

CompetitionSuite Tabulation

**** JUDGES AND TABULATORS MUST HAVE A SEPARATE DEDICATED WIFI OR HOT SPOTS.**

Tabulation

1. Log in to "CompetitionSuite" <https://competitionsuite.com/login/>
 2. Enter login and password (will be emailed to the show host)
 3. Click on "NorthEast Colorguard Circuits" box
 4. Show will open
 - a. If multiple shows, click on your show
 5. Click on "Scoring" at the top of the screen
 - Check that all guards are listed in correct class and performance order. If you notice any discrepancies, please contact a board member right away to correct
 - Judges scores will automatically upload/appear (some judges upload scores right away after each performance and some/most wait till the class is over to upload their scores. Class breaks are built into the show schedule, so the judges have time to enter scores. If judges are not uploading scores within a reasonable timeframe, contact board member).
 - Judges will enter a green checkmark next to their score once they have verified (the 1st half of the show scores should be verified by the intermission, if judges are not verifying scores, contact board member).
 - DO NOT print a recap for the judges at intermission if all scores not verified. If judges request a recap, please advise T&P judge that all scores have to be verified in order to print recaps.
 - **Once scores have been verified (must have green checkmarks), Print Recaps** (1st half of show can be done during intermission, so only have 2nd half of the show to do at the end of the show - **See Recaps section for process.**
 - Print Announcer's Script - After last performance and all scores verified – **See Announcer Sheet section for process.**
- **Recaps:**
- Click on "Score Preview" at top
 - Click on "Preview Recap" (far right)
 - Print (**make sure printer is set to single page, not double sided**)
 - **Print 2 copies of recaps for each guard plus an additional 6 copies for judges**
 - **Repeat for each class**
 - Give recaps to T&P judge
- **Announcer Script for Retreat:**
- Click on "Score Release" at top
 - Click on "Print Announcer Sheet" (on left)
 - Click on "View as Script" (right)
 - **Print (1 copy only for announcer)** (**make sure printer is set to single page, not double sided**)
 - **Repeat for each class**
 - Make sure Announcer Script is in correct class order

*****NOVICE and CADET CLASSES ONLY – Cross out scores – these scores are NOT read at retreat. Advise the announcer to read placement only*****

Any SCORING and/or T&P CORRECTIONS OR ANY COMMENTARY ISSUES contact the Board Member attending the show.

DO NOT SHUT DOWN UNTIL THE T&P JUDGE IS ALL SET WITH SCORES AND HAS ENOUGH COPIES OF RECAPS