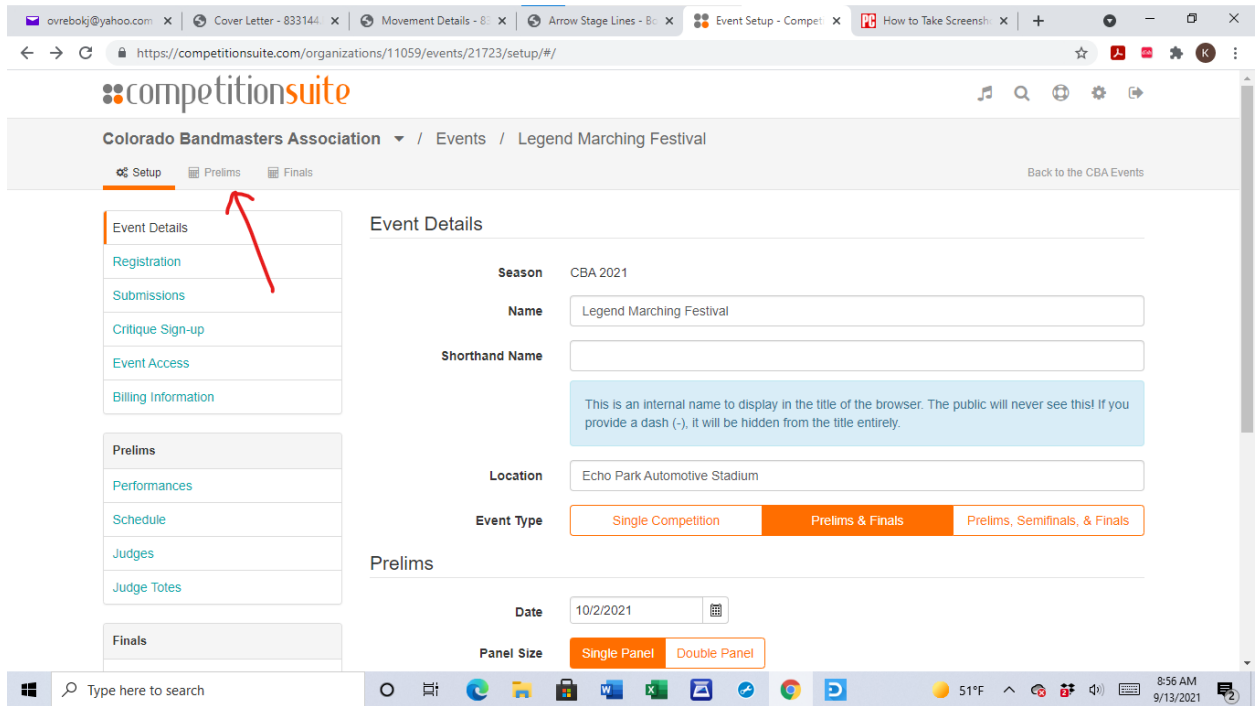


2023 Colorado Bandmasters Association Tabulator Guide

1. Make sure you can log in to Competition Suite at www.competitionsuite.com
2. Select the event you are assigned to.
3. If your event is a prelims/finals contest, select prelims.



4. On the next screen, select scoring and the screen below which appear. If a judge accidentally locks their score the lock icon will appear closed. You can unlock the score by clicking the lock icon. That enables a judge to change their score as needed during the contest. Judges should not lock their scores until the end of prelims or finals.

competitionsuite

Colorado Bandmasters Association / Events / Legend Marching Festival / Prelims

Setup Scoring Commentary Video Judge Status Announcer Messaging Score Preview Score Release Reports

Open Class

Prairie View HS		0.000	📅	👁️	🔒	⬆️
IND - Matt Drase	Individual: 0.0	Achievement of Musicianship: 0.0	Method & Timing: 0.0	✓	🔒	🔒
ENS - Andrew Cook	Ensemble: 0.0	Achievement of Musicianship: 0.0	Sound-Tuning-Technique: 0.0	✓	🔒	🔒
IND - Kenny Bailey	Visual Individual: 0.0	Technique & Training: 0.0	Achievement: 0.0	✓	🔒	🔒
ENS - Shirl Chumley	Visual Ensemble: 0.0	Composition: 0.0	Achievement: 0.0	✓	🔒	🔒
M Effect 1 - Ed Cannava	Music Effect 1: 0.0	Effectiveness of Repertoire: 0.0	Effectiveness of Performers: 0.0	✓	🔒	🔒
M Effect 2 - Chris Romanowski	Music Effect 2: 0.0					

You will also see a calculator icon on this screen. This is what you select to change a score if needed. The Chief Judge will authorize all changes. Do not change any score for any reason without authorization.

competitionsuite

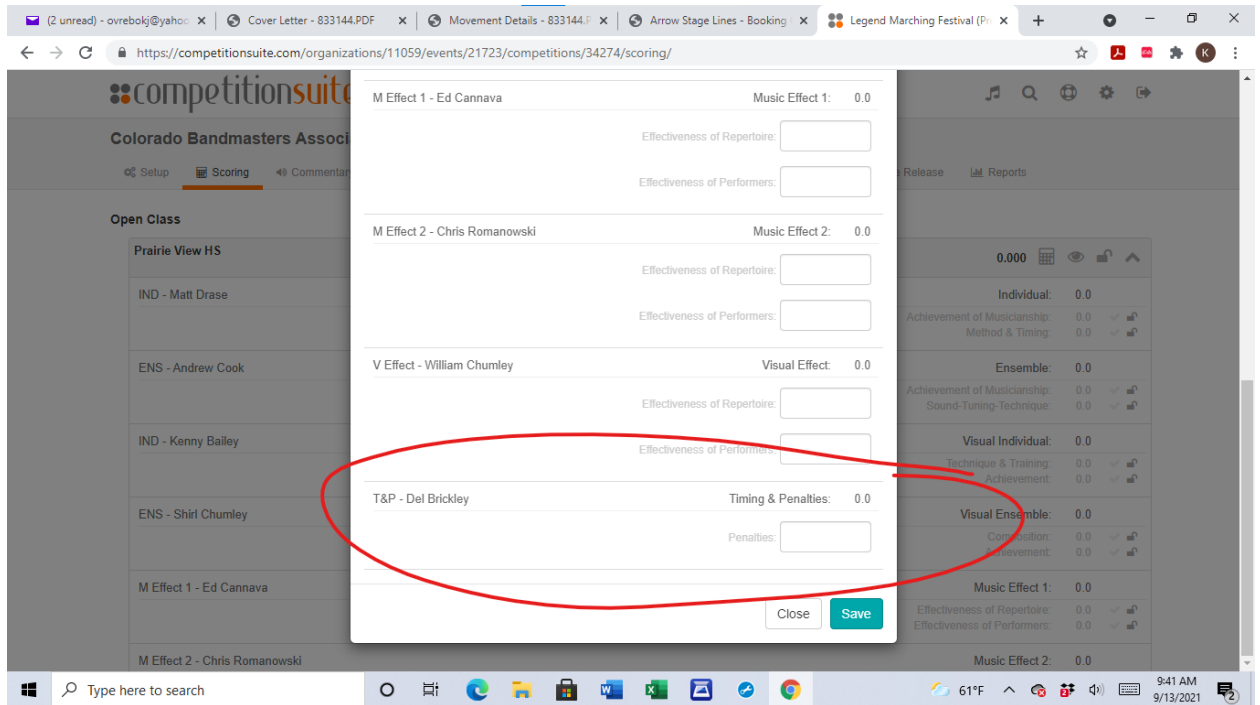
Colorado Bandmasters Association / Events / Legend Marching Festival / Prelims

Setup Scoring Commentary Video Judge Status Announcer Messaging Score Preview Score Release Reports

Open Class

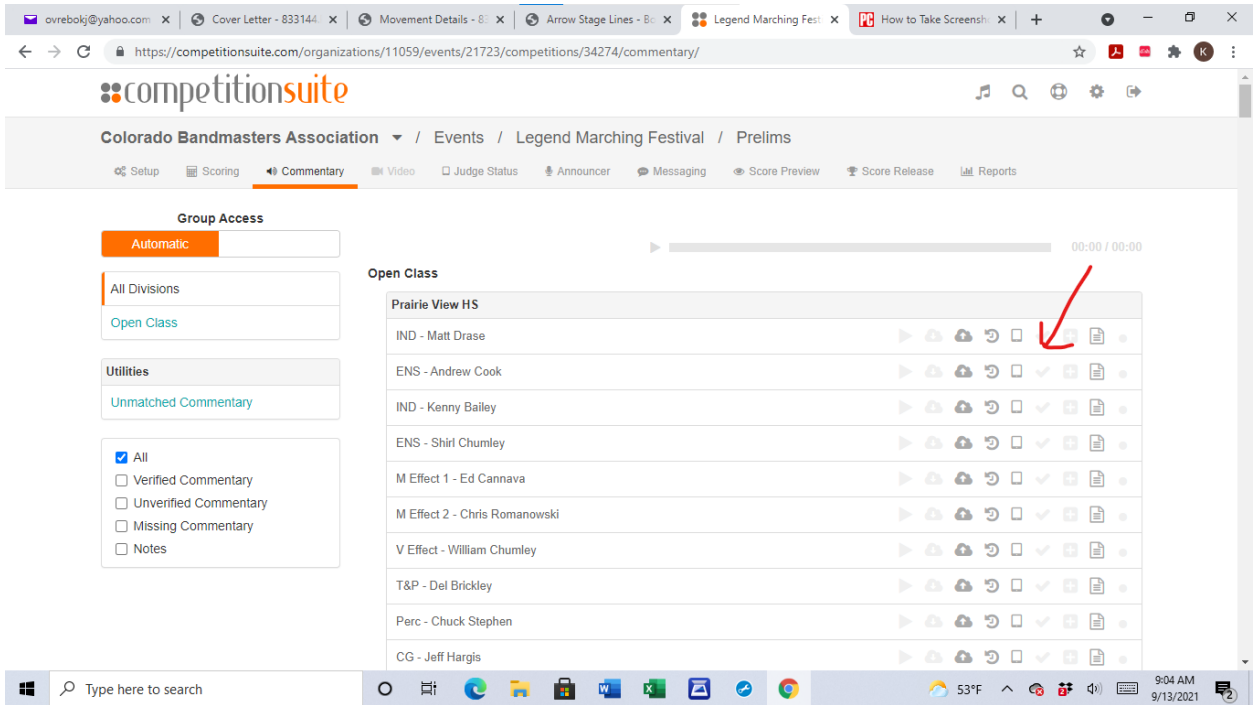
Prairie View HS		0.000	📅	👁️	🔒	⬆️
IND - Matt Drase	Individual: 0.0	Achievement of Musicianship: 0.0	Method & Timing: 0.0	✓	🔒	🔒
ENS - Andrew Cook	Ensemble: 0.0	Achievement of Musicianship: 0.0	Sound-Tuning-Technique: 0.0	✓	🔒	🔒
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M Effect 1 - Ed Cannava	Music Effect 1: 0.0	Effectiveness of Repertoire: 0.0	Effectiveness of Performers: 0.0	✓	🔒	🔒
M Effect 2 - Chris Romanowski	Music Effect 2: 0.0					

T&P Judge will enter all penalties on their device. Confirm with the Chief Judge when you see any penalty and the amount.

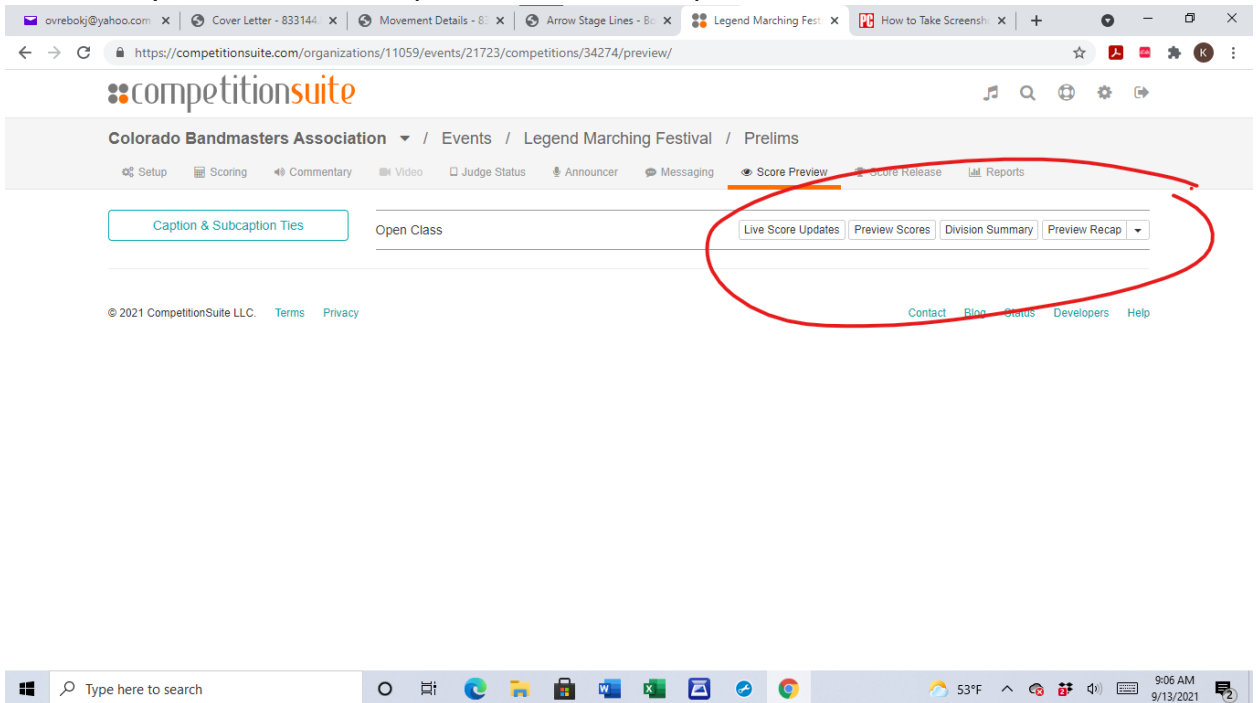


5. After each band performs you will need to listen to the commentary from each judge to check the volume of their commentary. You access this by selecting the “Commentary” button. You should sample several sections of each recording to make sure the judge can be heard when the band is playing. An orange check mark will appear to the right of each judge. **After listening to the commentary, click that check mark to turn it green.** The check mark on the below screen is very faint. You can view it on the Competition Suite webpage.

(next page)



6. You will monitor the recap during the contest. Select the “Scoring” button and then you will see the options for the recap.



Select the “Preview Recap” button and the recap will appear similar to the following screen. Make sure you can print this recap from your laptop to the printer that you will be using.

Verified Scores (Will not display on public recap.)

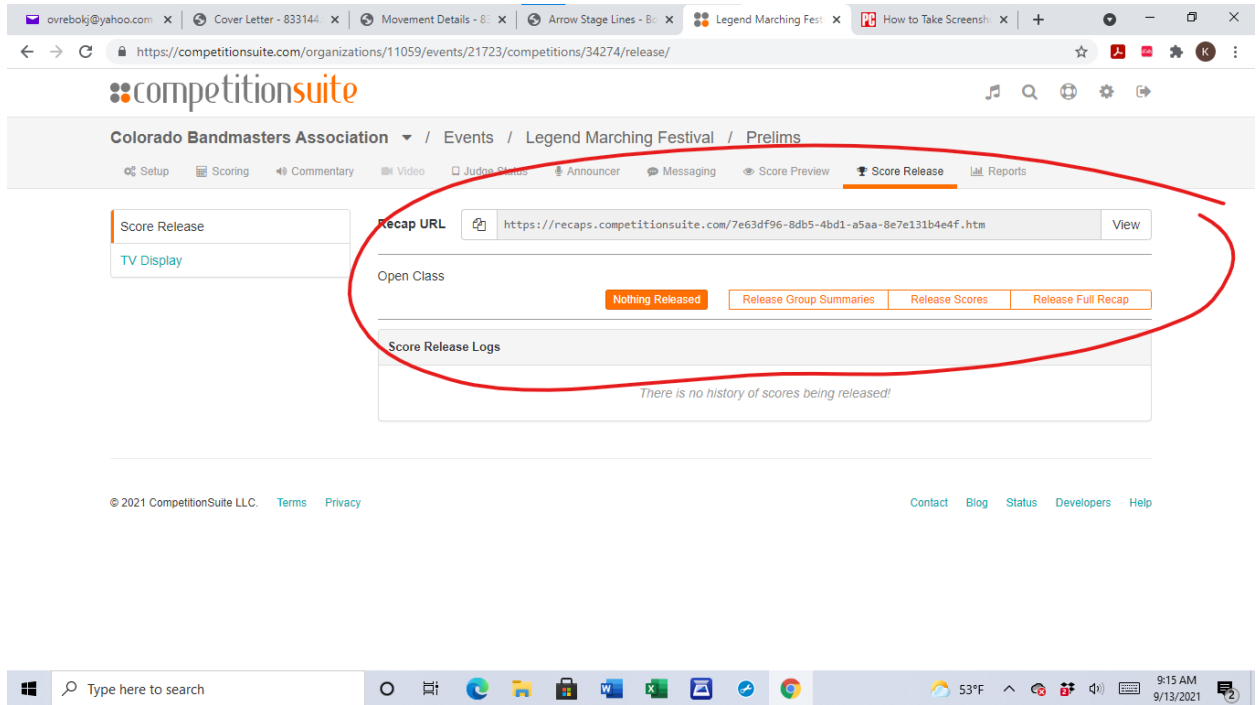
When printing, select LANDSCAPE and enable background colors for the best results.

Legend Marching Festival
 Echo Park Automotive Stadium
 Saturday, October 2, 2021
 Prelims
 Chief Judge: Rick Shaw

	Music Performance						Visual Performance						General Effect						Timing & Penalties		Total T	Class Rank	Class	Overall Rank					
	Individual			Ensemble			Visual Individual			Visual Ensemble			M			V			D. Brickley										
	ACH	M&T	Tot	ACH	STT	Tot	T&T	ACH	Tot	CMP	ACH	Tot	REP	PRF	Tot	REP	PRF	Tot	REP	PRF					Tot	Sub Total	PEN		
Alameda HS	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0.00	0	0.00	0.000	1	2A	1
Arvada HS	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0.00	0	0.00	0.000	1	2A	1
Berthoud HS	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0.00	0	0.00	0.000	1	2A	1
Columbine HS	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0.00	0	0.00	0.000	1	5A	1
Conifer HS	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0.00	0	0.00	0.000	1	2A	1
Doherty HS	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0.00	0	0.00	0.000	1	5A	1
Douglas County HS	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0.00	0	0.00	0.000	1	5A	1
Eaton HS	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0.00	0	0.00	0.000	1	2A	1
Elizabeth HS	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0.00	0	0.00	0.000	1	2A	1
Englewood HS	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0.00	0	0.00	0.000	1	2A	1
Evergreen HS	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0.00	0	0.00	0.000	1	3A	1
Green Mountain HS	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0.00	0	0.00	0.000	1	3A	1
Hammon HS	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0.00	0	0.00	0.000	1	3A	1
Highlands Ranch HS	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0.00	0	0.00	0.000	1	4A	1
Mountain Range HS	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0.00	0	0.00	0.000	1	5A	1
Palmer HS	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0.00	0	0.00	0.000	1	4A	1

The cells will turn green once a judge has locked their scores. You will not be printing a recap for each participant but will need to have the ability to print a recap if requested to do so. You will print the recap from this screen but the official recap will be available from the “Score Release” button that is next to the “Score Preview” button.

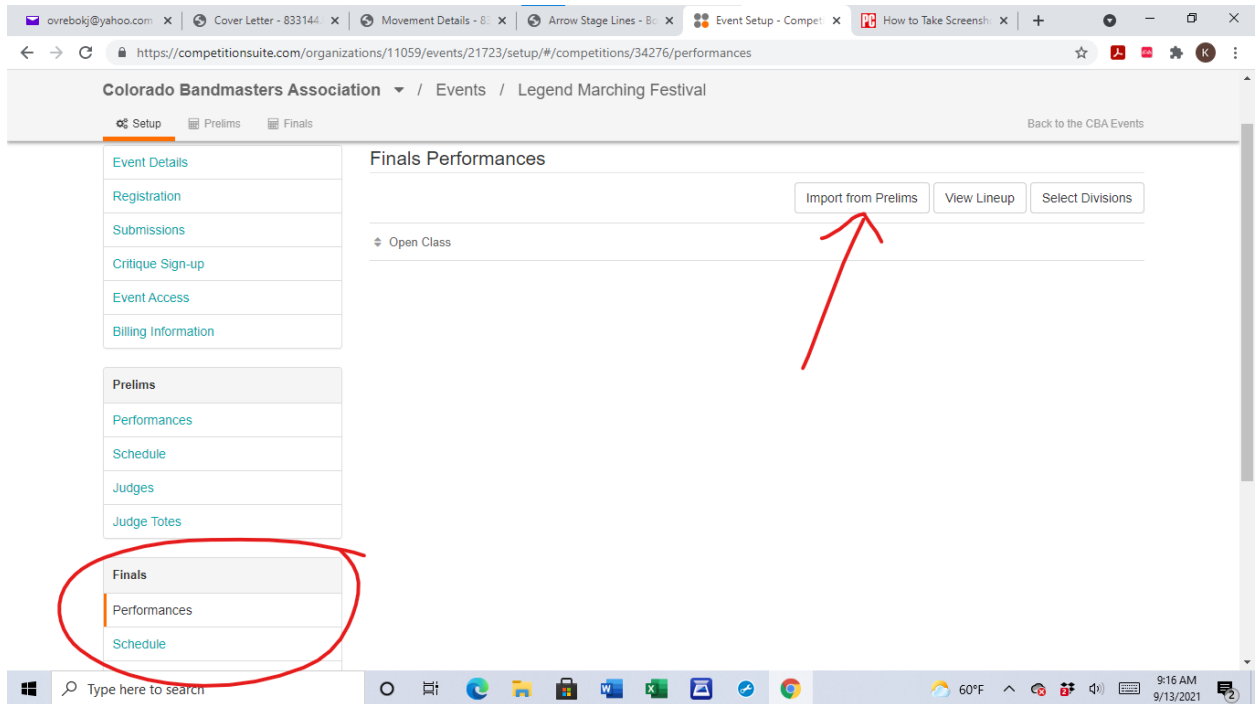
- The “Score Release” button allows you to send out the recap to directors. You do not touch this and use this only once **AFTER** the awards presentation is over for prelims and finals. **The Chief Judge will tell you to release or publish the scores.**



The recap URL on this page will show the final recap. Select the “VIEW” button to access the final recap.

8. Once prelims has concluded, to set up the **finals schedule** go to the Setup page, select the “Performances” button under Finals. The easiest way to do this is select Open Class and enter all the bands in performance order. Then input the start time select Update.....put in the 1st time and select Apply Override. Insert any BREAK at the correct time in the same manner: Insert Schedule Entry—put in the break time—15 minutes—select Apply Override. All time should be accurate. ***Always work with the Chief Judge on this process.***

You will see the option to “Import from Prelims.” Select this and the top scoring bands will automatically be put into finals. The Chief Judge will help you in setting the order of bands and time schedule.



Suggestion regarding your commentary issues - CS records directly on the device so if the device gets disconnected from the internet commentary should load once it connects again. I had this issue at the Friendship Cup as we had weak wifi on the lower field but once the device came close to the building and picked up the connection, commentary loaded.

You may need to click the Request from tablet button (highlighted in yellow below) to force this to happen though. Also, you might want to check the unmatched commentary button below to see if the commentary is there but just needs to be reconnected to a group.

COMPETITION SUITE HINTS

1. To hide a band that performs in exhibition toggle the visibility of the group on the recap. Use the “eye” icon to the right of the band name in “Scoring”
2. To import bands from prelims into finals. On the left you see a listing for prelims and below that a listing for finals. If you click on the performances button under Finals on the main screen you get options to import bands from prelims.
3. If you have an open class show, the Judge Totes button will allow you to print score sheets for each judge. You do have to click print tote for each judge.
4. To change performance order- you can do that under "Performances" by clicking on the division then clicking and dragging the group up/down to get into the correct location. Then you should be able to go into the Schedule and make any necessary schedule adjustments.
5. To delete a judge’s commentary, click on **Upload History** and then on next screen select **Clear Active File**. This deletes that commentary for a specific band.
6. Use the program Audacity to edit commentary files where a judge may not have stopped the recording OR recorded commentary for a band on another bands file.
7. A recording may not upload if a judge did not stop the recording before a break or before the next band. It will be in the cloud as it will be a massive file taking a long time to upload.
8. Check under Judge Status to see their device for battery level, if it is recording, what type of device they are using, etc.