Barberscore: DRCJs

Opening Your Contests in Session Manager





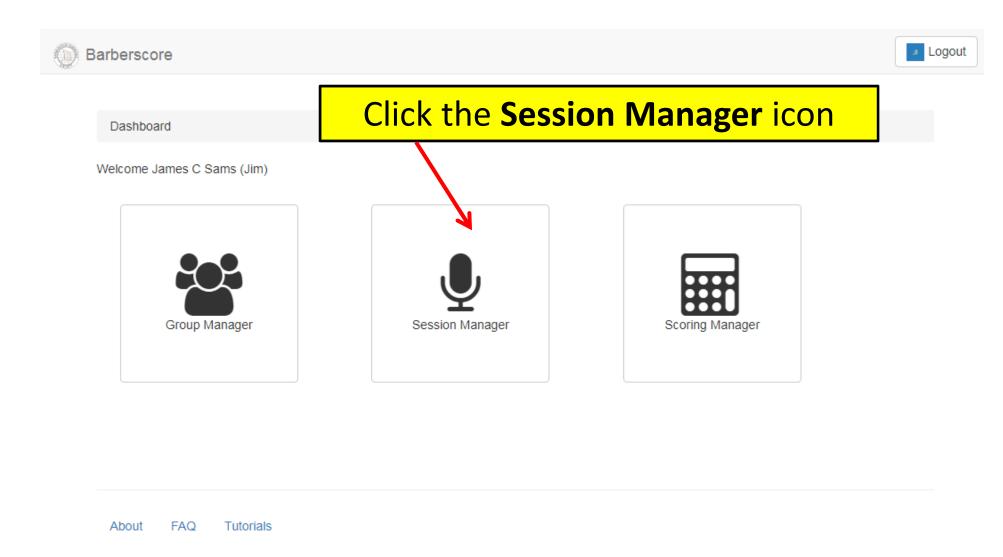
First step – login to Barberscore!

The URL is:

https://www.barberscore.com/login

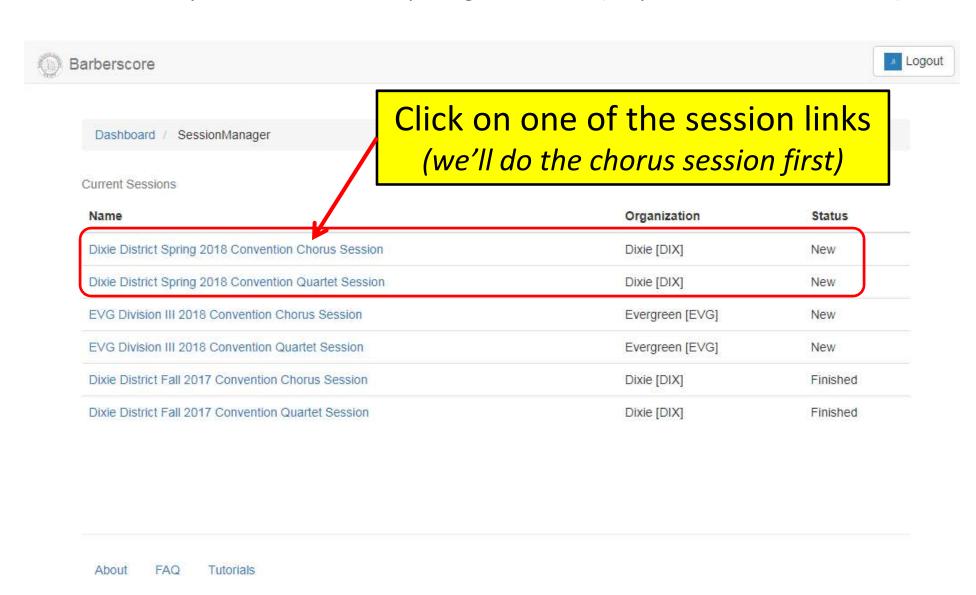
(For convenience, you should bookmark this URL for your browser)

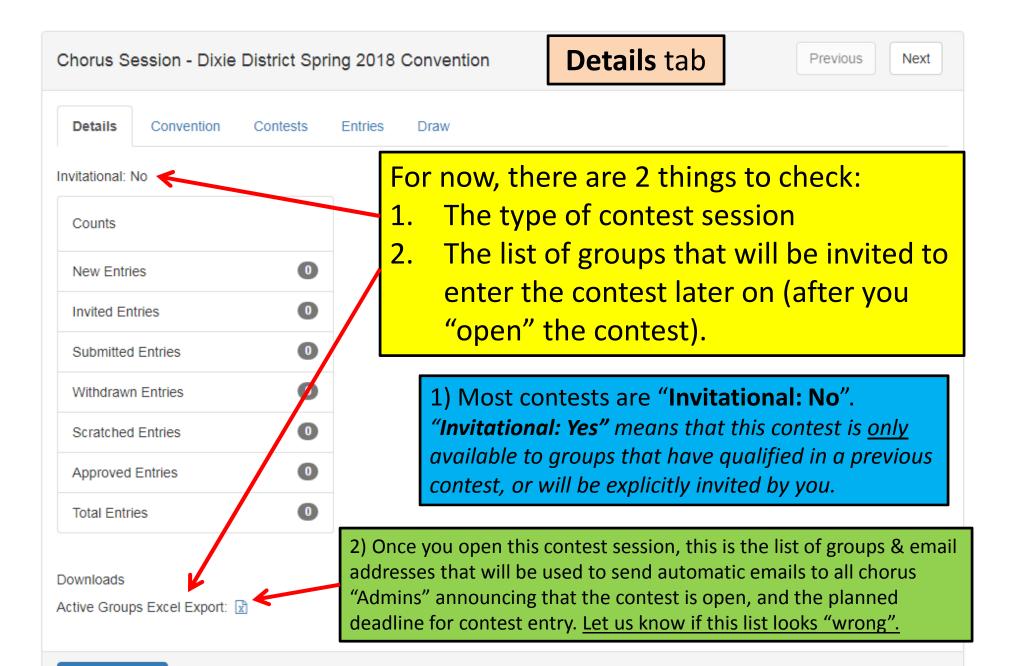
Please review the login tutorial and watch the login video if you need assistance.



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).





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		
		Places Natar Vau may still	
Open Date	January 10, 2010	Please Note: You may still	
Open Date	January 10, 2010	choose to close the session	
Close Date	February 23, 2018	whonovoryou wish	
Close Date	1 ebidaly 23, 2016	whenever you wish.	
Start Date	March 16, 2018		

End Date March 17, 2018

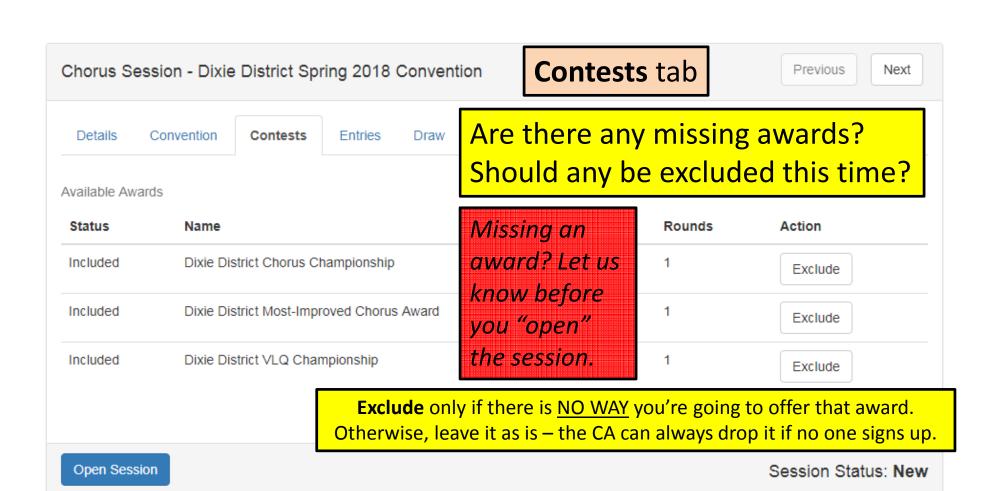
These are the current Convention Assignments. Please contact Chris Buechler and David Mills if any of these

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

need to be updated.				Convention tab
Person	Category	Kind	Status	(continued)
David Mills	DRCJ	Observer	Confirmed	(continued)
Chris Buechler	DRCJ	Observer	Confirmed	
Jim Sams	DRCJ	Official	Confirmed	
Woody Woods	CA	Observer	Confirmed	These assignments will
Alan Lamson	CA	Official	Confirmed	be updated along the
Bari Courts	CA	Official	Confirmed	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.
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



If you do click **Exclude**, the award

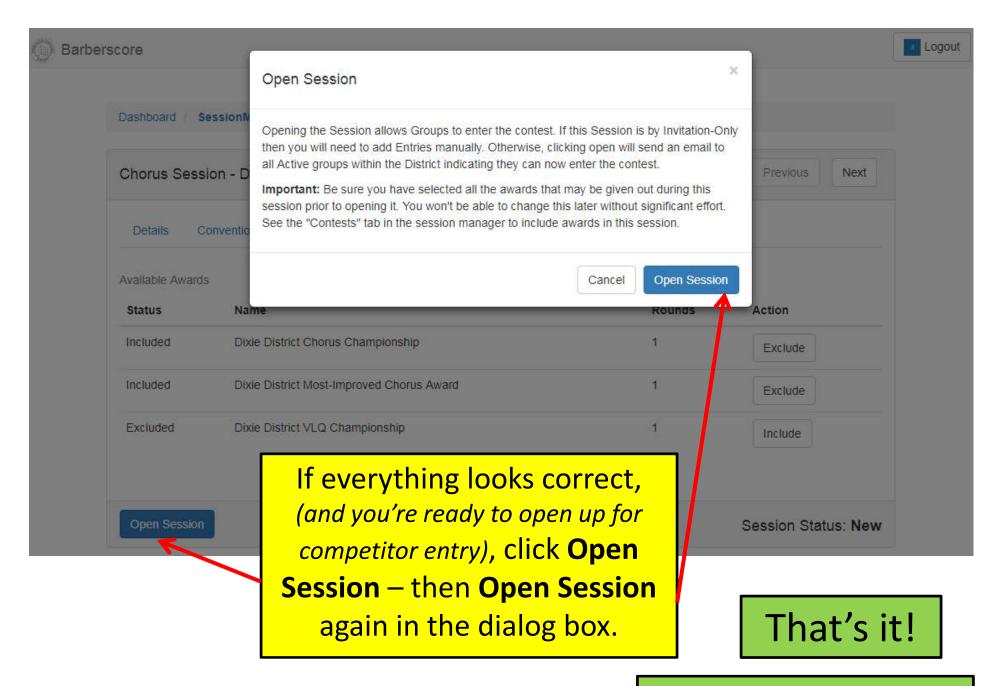
list will refresh as

shown here.

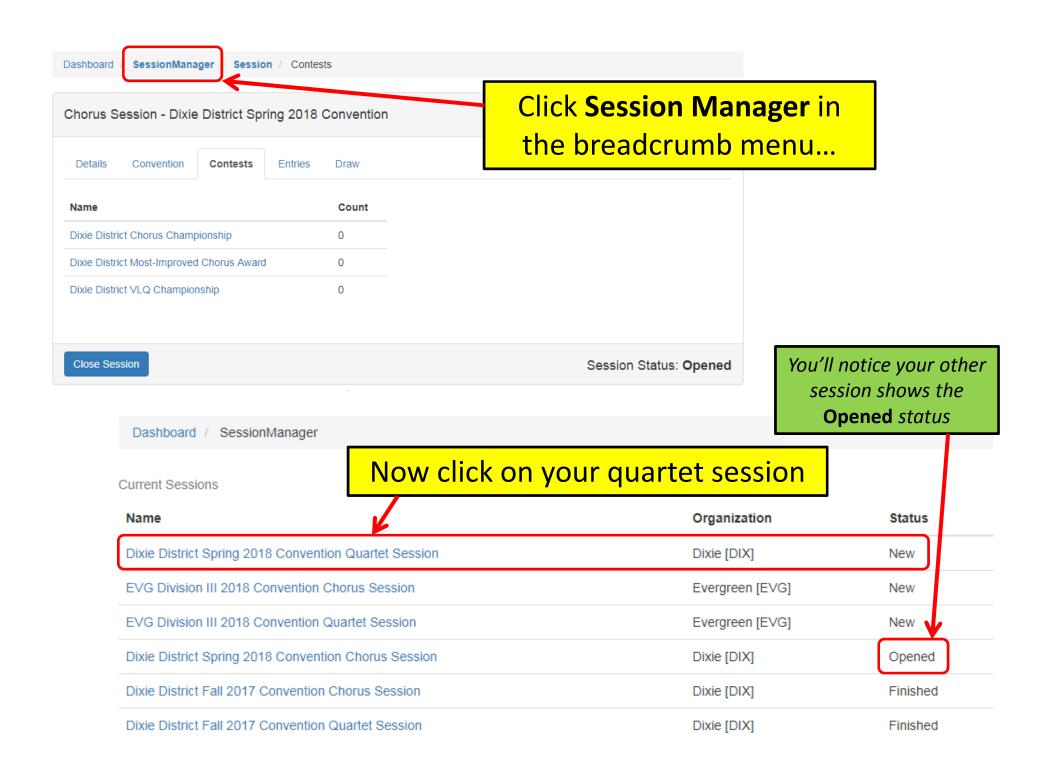
Details Convention Contests Entries Draw

Available Awards

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



Now let's do the quartet session...



Quartet Session - Dixie District Spring 2018 Convention

Draw

Details tab

Previous

Next

Details Convention Contests Entries Invitational: No Counts 0 New Entries 0 Invited Entries 0 Submitted Entries Withdrawn Entries Scratched Entries 0 Approved Entries Total Entries Downloads Active Groups Excel Export: x

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

Quartet Session - Dixie District Spring 2018 Convention

Convention tab

Previous

Next

Details

Convention

Contests

Entries

Draw

Convention Details

Huntsville, AL

Huntsville, AL Airport(s): HSV

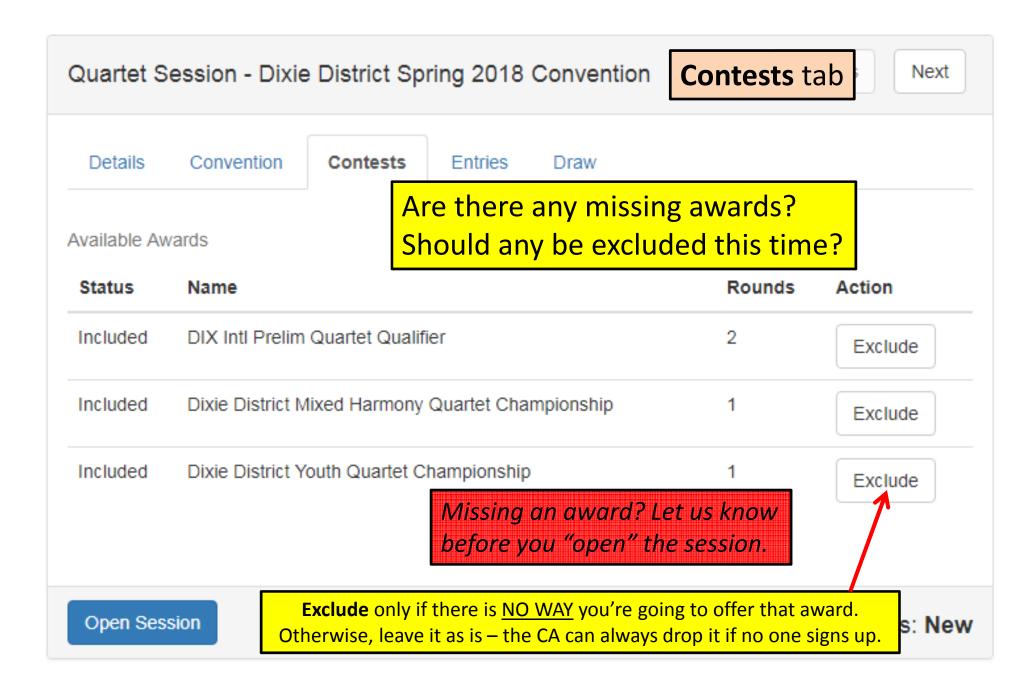
Timezone: US/Central

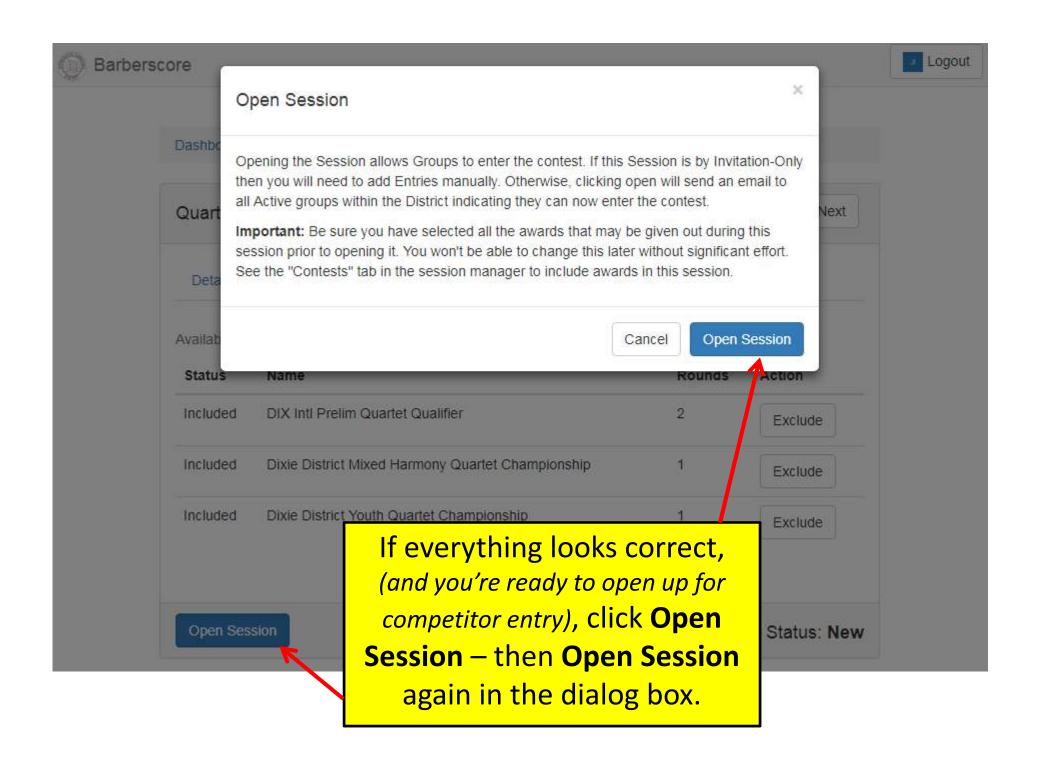
This info on this tab is identical to what you saw on the chorus session.

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.







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.