



# COMPETITION SUITE

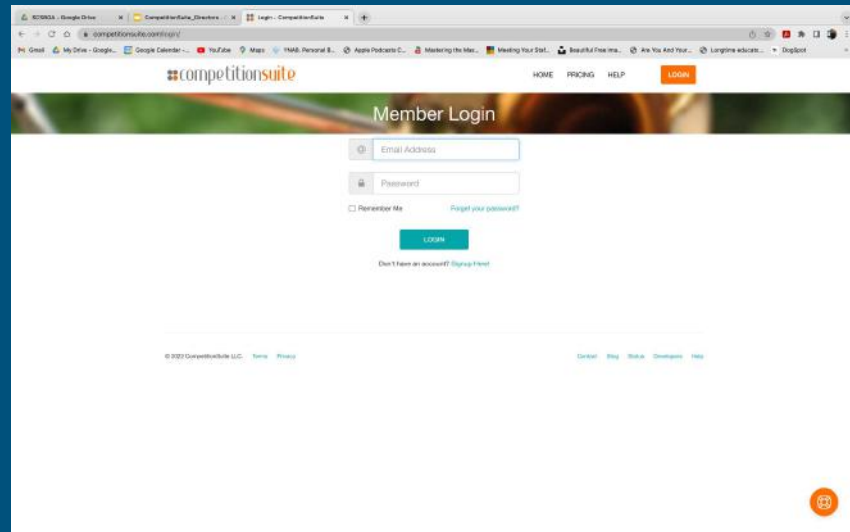
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A how to for Directors...



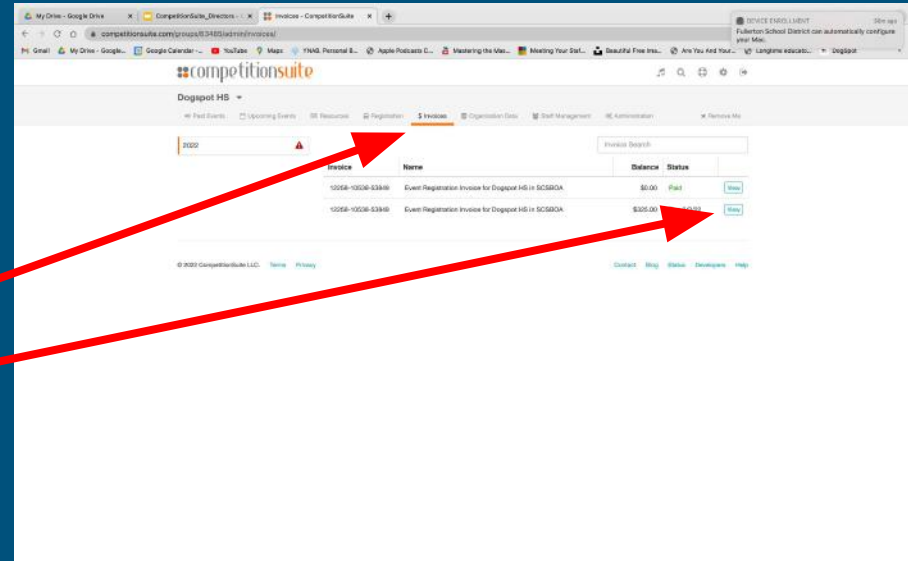
# LOG-IN

- Log in to Competition Suite using the Username and Password for your ensemble.
  - This is the email address you provided to the SCSBOA for your ensemble registration
  - TIP: Bookmark the Log-In Page
  - <https://www.competitionsuite.com/login>



# TO PAY INVOICES...

- All outstanding invoices are due by 09/15/22
- Select your group under Organizations
  - Click on INVOICES from the Menu Bar
  - Click on VIEW of the invoice you want to pay via CC or print out the invoice(s) and send with your check.



# TO PAY INVOICES...

- Click on Pay with Credit Card to pay by Credit Card or
  - Print Screen (Control + P for PC users / Command + P for Mac users)

EVENT REGISTRATION INVOICE FOR DOGSPOT HS IN SCSDQA

Invoice #	Due Date
12206-1828	8/3/2022
Total Due	\$325.00

Item	CHG	Quantity	Price
10480- 181-2022- Dogspot HS 12-hour PT	\$325.00	1	\$325.00
Total			\$325.00
Payments Paid			\$0.00
<b>Balance Due</b>			<b>\$325.00</b>

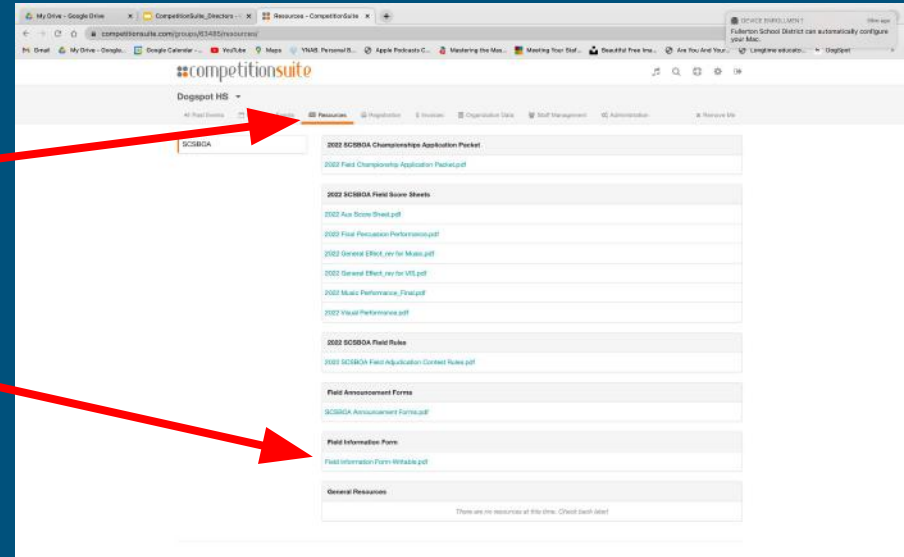
[Pay via Credit Card](#)

Your organization has elected to pass the credit card processing fee to the group. By paying via credit card, you will be paying slightly more than the amount listed. The credit card processing fee is the total amount plus \$6.00 plus 2.9%.

Questions? Please contact Amy Mack at 760-421-0241 or at [afm@scsdqa.com](mailto:afm@scsdqa.com).

# TO SUBMIT YOUR FIELD INFORMATION FORM..

- You must submit your **FIELD INFORMATION FORM** to each event you are attending by **September 15**.
  - Click on **RESOURCES**
  - Click on **FIELD INFORMATION FORM - WRITABLE**
    - This will download to your computer.



# TO SUBMIT YOUR FIELD INFORMATION FORM..

- Open FIELD INFORMATION FORM
  - Fill out completely and save to your computer

The screenshot shows a web browser window with the URL <https://www.nysba.org/field-information-form>. The page title is "2023 NYSBA FIELD INFORMATION FORM". The form contains the following sections:

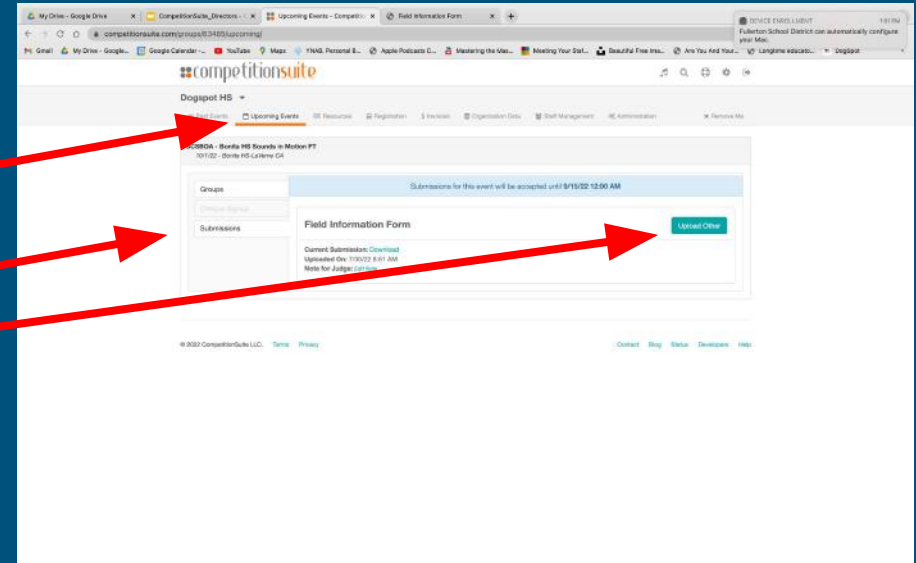
- PERSONAL INFORMATION:** SCHOOL, ENTRY NAME, DIRECTOR, MEMBERSHIP NUMBER, ASST DIRECTOR, DIRECTOR PHONE, PRINCIPAL, SCHOOL ADDRESS, CITY / STATE / ZIP, EMAIL CONTACT INFORMATION.
- INSTRUMENTAL STATE:** ACTIVITY (PERCUSSION, OTHER), MARKING.
- STUDENT LEADERS:** DRUM MAJOR, ACTIVITY, PERCUSSION.
- MUSICAL BEP/BORE:** (Blank lines for input).
- VEHICLE INFORMATION:** # of BUSES, # of TRUCKS, # of PRIVATE VEHICLES.
- CLASSIFIED, INSTRUMENTALISTS:** BAND/WOODWINDS/BRASS, PERCUSSION, ALL INSTRUMENTALISTS, OTHER, TOTAL NUMBER OF PERFORMERS.
- PLEASE CIRCLE THE CLASSIFICATION (that corresponds to your instrument):** A, 1-15; 2N, 26-50; 3N, 51-85; 4N, 86-88; 5N, 89-120; ALL 1-11 (marking for by District choice).

At the bottom of the page, there is a list of instructions:

- Examples may change to complete a larger level classification of this work. This has become a reality. The group will remain in the group for the entire season.
- Please email NYSBA with any questions.
- Bands may receive the assignment of classification based on the results shown for the entire marking system. The placement within a division will be determined by the parent coordinator at the 2023 NYSBA Convention.
- If the number of performing members exceeds the classification number listed for the band, all members will be assigned a First 15 placement.
- In situations where members transfer or new field members join, local performance, competition may take place outside of the division of the division of the instrument for NYSBA only. The same placing point will be used to reflect on the regional placement system, and placement system. Some bands may receive **MARK** credit in marking system for the NYSBA Convention.
- The banding system in their own instruments to assess a qualifying score for the NYSBA Field Championship and will be in a position to be placed in the top 100 bands in the field of the NYSBA Field Championship.
- Band members at the NYSBA Field Convention will be notified by email and personally notified by NYSBA Convention staff.

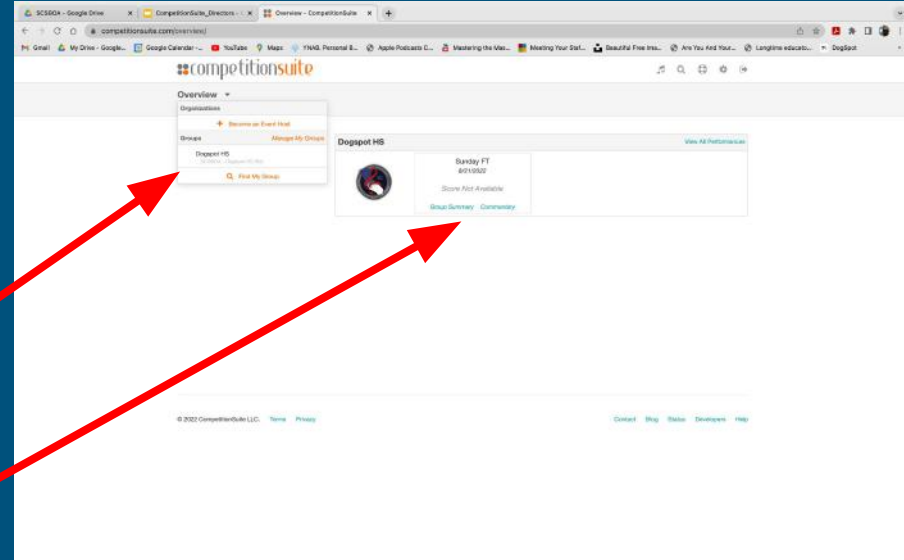
# TO SUBMIT YOUR FIELD INFORMATION FORM..

- If needed...log back in to Competition Suite
  - Click on UPCOMING EVENTS
  - On each individual event...click SUBMISSIONS
  - Click UPLOAD OTHER
- Repeat for each event you are attending



# TO RETRIEVE COMMENTARY and SCORES...

- Click the down arrow next to OVERVIEW
  - Select your ensemble under GROUPS
  - If you compete in multiple organizations (WGASC|ADLA, SCPA etc.) select the ensemble associated with the **SCSBOA**
  - Once selected you will see the shows listed that you have competed in for that day.
  - You can click on COMMENTARY to listen to your judge commentary one.
    - Commentary will be available shortly AFTER you compete.
  - You can click on Group Summary for your ensemble's scores
    - Scores will be released at the end of the show





# TO REVIEW PAST EVENTS...

- Click on PAST EVENTS
  - This will bring up all past events that this group has competed in with the SCSBOA for the current season.
  - You can review
    - Commentary
    - Score summary
    - Recap

