

Competition Suite

Head Judge & Tech Training

PARADE • BAND REVIEW • EVENT OPERATIONS

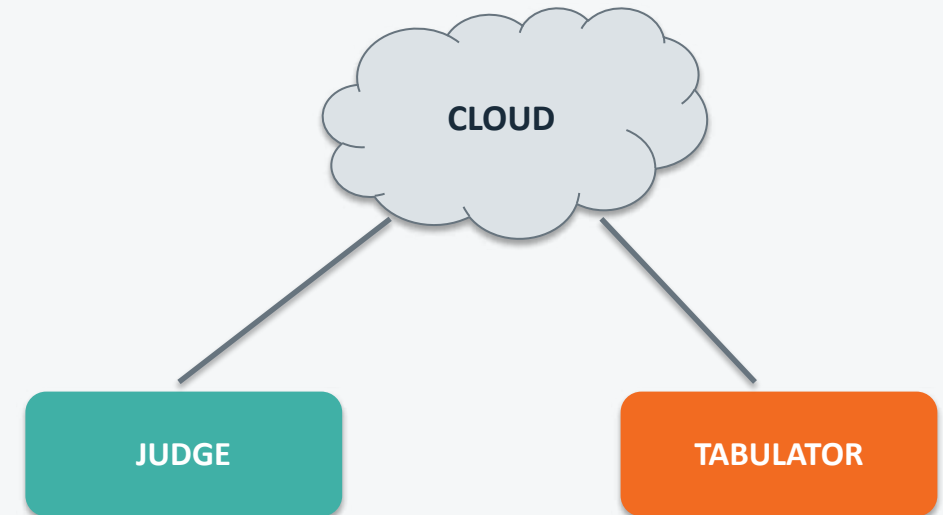
A cleaner, step-by-step guide to running the Competition Suite workflow.

Three things to know before the show

Don't overthink Competition Suite. The Head Judge/Tech workflow is intuitive.

Techs: bring a set of headphones to every show.

You are not entering scores. Competition Suite is cloud-based and pulls the judges' data into the event.



At the parade / band review / event

Plug in and power on the laptop.

Turn on SCSBOA Laptop (PW: 1937)

Open Google Chrome: the shortcut is on each SCSBOA laptop.

Log in to Competition Suite as the Head Judge.

Use the email address and password you created.

HEAD JUDGE = LAPTOP + WEB BROWSER

At The Parade | Band Review | Event

1. Plug in and power on laptop.
2. Open CHROME browser (the shortcut is on the desktop of each SCSBOA laptop)
3. Log into Competition Suite, as the head judge.
4. You will use your email address and password that you've created.

Logging in to Competition Suite

Connect the computer to the HotSpot Wi-Fi.

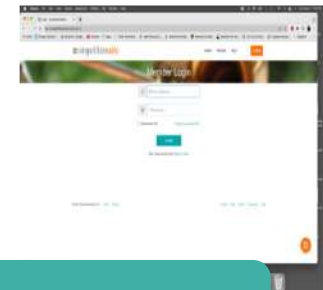
Open Google Chrome.

Chrome should open to the Competition Suite login screen.

Enter your email address (username) and password.

LOGGING IN TO COMPETITION SUITE

1. Connect computer to the HotSpot Wifi 
2. Open the Google Chrome Browser:
 - a. It will automatically open to the login screen for Competition Suite
 - b. Enter your email address (Username) and password



HotSpot → Chrome → Competition Suite

Device setup: one important reminder

DO NOT DISTURB — not Airplane Mode

Personal phones and iPads used by judges should be placed on Do Not Disturb.

If a judge has a cellular signal, they do not have to connect to event Wi-Fi. Competition Suite can run through cellular data.

Once you are logged in...

Head Judge must use a laptop + web browser — not a tablet or other device.

Click the arrow next to OVERVIEW.

Under Organization, select SCSBOA.

Select your event (example: ABC Band Review), then open it.

Once you are logged in...

1. The head judge MUST log in through a laptop and web browser and NOT a tablet or other device.
2. Click the arrow next to the word OVERVIEW
 - a. This will bring a drop down menu. Under organization, select SCSBOA.
3. Select your EVENT (ie..ABC Band Review).
4. Click to open.



OVERVIEW → SCSBOA → EVENT

Know the five areas you will use

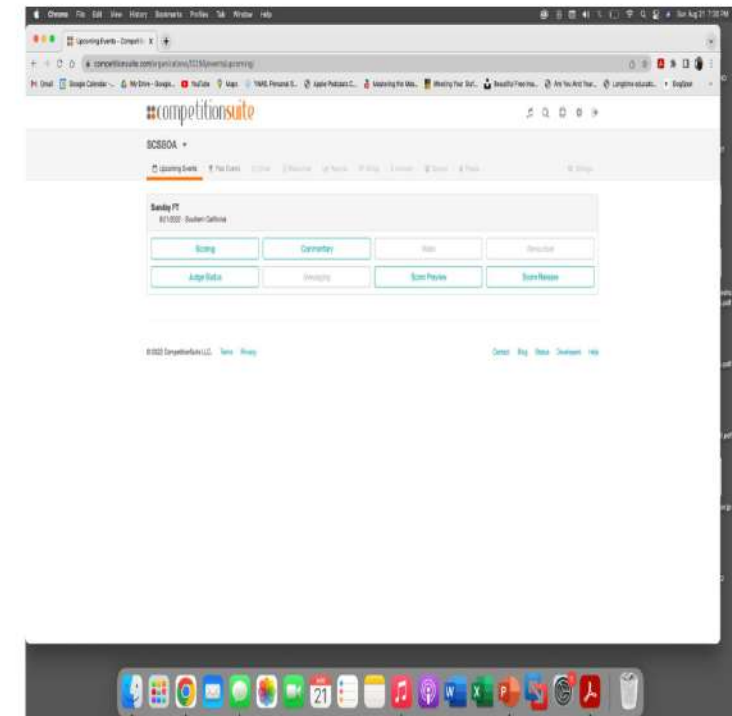
1 Scoring**2 Judge Status****3 Commentary****4 Score Preview****5 Score Release**

Messaging • Video • Announcer are NOT turned on.

IN YOUR SHOW....

1. Scoring
2. Judge Status
3. Commentary
4. Score Preview
5. Score Release

Messaging / Video /
Announcer are
NOT turned on and
will not illuminate
in blue.



As the judging panel arrives...

Have each judge log in through the Competition Suite Judge app icon.

This is the only app for judging — judges cannot judge through the Competition Suite website.

On the laptop, open Judge Status to confirm the judge is connected.

Judge Status also shows battery level, software information, and more.

As judging panel arrives....

1. Have the judge log-in to CompSuite Judge Icon.
 - a. THIS IS THE ONLY APP FOR JUDGING!! You CANNOT judge through the Competition Suite Website.



2. You can tell if a Judge is logged on to the show:
 - a. Clicking on Judge Status on the laptop.
 - b. You can see battery level, software and more!!



VERIFY EVERY JUDGE IS ONLINE BEFORE THE FIRST BAND

Do a test commentary before the show

Have the judge record an introduction for the first group and press STOP.

The half-circle / clock-hands icon will illuminate. Click it.

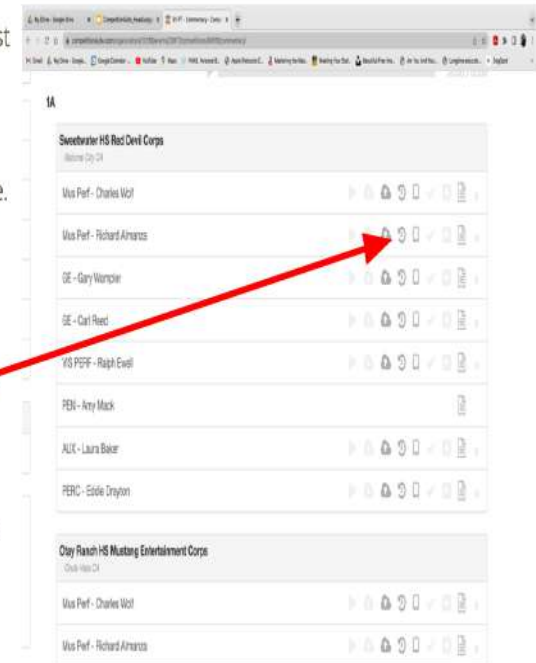
Listen to the sound file and give feedback on microphone level.

Delete the test file using the red button in the lower-left of the pop-up.

LISTEN BEFORE YOU NEED IT

DOING A TEST COMMENTARY

1. Have the judge record an introduction for the first group and hit STOP!!
2. The half circle with the clock hands will illuminate. Click this now.
3. Listen to the sound file to check for volume. Provide the judge feedback (Too loud / too soft etc.)
4. Once you've listened, delete this file (bottom left red button in the pop-up box)



Set commentary release to Manual

Change Release of Commentary from Automatic to Manual.

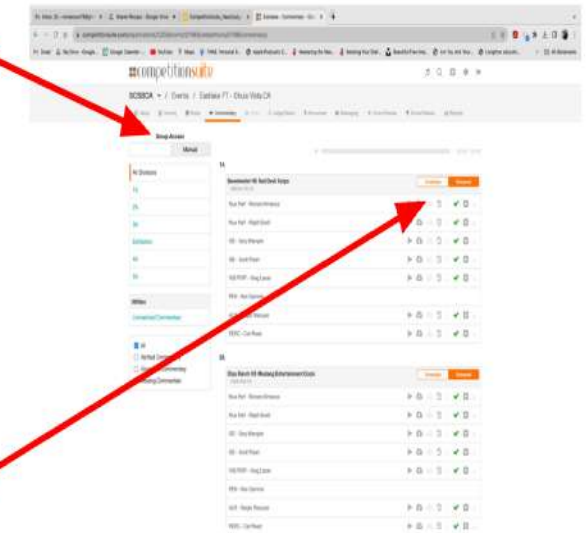
Listen to commentary and validate it to the green check.

When you are ready for groups to receive commentary, click Release.

MANUAL = YOU CONTROL THE RELEASE

RELEASE OF COMMENTARY

1. Turn the Release of Commentary to Manual (from automatic)
2. Listen to commentary and verify to the green check (as in the past)
3. When ready to release to groups, click the release button



Band #1 is on the street: watch commentary

Click Commentary.

While a judge is recording, the Record indicator in the far-right column illuminates RED.

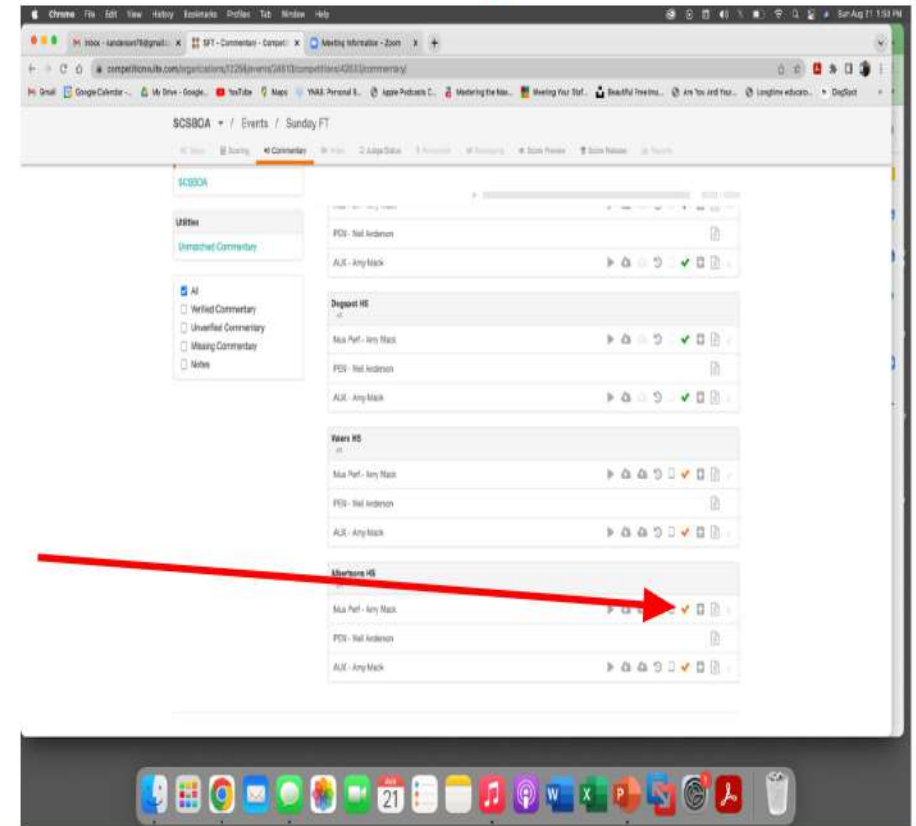
When the judge submits the recording, an ORANGE check mark appears.

RED = RECORDING

ORANGE = SUBMITTED

Band #1 is on the street...Commentary

1. Click on Commentary
2. When a judge is recording, the RECORD BUTTON in the far right hand column will illuminate RED
3. When a judge submits their recording, an ORANGE CHECK MARK APPEARS.



Commentary recorded for the wrong group?

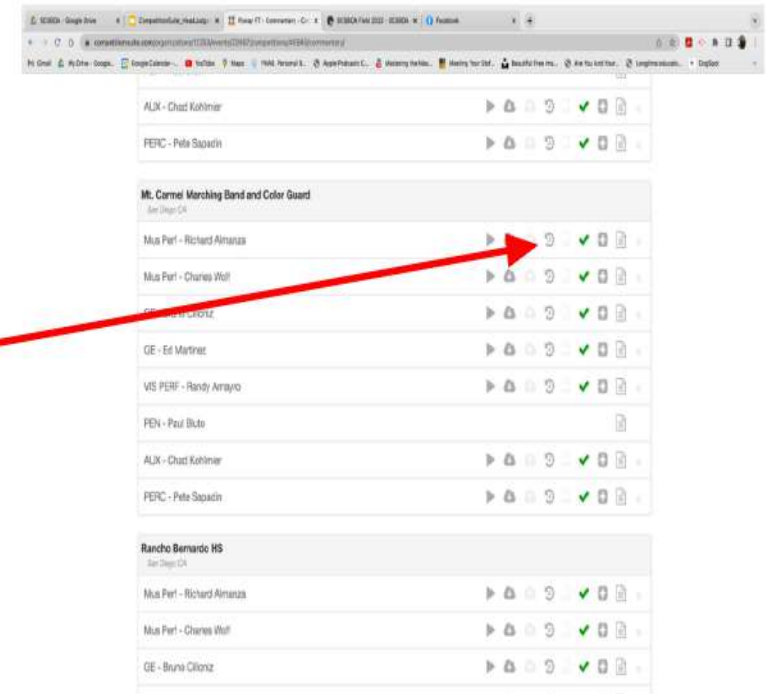
Locate the group where the recording currently lives — the incorrect group.

Find the judge and click the Upload History icon.

FIND THE FILE FIRST

IF COMMENTARY IS RECORDED FOR THE WRONG GROUP...

1. Locate the group where the recording is (The incorrect group)
2. Find the judge and click on the UPLOAD HISTORY icon.



Move the commentary to the correct group

Find the incorrect file. Use Play to confirm you have the right recording.

Click the small right-pointing arrow.

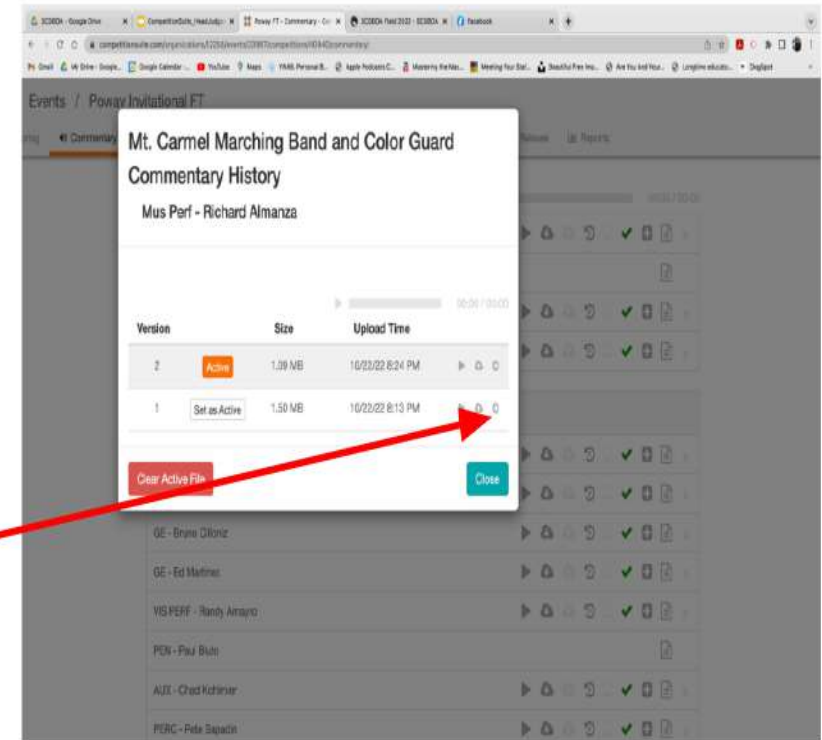
Select the group where the commentary should be moved.

PLAY → ARROW → CORRECT GROUP

NEW!!! IF COMMENTARY IS RECORDED FOR THE WRONG GROUP...

1. Find the file that is incorrect. You can ensure you have located by listening to it (Press play button).
2. Click the small right pointing arrow
3. Select the group where you want this commentary moved.

It's that easy!!



Listen, then validate commentary

Before validating, press Play and check microphone levels.

Do this for every judge on the panel.

Once all ORANGE checks are present, click each orange check to validate. It turns GREEN.

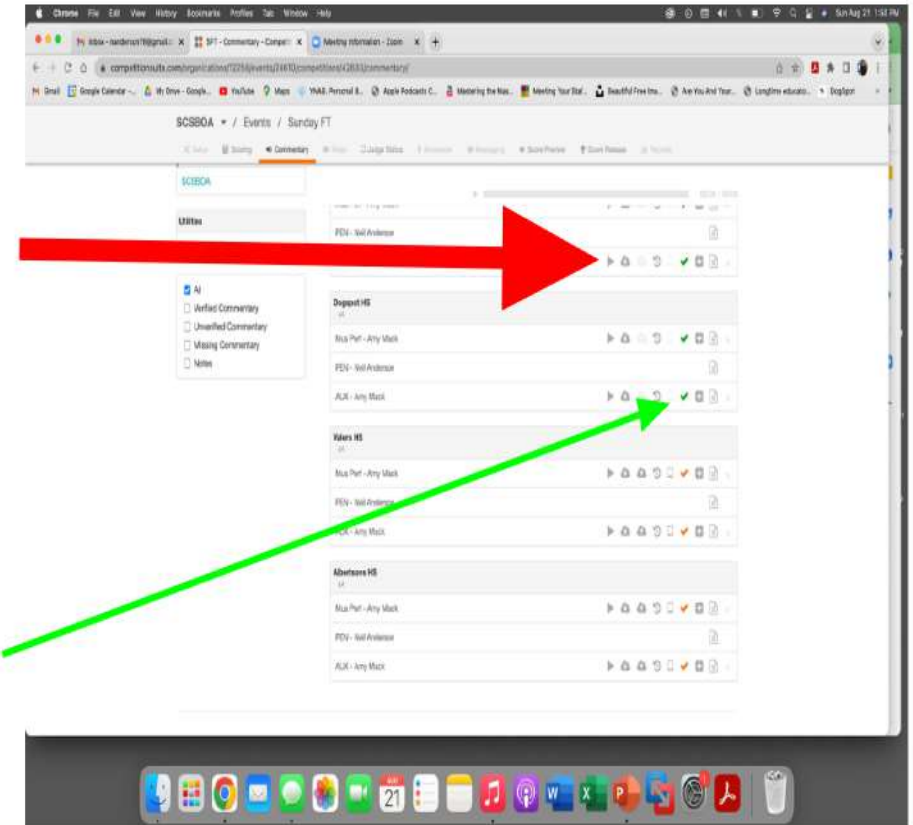
ORANGE → VALIDATE → GREEN

Band #1 is on the street...

Before validating the commentary - listen to it to check for microphone levels. Hit the PLAY BUTTON.

5. Do this for ALL judges on the panel.

6. After you see all ORANGE CHECK marks, you can VALIDATE by clicking on the orange check mark. It will turn them GREEN.



Release commentary — and have a backup plan

After all commentary is validated, click Release.

If a judge recording does not come through:

Check Wi-Fi on the device.

Have the judge record with a voice recorder.

Upload that sound file.

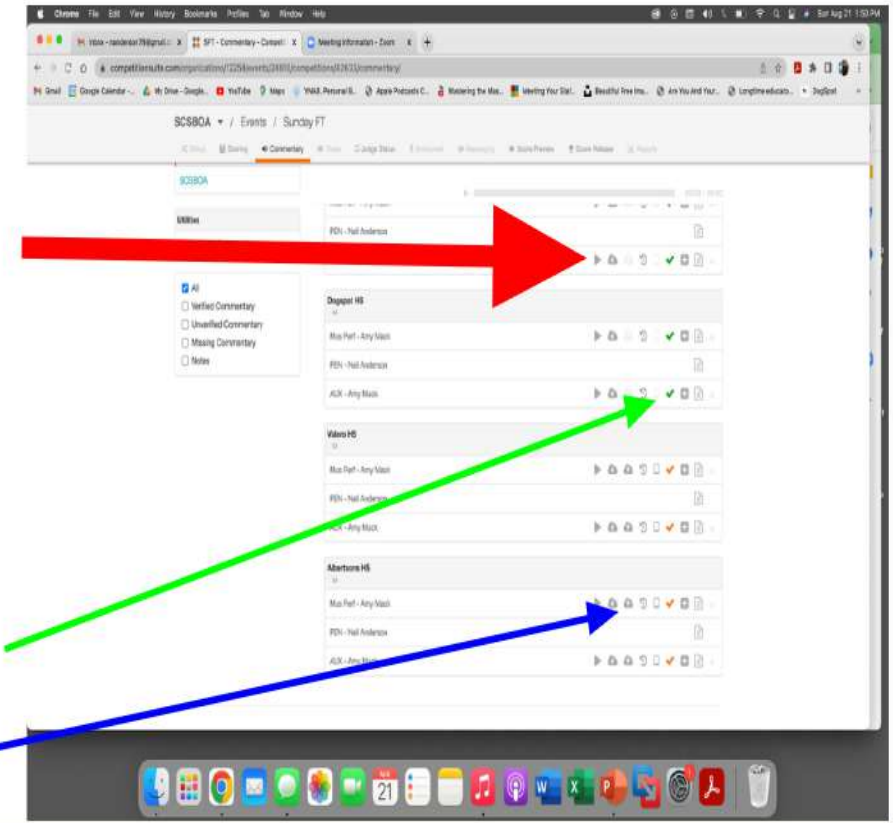
CHECK CONNECTION → RECORD LOCALLY → UPLOAD

Band #1 is on the street...

7. Make sure you hit the release button after you have validated all the commentary.

If, for some reason a judge recording does not come through...

1. Check wifi on device.
2. Have them record on a Voice Recorder
3. Upload that sound file.



Band #1 is on the street: scoring

As a judge enters a number, sub-caption values appear.

A few seconds later, the TOTAL appears.

The total BAND score appears in the gray bar for that band.

SUB-CAPTIONS → TOTAL → BAND SCORE

Band #1 is on the street...Scoring

1. As a judge enters a number, it will appear as the sub-caption numbers. A few seconds later, the TOTAL will appear.
2. The total BAND score will appear in the gray bar of the band.

The screenshot shows the SCSBOA website with the 'Music Performance' category selected. The score for this category is 10.1. A red arrow points from the 'Music Performance' category to the 'Music Performance' category.

Scores can change until they are verified

A judge can change any caption number, so the total score may fluctuate.

If a judge hits Verify by accident, don't panic.

A verified score shows a GREEN check.

Use the Lock / Unlock icon next to the score to reopen it.

ACCIDENTAL VERIFY? → UNLOCK

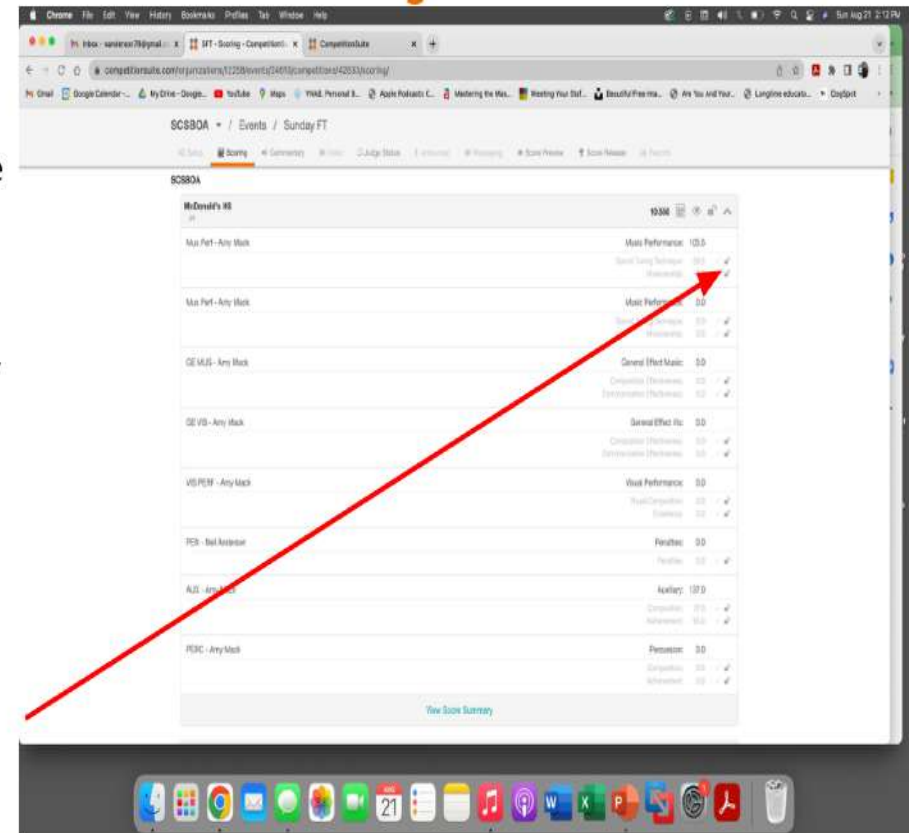
Band #1 is on the street...Scoring

Remember....a judge can change their number for any caption, and because of this, the total score will also fluctuate!!

IF a judge hits VERIFY
By accident....
DON'T PANIC!!

The check mark will
light up green if
verified (BAD...for
now)

Simply click the
LOCK/UNLOCK icon
by the score!



Collapse completed bands to simplify the screen

After a band competes, minimize its box using the UP ARROW in the top gray line.

To see individual judge scores again, click the arrow to expand.

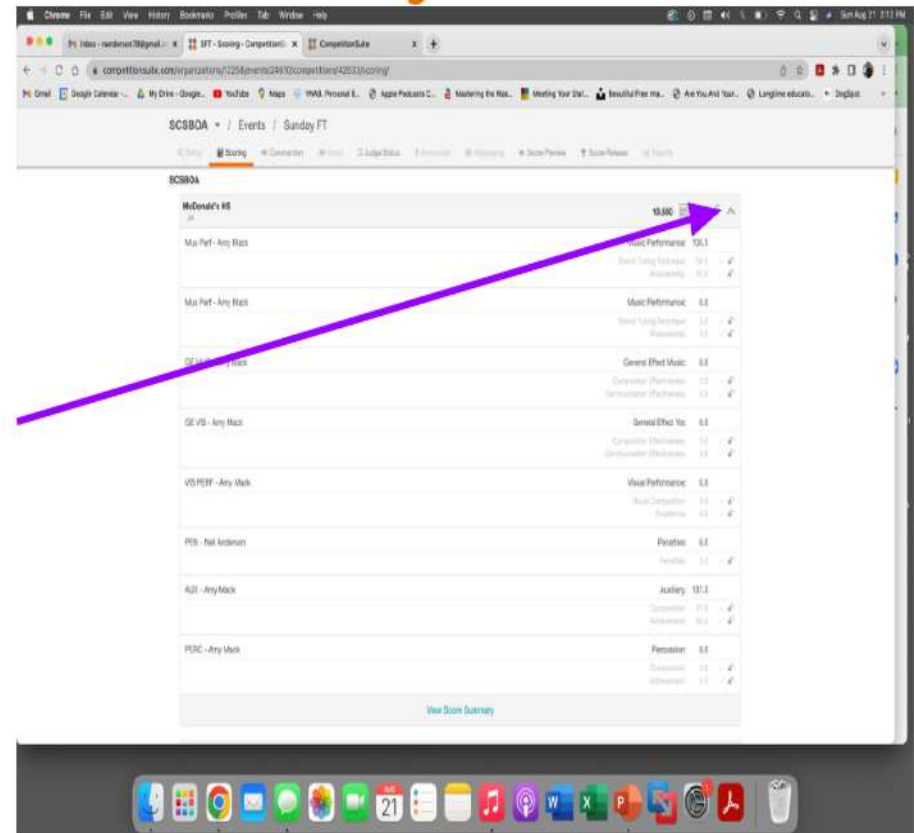
COLLAPSE COMPLETED GROUPS

Band #1 is on the street...Scoring

After a band has competed...you can minimize their "box" by clicking the UP ARROW in the top GRAY LINE.

If at any point you wish to expand to see the individual scores by judge, click that arrow again.

It's that simple!!



Expand a band whenever you need the detail

Click the arrow on the band's gray header to expand the score detail back out.

ONE CLICK = DETAIL BACK ON SCREEN

Band #1 is on the street...Scoring

competitionsuite

SCSBOA / Events / Sunday FT

Scoring

All Divisions

2A

McDonald's HS 78.100

4A

Dugout HS 73.800

6A

Abertons HS 79.270

Videns HS 84.960

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CLICK HERE to expand the score back out

Review scores at any time

Click Score Preview on the menu bar.

Click View Combine Recap.

In the pop-up, check the classes you want to view.

Open the recap for those classes.

SCORE PREVIEW → VIEW COMBINE RECAP

TO REVIEW SCORES

Click on SCORE
PREVIEW on the
menu bar

Click on VIEW
COMBINE RECAP

A pop-up box will
appear. Check the
boxes of the
classes you want
to view. It will
open a recap for
those classes.

The screenshot shows the SCSBOA website interface. At the top, there is a navigation menu with items: Setup, Scoring, Commentary, News, Judge Status, Announcements, **Score Preview** (highlighted with a red arrow), Score Release, and Reports. Below the menu, a yellow warning banner reads: "Scoring System Mismatch! At least 1 scoring system assigned to this competition doesn't match the currently configured scoring system for it's division. This may not be an issue, but if something doesn't look correct you can resolve the issue [here](#)." Below the banner, there are two buttons: "View Combine Recap" (highlighted with a red arrow) and "Caption & Subcaption Titles". To the right of these buttons is a table listing classes and their corresponding score preview links.

Class	Live Score Updates	Preview Scores	Division Summary	Preview Recap
Out Of Class EDH				
1A				
2A				
3A				
4A				
5A				
6A				
Exhibition				

At the bottom of the page, there is a footer with the text: "© 2022 CompetitionSuite LLC. [Terms](#) [Privacy](#) [Contact](#) [Blog](#) [Status](#) [Developers](#) [Help](#)".

What the Preview Recap looks like

The Preview Recap gives you a class-by-class view of the current results before release.

PREVIEW ONLY — NOT YET RELEASED

TO REVIEW SCORES...AT ANY TIME

This is what
the PREVIEW
RECAP will
look like.

[illegible]

At the end of the show: verify every class

Each judge clicks Summary under each class.

Each judge checks their written/electronic tote sheet against Competition Suite.

Once confirmed, the judge clicks the blue VERIFY ALL button.

Repeat for EVERY class.

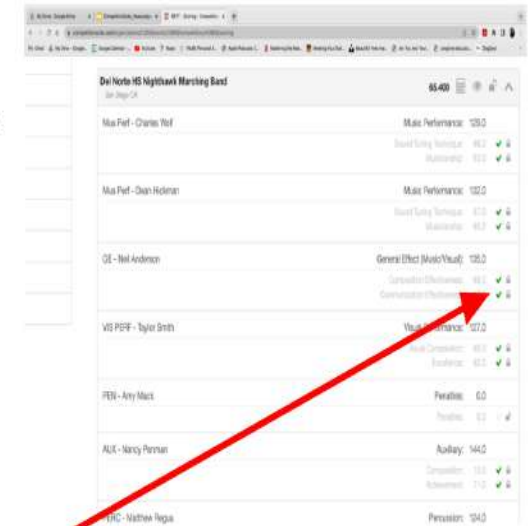
As judges verify, the Tech sees green check marks next to the scores.

EVERY JUDGE • EVERY CLASS

VERIFYING SCORES....

AT THE VERY END OF THE SHOW...

1. Each judge will click on SUMMARY under each class on Competition Suite.
2. Each judge is responsible for checking their written/electronic TOTE sheet against their numbers in Competition Suite.
3. Once confirmed, each judge should click the blue VERIFY ALL button in the upper right hand corner of the pop-up box.
4. REPEAT THIS FOR EVERY CLASS!!
5. As judges verify, the TECH will begin to see a green check mark next to each judge's scores.



Del Norte HS Night Hawk Marching Band		95.400
Mus Perf - Charles Wolf	Mus Performance: 100.0	
	Visual Timing Technique: 95.0	✓
	Musician: 95.0	✓
Mus Perf - Dean Hickman	Mus Performance: 100.0	
	Visual Timing Technique: 95.0	✓
	Musician: 95.0	✓
GLE - Neil Anderson	General Effect (Music/Visual): 100.0	
	Competition Effectiveness: 95.0	✓
	Competition Performance: 95.0	✓
VIS POFV - Taylor Smith	Visual Performance: 95.0	
	Visual Competition: 95.0	✓
	Visual: 95.0	✓
PERF - Amy Mact	Perfection: 6.0	
	Perfection: 6.0	✓
AUX - Nancy Pennan	Auxiliary: 140.0	
	Competition: 10.0	✓
	Admission: 11.0	✓
PERC - Matthew Regis	Perfection: 104.0	

Complete the awards sheet before releasing scores

BEFORE RELEASING SCORES

Click Score Preview.

Click View Combine Recap.

Fill in the Awards Sheet.

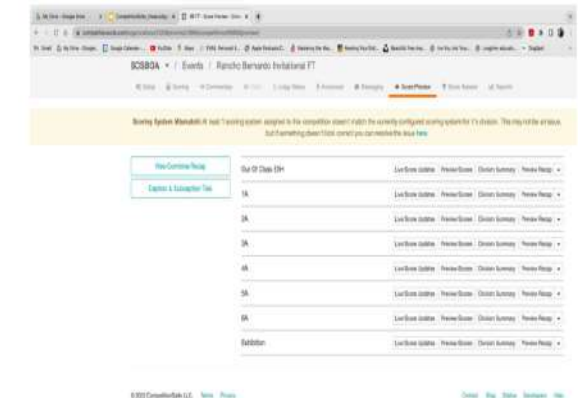
Only then move to Score Release.

TO FILL OUT YOUR AWARDS SHEET....

BEFORE RELEASING SCORES

1. Click on SCORE PREVIEW
2. Click on VIEW COMBINE RECAP
3. Fill in your AWARDS SHEET

NOW...you can RELEASE SCORES



Release scores carefully — by audience

Click Score Release.

Click Deny Access to change it to Allow Access.

GROUPS

Recap only

JUDGES

Recap only

PUBLIC

Scores + Recap

DO THIS FOR EACH CLASS

RELEASE SCORES....

Click on SCORE
RELEASE.

Click on DENY ACCESS
to "Light Up" to "ALLOW
ACCESS"

For GROUPS:
-Release only RECAP

For JUDGES:
-Release only RECAP

For PUBLIC:
-Release BOTH Scores
and Recap

****EACH CLASS****

The screenshot shows the 'Score Release' settings in the Competition Suite. The sidebar on the left has three options: 'Score Release' (selected), 'Audience Select', and 'TV Display'. The main content area is titled 'SCSBOA - / Events / Bonita FT - La Verne CA'. It shows a 'Public Recap URL' field with a link. Below this, there are three sections: 'Groups', 'Judges', and 'Public'. Each section has a 'Performance Summaries' row and a 'Recap' row. In the 'Groups' section, the 'Deny Access' button for 'Performance Summaries' is highlighted with a red arrow. The 'Judges' and 'Public' sections also have 'Deny Access' buttons for their respective rows.

Confirm the released recap

Wait 30 seconds after you release scores.

Click View next to the URL.

Confirm the full recap opens correctly by class.

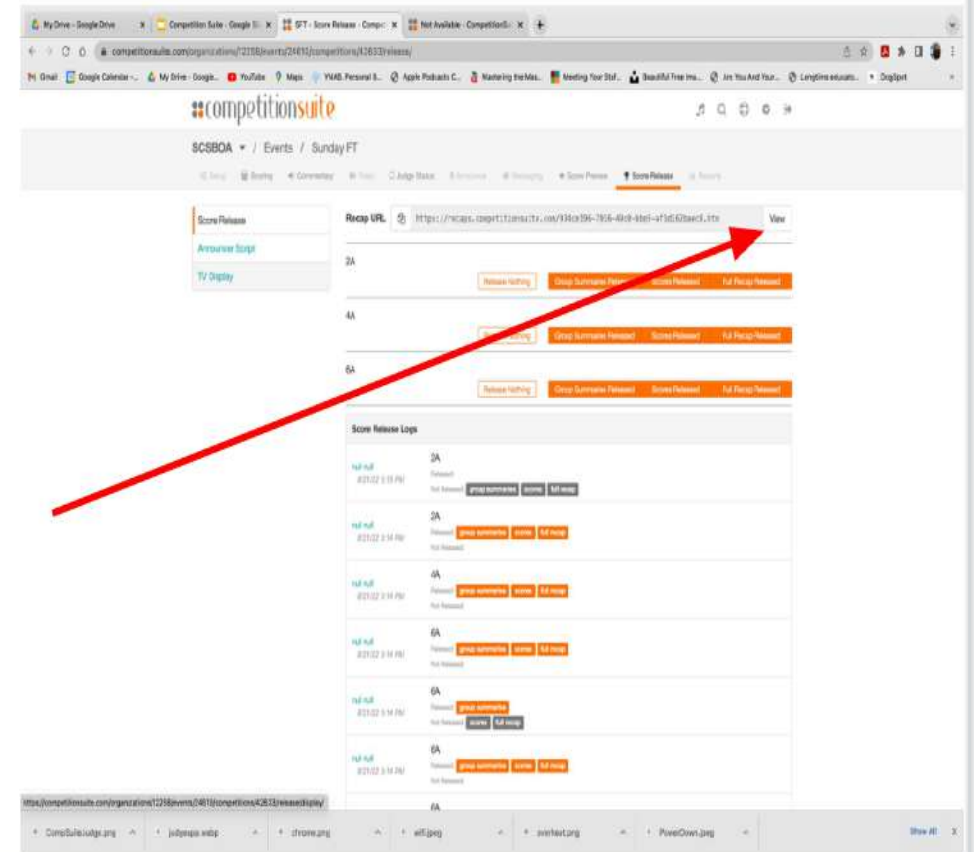
WAIT → VIEW → CONFIRM

RELEASE SCORES....

Wait 30 seconds after you RELEASE SCORES.

Then click VIEW next to the URL.

It will bring up a full recap by class.



After score release...

Log out of Competition Suite.

Close Google Chrome.

Shut the computer down and pack up.

The goal:

A calm, repeatable workflow that keeps judges connected, commentary checked, scores verified, and results released correctly.

CONGRATULATIONS!