

# **Barberscore: DRCJs**

**Opening Your Contests in  
Session Manager**





# First step – login to Barberscore!

The URL is:

**<https://www.barberscore.com/login>**

(For convenience, you should bookmark this URL for your browser)

*Please review the login tutorial and watch the login video if you need assistance.*



Dashboard

Click the **Session Manager** icon

Welcome James C Sams (Jim)



Group Manager



Session Manager




Scoring Manager

[About](#) [FAQ](#) [Tutorials](#)

PLEASE NOTE: You will see other modules, and some of them may be greyed out (depending on your other roles). You should however have access to **Session Manager**. This is the only module you will need to manage your District's contest sessions.

Displayed will be a list of all the contest sessions that you have been (or will be) associated with either as a DRJC or as a judge. You should see the two upcoming contest sessions that you are interested in opening as the DRCJ (they will be in the **New** status).

 Barberscore Logout

[Dashboard](#) / [SessionManager](#)

Current Sessions

| Name  | Organization    | Status   |
|---|-----------------|----------|
| <a href="#">Dixie District Spring 2018 Convention Chorus Session</a>  | Dixie [DIX]     | New      |
| <a href="#">Dixie District Spring 2018 Convention Quartet Session</a> | Dixie [DIX]     | New      |
| <a href="#">EVG Division III 2018 Convention Chorus Session</a>       | Evergreen [EVG] | New      |
| <a href="#">EVG Division III 2018 Convention Quartet Session</a>      | Evergreen [EVG] | New      |
| <a href="#">Dixie District Fall 2017 Convention Chorus Session</a>    | Dixie [DIX]     | Finished |
| <a href="#">Dixie District Fall 2017 Convention Quartet Session</a>   | Dixie [DIX]     | Finished |

[About](#) [FAQ](#) [Tutorials](#)

Click on one of the session links  
(we'll do the chorus session first)

## Details

## Convention

## Contests

## Entries

## Draw

Invitational: No

## Counts

New Entries

0

Invited Entries

0

Submitted Entries

0

Withdrawn Entries

0

Scratched Entries

0


Approved Entries

0

Total Entries

0

## Downloads

Active Groups Excel Export: 

For now, there are 2 things to check:

1. The type of contest session
2. The list of groups that will be invited to enter the contest later on (after you “open” the contest).

1) Most contests are “**Invitational: No**”.

“**Invitational: Yes**” means that this contest is only available to groups that have qualified in a previous contest, or will be explicitly invited by you.

2) Once you open this contest session, this is the list of groups & email addresses that will be used to send automatic emails to all chorus “Admins” announcing that the contest is open, and the planned deadline for contest entry. Let us know if this list looks “wrong”.

Open Session

Session Status: New

## Chorus Session - Dixie District Spring 2018 Convention

**Convention tab**

Details

**Convention**

Contests

Entries

Draw

### Convention Details

**Huntsville, AL**

Huntsville, AL

Airport(s): HSV

Timezone: US/Central

Let us know if any of this info needs to be edited, most importantly...

**...the Close Date!** *This will be automatically communicated to your groups via email once you "open" the session in Barberscore as your contest entry deadline.*

The Open and Close dates refer to the contest entry period. The Start and End dates refer to the contest itself.

| Event      | Date              |
|------------|-------------------|
| Open Date  | January 10, 2018  |
| Close Date | February 23, 2018 |
| Start Date | March 16, 2018    |
| End Date   | March 17, 2018    |

**Please Note:** You may still choose to close the session whenever you wish.

These are the current Convention Assignments. Please contact Chris Buechler and David Mills if any of these

These are the current Convention Assignments. Please contact Chris Buechler and David Mills if any of these need to be updated.

**Convention tab**  
*(continued)*

These assignments will be updated along the way as we get closer to your contest date.

Let us know when you learn more about candidate judges that will be at your convention, or if the official panel has been changed so we can update this tab.

| Person          | Category    | Kind     | Status    |
|-----------------|-------------|----------|-----------|
| David Mills     | DRCJ        | Observer | Confirmed |
| Chris Buechler  | DRCJ        | Observer | Confirmed |
| Jim Sams        | DRCJ        | Official | Confirmed |
| Woody Woods     | CA          | Observer | Confirmed |
| Alan Lamson     | CA          | Official | Confirmed |
| Bari Courts     | CA          | Official | Confirmed |
| Linda Muise     | CA          | Practice | Confirmed |
| Jay Dougherty   | Music       | Official | Confirmed |
| J Pope          | Music       | Official | Confirmed |
| Gene Spilker    | Performance | Official | Confirmed |
| Shawn Mondragon | Performance | Official | Confirmed |
| Chris Hebert    | Singing     | Official | Confirmed |
| John Ward       | Singing     | Official | Confirmed |

Open Session

Session Status: New

Details

Convention

Contests

Entries

Draw

Are there any missing awards?  
Should any be excluded this time?

## Available Awards

| Status   | Name                                      | Rounds | Action                   |
|----------|---|--------|--------------------------|
| Included | Dixie District Chorus Championship        | 1      | <button>Exclude</button> |
| Included | Dixie District Most-Improved Chorus Award | 1      | <button>Exclude</button> |
| Included | Dixie District VLQ Championship           | 1      | <button>Exclude</button> |

*Missing an  
award? Let us  
know before  
you "open"  
the session.*

**Exclude** only if there is NO WAY you're going to offer that award.  
Otherwise, leave it as is – the CA can always drop it if no one signs up.

Open Session

Session Status: New

*If you do click  
**Exclude**, the award  
list will refresh as  
shown here.*

Details

Convention

Contests

Entries

Draw

## Available Awards

| Status   | Name                                      | Rounds | Action                   |
|----------|---|--------|--------------------------|
| Included | Dixie District Chorus Championship        | 1      | <button>Exclude</button> |
| Included | Dixie District Most-Improved Chorus Award | 1      | <button>Exclude</button> |
| Excluded | Dixie District VLQ Championship           | 1      | <button>Include</button> |



Barberscore

Logout

Dashboard / SessionM

### Chorus Session - D

Details Conventio

Available Awards

| Status   | Name                                      | Rounds | Action  |
|----------|---|--------|---------|
| Included | Dixie District Chorus Championship        | 1      | Exclude |
| Included | Dixie District Most-Improved Chorus Award | 1      | Exclude |
| Excluded | Dixie District VLQ Championship           | 1      | Include |

Open Session

Session Status: New

**Open Session**

Opening the Session allows Groups to enter the contest. If this Session is by Invitation-Only then you will need to add Entries manually. Otherwise, clicking open will send an email to all Active groups within the District indicating they can now enter the contest.

**Important:** Be sure you have selected all the awards that may be given out during this session prior to opening it. You won't be able to change this later without significant effort. See the "Contests" tab in the session manager to include awards in this session.

Cancel Open Session

If everything looks correct,  
(and you're ready to open up for  
competitor entry), click **Open  
Session** – then **Open Session**  
again in the dialog box.

That's it!

Now let's do the quartet session...

Dashboard **SessionManager** Session / Contests

Chorus Session - Dixie District Spring 2018 Convention

Details Convention **Contests** Entries Draw

| Name                                      | Count |
|---|-------|
| Dixie District Chorus Championship        | 0     |
| Dixie District Most-Improved Chorus Award | 0     |
| Dixie District VLQ Championship           | 0     |

Close Session

Session Status: **Opened**

Click **Session Manager** in the breadcrumb menu...

You'll notice your other session shows the **Opened status**

Dashboard / SessionManager

Current Sessions

| Name  | Organization    | Status   |
|---|-----------------|----------|
| Dixie District Spring 2018 Convention Quartet Session | Dixie [DIX]     | New      |
| EVG Division III 2018 Convention Chorus Session       | Evergreen [EVG] | New      |
| EVG Division III 2018 Convention Quartet Session      | Evergreen [EVG] | New      |
| Dixie District Spring 2018 Convention Chorus Session  | Dixie [DIX]     | Opened   |
| Dixie District Fall 2017 Convention Chorus Session    | Dixie [DIX]     | Finished |
| Dixie District Fall 2017 Convention Quartet Session   | Dixie [DIX]     | Finished |

Now click on your quartet session

Details

Convention

Contests

Entries

Draw

Invitational: No

Counts

New Entries

0

Invited Entries

0

Submitted Entries

0

Withdrawn Entries

0

Scratched Entries

0

Approved Entries

0

Total Entries

0

Downloads

Active Groups Excel Export: 

Once again, there are 2 things to check:

1. The type of contest session
2. The list of groups that will be invited to enter the contest later on (after you “open” the contest).

1) Most contests are “**Invitational: No**”.

“**Invitational: Yes**” means that this contest is only available to groups that have qualified in a previous contest, or will be explicitly invited by you.

2) Once you open this contest session, this is the list of groups & email addresses that will be used to send automatic emails to all chorus “Admins” announcing that the contest is open, and the planned deadline for contest entry. Let us know if this list looks “wrong”.

Open Session

Session Status: New

[Details](#)

**Convention**

[Contests](#)

[Entries](#)

[Draw](#)

#### Convention Details

**Huntsville, AL**

Huntsville, AL

Airport(s): HSV

Timezone: US/Central

This info on this tab is identical to what you saw on the chorus session.

The Open and Close dates refer to the contest entry period. The Start and End dates refer to the contest itself.

| Event      | Date              |
|------------|-------------------|
| Open Date  | January 10, 2018  |
| Close Date | February 23, 2018 |
| Start Date | March 16, 2018    |
| End Date   | March 17, 2018    |

These are the current Convention Assignments. Please contact Chris Buechler and David Mills if any of these need to be updated.

## Quartet Session - Dixie District Spring 2018 Convention

**Contests tab**

Next

Details

Convention

**Contests**

Entries

Draw

### Available Awards

Are there any missing awards?  
Should any be excluded this time?


| Status   | Name  | Rounds | Action                                 |
|----------|---|--------|--|
| Included | DIX Intl Prelim Quartet Qualifier                 | 2      | <input type="button" value="Exclude"/> |
| Included | Dixie District Mixed Harmony Quartet Championship | 1      | <input type="button" value="Exclude"/> |
| Included | Dixie District Youth Quartet Championship         | 1      | <input type="button" value="Exclude"/> |

*Missing an award? Let us know  
before you "open" the session.*

Open Session

**Exclude** only if there is NO WAY you're going to offer that award.  
Otherwise, leave it as is – the CA can always drop it if no one signs up.

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 Barberscore Logout

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Open Session

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Opening the Session allows Groups to enter the contest. If this Session is by Invitation-Only then you will need to add Entries manually. Otherwise, clicking open will send an email to all Active groups within the District indicating they can now enter the contest.

**Important:** Be sure you have selected all the awards that may be given out during this session prior to opening it. You won't be able to change this later without significant effort. See the "Contests" tab in the session manager to include awards in this session.

Cancel

Open Session

| Status   | Name  | Rounds | Action             |
|----------|---|--------|--------------------|
| Included | DIX Intl Prelim Quartet Qualifier                 | 2      | <div>Exclude</div> |
| Included | Dixie District Mixed Harmony Quartet Championship | 1      | <div>Exclude</div> |
| Included | Dixie District Youth Quartet Championship         | 1      | <div>Exclude</div> |

Open Session

Status: New

If everything looks correct,  
(and you're ready to open up for  
competitor entry), click **Open  
Session** – then **Open Session**  
again in the dialog box.



That's it – Your contest sessions are open for competitor entry!



*You will receive two copies of the emails that were sent to your groups (one for choruses & one for quartets).*

*As a reminder...*

You should **NOT** open your contest session(s) if:

- *The **Close Date** does not reflect your contest entry deadline preference.*
- *There are any missing awards on the **Contests** tab.*

Please contact your Barberscore Admin team (Chris Buechler & David Mills) if you need any assistance.