



competition suite

Competition Suite is a PC cloud based service which provides tabulation and commentary software to our performing groups. In addition to managing scores and recaps, this program also incorporates all digital file commentary to directors and staff's.

The intent is to provide directors and staff with timely and custom commentary files which they can disperse and hear separately or simultaneously, minutes or weeks after a performance. Directors and staff attending a contest of note, will be able to access all digital commentary files which will also be archived for easy access anytime. Judges will also be able to access their own, and all judges from their show, commentary files whenever needed.

Basic Information

- To activate an account with Competition Suite, along with adding staff contacts, phone numbers and emails, please go to www.competitionsuite.com.
- Sign up and enter your email and password which you will remember.
- Once you are signed up, log into your Dashboard and look for the Blue Find My Group button. From there you can request association to your band, list your Team (school name) and use the drop down menu to location your group's name, You might be asked for a member code, if so use cba.
- Cavalcade will then receive an emails from Competition Suite and will approve you are a Cavalcade band member. Depending on schedules, this could take a day or so.
- Once confirmed, you can access Competition Suite and use Group Management to add staff members email and phone number so they will be able to listen to judge's commentary.

- After you perform at a contest, and recording have been uploaded (this will vary from school to school, but usually is a relatively quick process), you will receive a text message, alerting that your files are now ready to listen to.

Listening to Judges Commentary

- Log into Competition Suite
- Click on the menu option “Judges Commentary”
- Find the caption you want to listen to
 - To Play a file, click the Play button
 - To save a file, click the green download button
- After downloading to your computer, you may then send the file to others.
- In older browsers, the file may play instead of download. To download:
 - Windows – Right click the green download button and select Save Link As (Google Chrome and Firefox) or Save Target As (Internet Explorer).
 - Mac OS – Control Click the green download button and select Save Link As

Forgot your Password?

- There is a password reset link on the login page that you can use to reset your password one you log into Competition Suite.
- This is: <https://competitionsuite.com/password/forgot/>