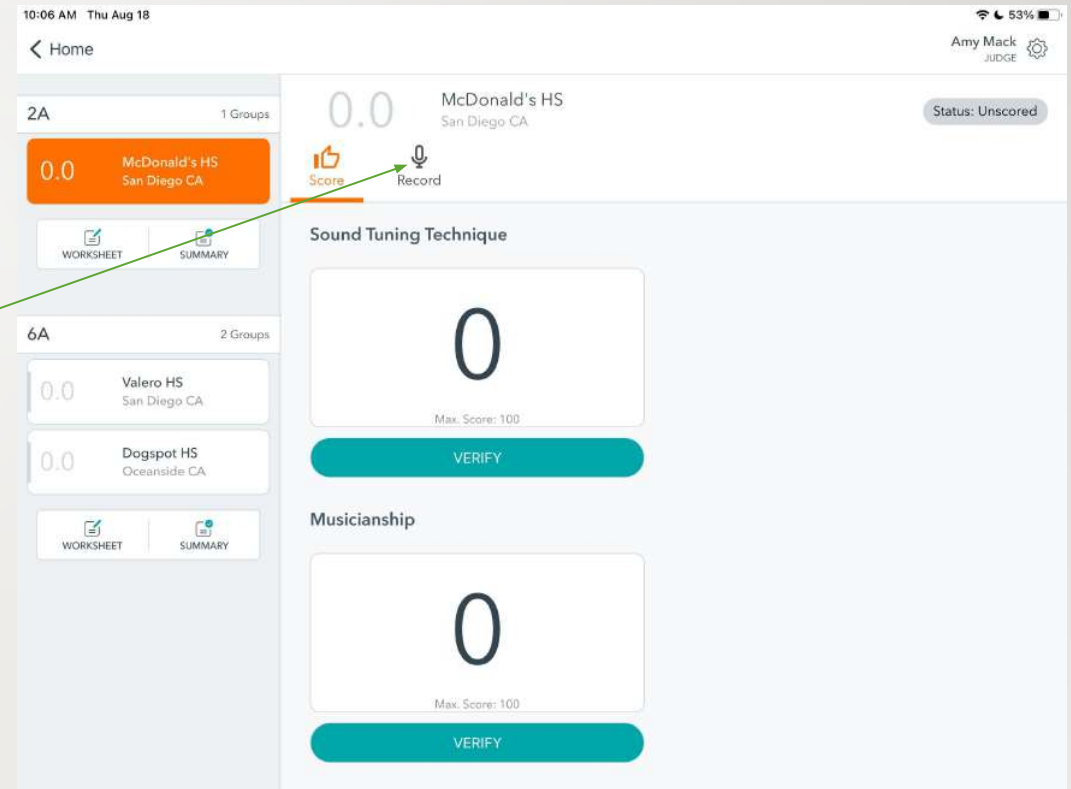
CLICK ON THAT EVENT!



JUDGING THE FIRST ENSEMBLE-RECORDING

Using your Smart phone or tablet, you should see the first school in the orange box. Look to the right of the orange box you will see a microphone icon.

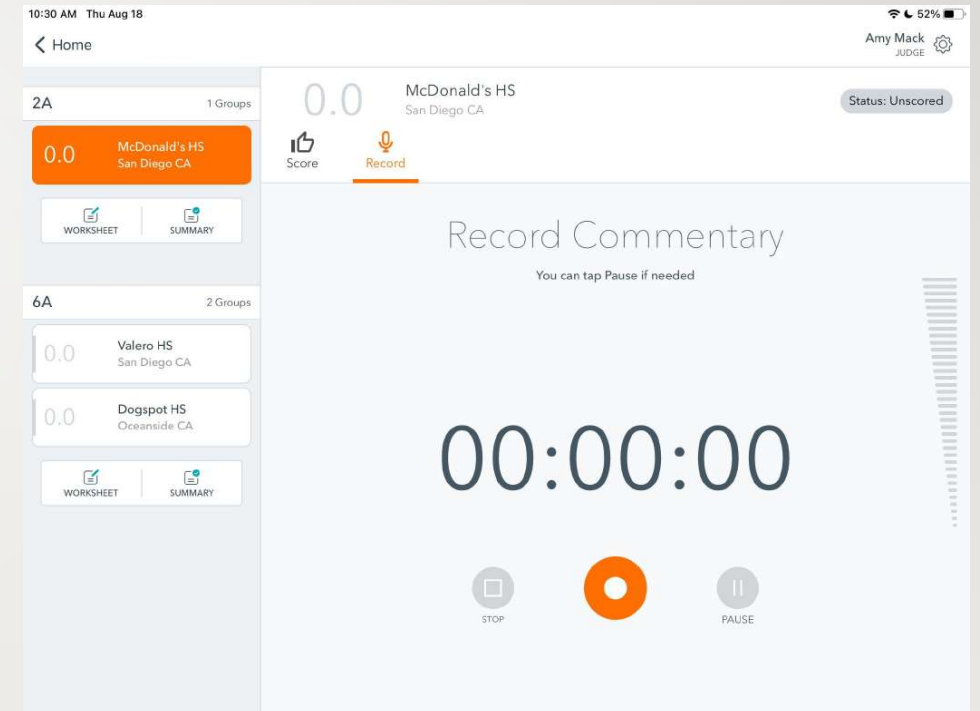
Click on the **microphone**.



RECORDING...

Staying in the microphone mode, you will see a timer in the middle of the screen. To the right of the timer you will see a volume function that will show that you are actually recording.

TIP: Always check the orange box to make sure you are judging the right ensemble!



RECORDING...

At the bottom of the microphone screen there are three buttons: The **LARGE ORANGE BUTTON** in the middle is for recording. To begin recording, tap the **LARGE ORANGE BUTTON**. To stop recording, tap the gray **PAUSE** button. You might use this option when you are doing your intro and waiting for the unit to finish setting up on the field. Tap the **LARGE ORANGE BUTTON** to resume your commentary.

At the end when you know you are completely done with your commentary, tap the **STOP** button. Do not use the **STOP** button to pause as it will take you to the next group on the line-up. **DON'T RUSH THIS PROCESS. TAKE YOUR TIME!!!!!!**

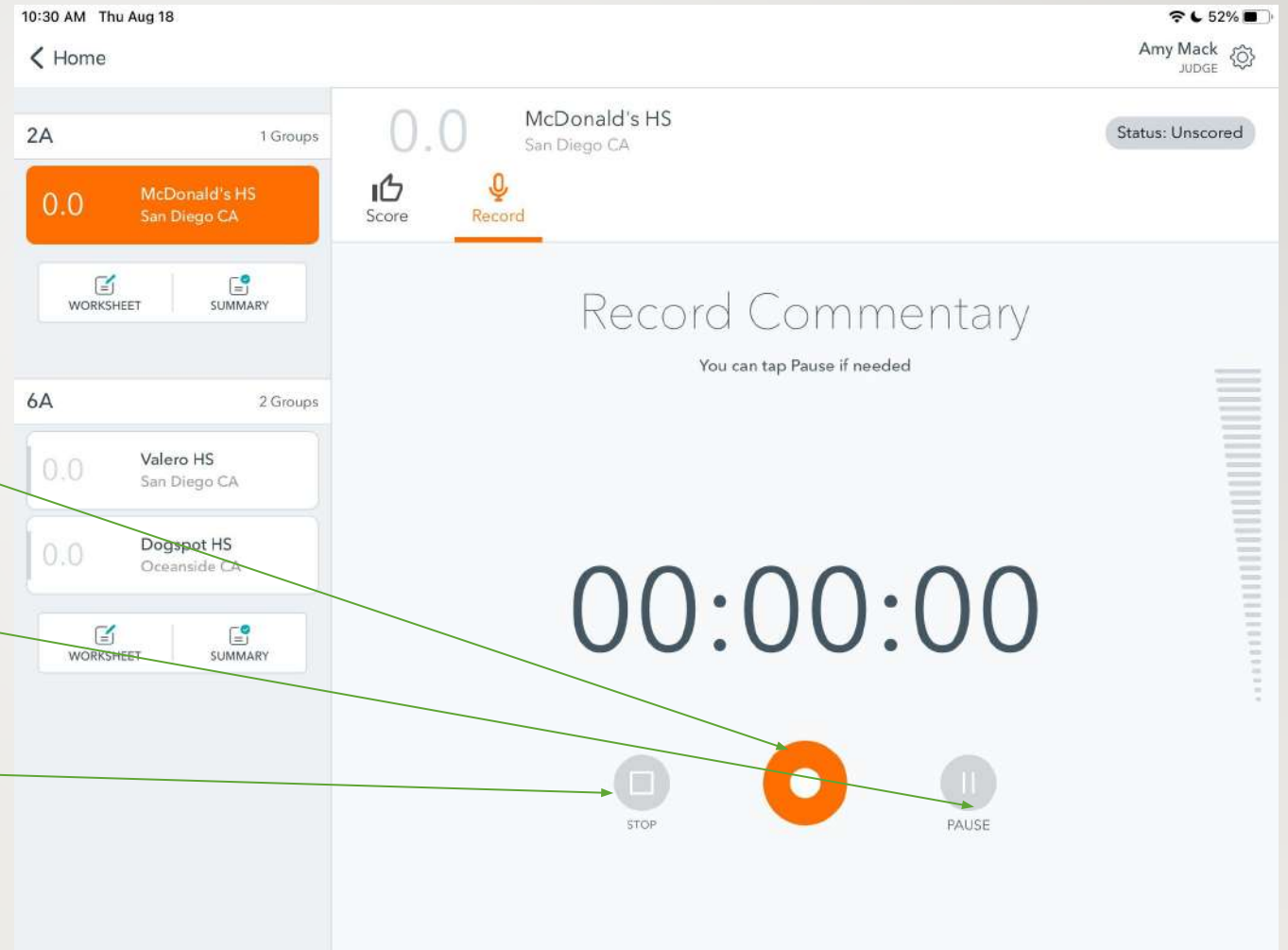
TIP: Every once in a while, give a quick glance at the volume function on the screen to make sure you are recording!!!

RECORDING...

RECORD

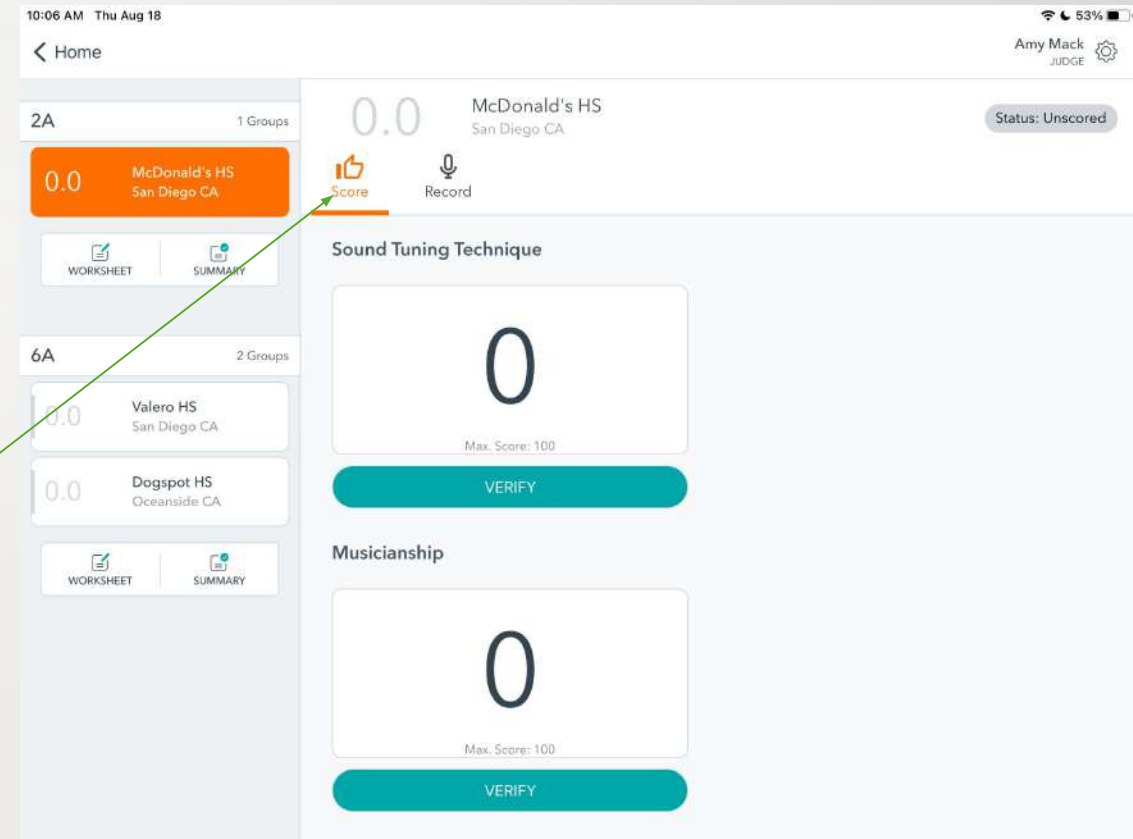
PAUSE

STOP



NUMBERS, NUMBERS, NUMBERS!

So you've done your commentary and are now ready to enter a score. Based on your commentary, you can now be thoughtful with the numbers you assign. Look up near the top of the screen for our fabulous thumb. **Tap on the thumb.** This will take you back to the scores screen.



THE FIRST NUMBER

- After reviewing your notes and criteria and using any of the judging tools that **you should always have with you**, tap on the top score box. Depending on the caption you are judging, the sub-caption box names may vary. You have decided that McDonalds HS should receive a 72 in the top box.

The screenshot shows a mobile app interface for judging. At the top, the status bar displays '11:08 AM Thu Aug 18' and '50%' battery. The app header includes a 'Home' button and the judge's name 'Amy Mack JUDGE'. The main content area is divided into two sections: '2A' and '6A'. The '2A' section shows a score of '0.0' for 'McDonald's HS San Diego CA' with a 'Score' button. The '6A' section shows scores of '0.0' for 'Valero HS San Diego CA' and 'Dogspot HS Oceanside CA', each with a 'Worksheet' and 'Summary' button. The 'Sound Tuning Technique' section displays a large orange box with the score '72' and 'Max. Score: 100'. The 'Musicianship' section displays a large white box with the score '0' and 'Max. Score: 100', with a 'VERIFY' button below it. A numeric keypad is visible on the right side of the screen.

11:08 AM Thu Aug 18

Home

50%

Amy Mack
JUDGE

2A 1 Groups

0.0 McDonald's HS
San Diego CA

Score Record

WORKSHEET SUMMARY

6A 2 Groups

0.0 Valero HS
San Diego CA

0.0 Dogspot HS
Oceanside CA

WORKSHEET SUMMARY

Sound Tuning Technique

72
Max. Score: 100

Musicianship

0
Max. Score: 100

VERIFY

1 2 3
4 5 6
7 8 9
. 0

THE SECOND NUMBER

- After entering the top box number, simply click on the bottom score box. You have decided that XXX should receive a 64 in the bottom box. Using the keypad that is at the side of your screen, type 64. Then tap any area of the screen that is blank or white.

11:20 AM Thu Aug 18

< Home

Amy Mack JUDGE

2A 1 Groups

136.0 McDonald's HS San Diego CA

Score Record

WORKSHEET SUMMARY

6A 2 Groups

0.0 Valero HS San Diego CA

0.0 Dogspot HS Oceanside CA

WORKSHEET SUMMARY

136.0 McDonald's HS San Diego CA

Status: Normal

Sound Tuning Technique

72

Max. Score: 100

VERIFY

Musicianship

64

Max. Score: 100

VERIFY

SCORE	SOUND TUNING TECHNIQUE	MUSICIANSHIP
72	McDonald's HS	
71		
70		
69		
68		
67		
66		
65		
64		McDonald's HS

THE SCREEN CHANGED!

Did you notice that upon tapping a blank area on the screen, you can now see your sub-caption scores AND the overall total score AND a chart that shows a small version of a tote sheet? In a contest with multiple units, this chart will self populate as you enter scores. This is how you can maintain ranking accuracy, check for sub-caption and overall ties, change numbers. You will never have to ask for your sheets back! We will explore this option in a later slide...

NEVER, NEVER, NEVER DO THIS!!!!!!!

See those pretty teal boxes that say 'Verify'?

NO MATTER WHAT, DO NOT TAP ON THE VERIFY BOXES.

LET ME REPEAT THIS IN A BIGGER FONT:
NO MATTER WHAT, DO NOT TAP ON THE
VERIFY BOXES.

That will come later AFTER you have confirmed your numbers with the tabulator.



NEXT UNIT IN THE SAME DIVISION

Tap on xxx HS/MS. Go back to pages 6-9 of this Power Point for recording information if needed.

After recording, tap on the thumbs up icon and enter score in the top score box. In the bottom score box, enter score.

Tap a blank or white area of the screen and you can see both ensembles in the tote sheet to the side of the screen.

The screenshot shows a mobile app interface for a music competition. At the top, it displays the time (11:47 AM), date (Thu Aug 18), and user information (Amy Mack, JUDGE). The main area is divided into two sections: Sound Tuning Technique and Musicianship. Each section has a large score box and a 'VERIFY' button. To the right, there is a table showing scores for various ensembles.

Top Score Box: 135.0 Dogspot HS Oceanside CA (Status: Normal)

Sound Tuning Technique Score: 71 (Max. Score: 100)

Musicianship Score: 64 (Max. Score: 100)

SCORE	SOUND TUNING TECHNIQUE	MUSICIANSHIP
71	Dogspot HS	
70		
69		
68		
67		
66		
65		Valero HS
64		Dogspot HS
63	Valero HS	

OMG I NEED TO ADJUST MY SCORE!!!

So you realize you want to adjust you score on XXX HS/MS. Easy, peasy!

Tap on xxxx HS/MS on the left of your screen.

Tap on the score(s) you want to adjust.

Tap on a blank or white area of the screen to update the tote on the side of the screen.

Done!

11:56 AM Thu Aug 18

< Home

Amy Mack JUDGE

2A 1 Groups

136.0 McDonald's HS San Diego CA

WORKSHEET SUMMARY

6A 2 Groups

135.0 Valero HS San Diego CA

135.0 Dogspot HS Oceanside CA

WORKSHEET SUMMARY

135.0 Valero HS San Diego CA

Score Record

Sound Tuning Technique

67

Max. Score: 100

VERIFY

Musicianship

68

Max. Score: 100

VERIFY

SCORE	SOUND TUNING TECHNIQUE	MUSICIANSHIP
71	Dogspot HS	
70		
69		
68		Valero HS
67	Valero HS	
66		
65		
64		Dogspot HS

FIXING A TIE

- You will see in the screenshot that when you have a sub-caption tie, the tote sheet on the side of the screen will light up RED where the tie occurred. Just tap on the school to go in and adjust your number. Don't forget to tap the blank or white area of the screen to update the tote.

12:05 PM Thu Aug 18

< Home

Amy Mack JUDGE

2A 1 Groups

136.0 McDonald's HS San Diego CA

WORKSHEET SUMMARY

6A 2 Groups

139.0 Valero HS San Diego CA

135.0 Dogspot HS Oceanside CA

WORKSHEET SUMMARY

139.0 Valero HS San Diego CA

Score Record

Sound Tuning Technique

71 Max. Score: 100

VERIFY

Musicianship

68 Max. Score: 100

VERIFY

SCORE	SOUND TUNING TECHNIQUE	MUSICIANSHIP
71	Valero HS Dogspot HS	
70		
69		
68		Valero HS
67		
66		
65		
64		Dogspot HS

VERIFYING YOUR SCORES

Congratulations! You have judged your first event of the season, and you all did a wonderful job. Now it's time to talk to the tabulator.

1. Without closing or shutting down your device, you will take your hand-written tote sheet (yes you will BE REQUIRED to use that as a back-up for ALL captions. Always. Trust me on this) to the tabulation area. The tab will look your numbers up on their screen and read your numbers back to you. If all is good, you can verify your scores. Yup, I said it. **VERIFY YOUR SCORES! TAP THE TEAL BUTTONS FOR EACH ENSEMBLE IN EACH DIVISION.**

2. Once you have verified your scores, you will no longer have access to make any changes.



QUESTIONS?

Don't be afraid to reach out to

Neil Anderson (nanderson78@gmail.com) | 760.271.0534

Amy Mack (officemanager@scsboa.org)