



# competition suite

Competition Suite is a PC cloud based service which provides tabulation and commentary software to the Cavalcade of Bands Association. In addition to managing scores and recaps, this program also incorporates all digital file commentary for directors and staff.

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, whether attending a contest or not, will be able to access all digital commentary files. These will also be archived for easy access anytime. Judges will also be able to access their own commentary files, as well as those of all judges from shows they judge, 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](http://www.competitionsuite.com).
- Sign up and enter your email and a password that 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 (group), list your Team (school name) and use the drop-down menu to add your location. You might be asked for a member code, if so use cba.
- Cavalcade will then receive an email from Competition Suite and will approve you as 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 numbers so they will be able to listen to judges' commentary.
- After you perform at a contest, and commentary 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 available for review.

### **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 once you log into Competition Suite.
- This is: <https://competitionsuite.com/password/forgot/>

*Updated – July 2017*