

DIRECTORS ONLY

To get an account with Competition Suite and add the contact e mails of your staff please do the following:

Go to:

1. <https://competitionsuite.com/signup.aspx>
2. If you have not done so already, type in your e mail address (username), and password (please remember password). If you have all ready opened your account, then: go to :

<https://competitionsuite.com/secure/team/associate.aspx?o=694cb9b0-e87a-420d-b96a-e05cd281469d>

Once you have signed up and logged in, look for a blue button 'Find My Group' you can request association to a band - list your Team (your school) and use the drop down menu to locate your group's name. You might be asked for a member code – use – cba.

3. We should then get an e mail from Competition Suite and will approve that you are a Cavalcade band member (could take a day or so).
4. Once I do that, you can go into CompetitionSuite and click "Group Management" (listed on the left side of the screen), from there you can add you a staff members e mail information. They will then be able to hear the judges comments.
5. After your group competes and your recordings are uploaded (could take some time), you will bet a text message on the cell phone you submitted telling you how to listed to your recordings.