

WHERE DOES THE <u>SESSION</u> COME FROM?

The SCJC creates all <u>Conventions</u> in Barberscore in advance of each contest season.

- Each convention should include the currently assigned judges
- It will also reflect your "close" (deadline) date for competitors to complete their entries
- This information is shown on the Convention tab

Most Conventions will contain two contest <u>Sessions</u>:

- A Quartet Session (usually 2 rounds)
- A Chorus Session (1 round)

You will choose which <u>Awards/Contests</u> should be made available to competitors within each <u>Session</u>

WARNING: While these can now be changed after the contest session has been opened – it is highly recommended that you take the take to get this correct in advance of clicking the "Open Session" button.

SESSION STATES & WORKFLOW

New – you will verify & exclude any awards that are definitely not going to be offered.

Once you're sure about the awards & ready for competitors to enter, click Open Session.

Open – the Session is now open for competitors to enter

- For "invitational" contests you will *Invite* each group (one-by-one) then, they'll get an email.
- For "non-invitational" contests all group admins will receive an email indicating they can now enter their group to include the contest entry deadline date.
- After they Submit their entry you verify (and/or edit) their entry info, then Approve each entry.
 Competitors will receive an email confirmation that their entry has been approved.
- Click Close Session on the "close" (deadline) date (or later if you prefer).

Closed – new competitors are now unable to enter by themselves {initial draw is generated}

- You can still add a new entry on a group's behalf. You can edit or scratch any entry at any time.
- You can keep the random draw as-is, or you can re-sort it as you see fit.
- Once you're ready to make the draw "public", you click **Verify Session** (normally about the time that you're sending out the "final" data for creating the convention program but NLT 5 days prior).

Verified

- This will generate 3 Excel reports for you to use and to distribute to your event team.
- You can still add/edit/delete entries and/or rearrange the draw <u>however, any changes at this</u> point should be limited to unexpected entries or scratches.
- You MUST Re-Verify the Session if there are any changes thus generating new reports for CA.
- Click Start Session (normally, the day of the contest).

Started – you're handing the Session over to the CA

- You can no longer make any changes.
- Any last minute scratches, new entries, changes, etc. are now be handled by the CA.

REMINDER

Within Group Manager, competitors add songs to their repertory at any time!

- Long before they ever enter any contest
- During their contest entry procedure
- After their contest entry has been Approved
- After the Session has been Closed
- After the Session has been Verified
- After the Session has been Started
- Even after the contest is over (in anticipation of their next contest)

The only requirement is the chart is in their repertory <u>before</u> they sing it on stage!

However – it is expected they will do this prior to the contest being Verified.

Also, you can do the contest entry for them (on their behalf) – but their group admin must login to Barberscore to add songs to their repertory via Group Manager! (You cannot add songs for them)