

Entering Your Chorus into a BHS Contest Session





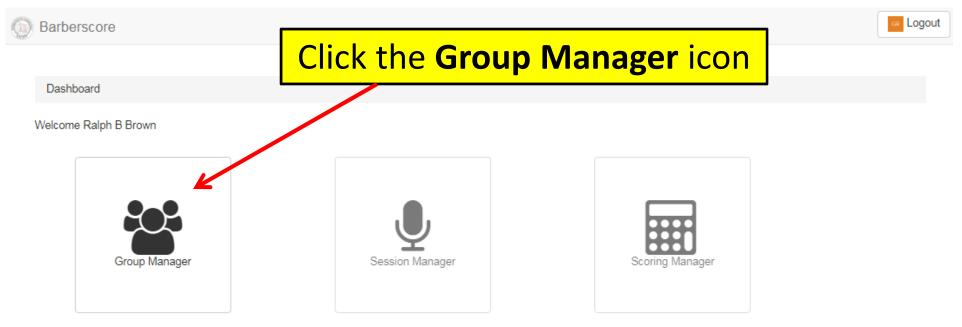
First step – login to Barberscore!

The URL is:

https://www.barberscore.com/login

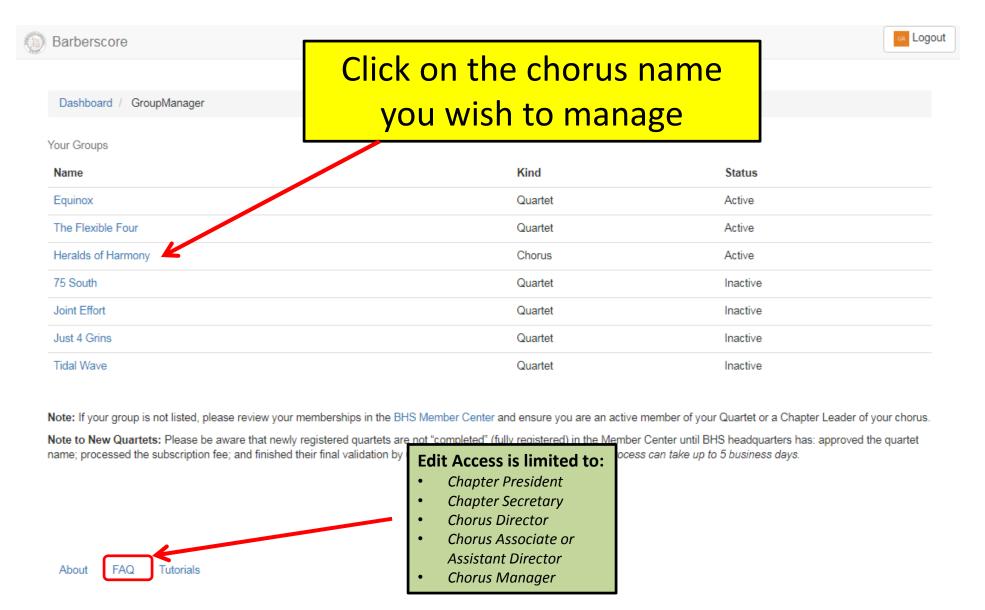
(For convenience, you should bookmark this URL for your browser)

Please review the login tutorial and watch the login video if you need assistance. PLEASE NOTE: You may see other modules, however all of them will likely be greyed out except for **Group Manager**. This is the only module you will need to manage your chorus (to include handling your contest entry).

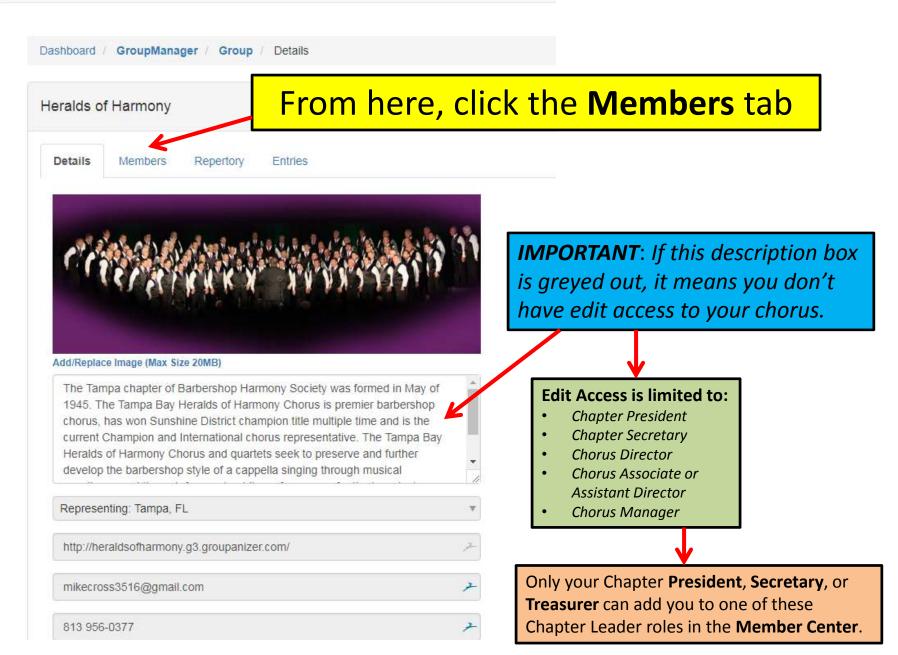


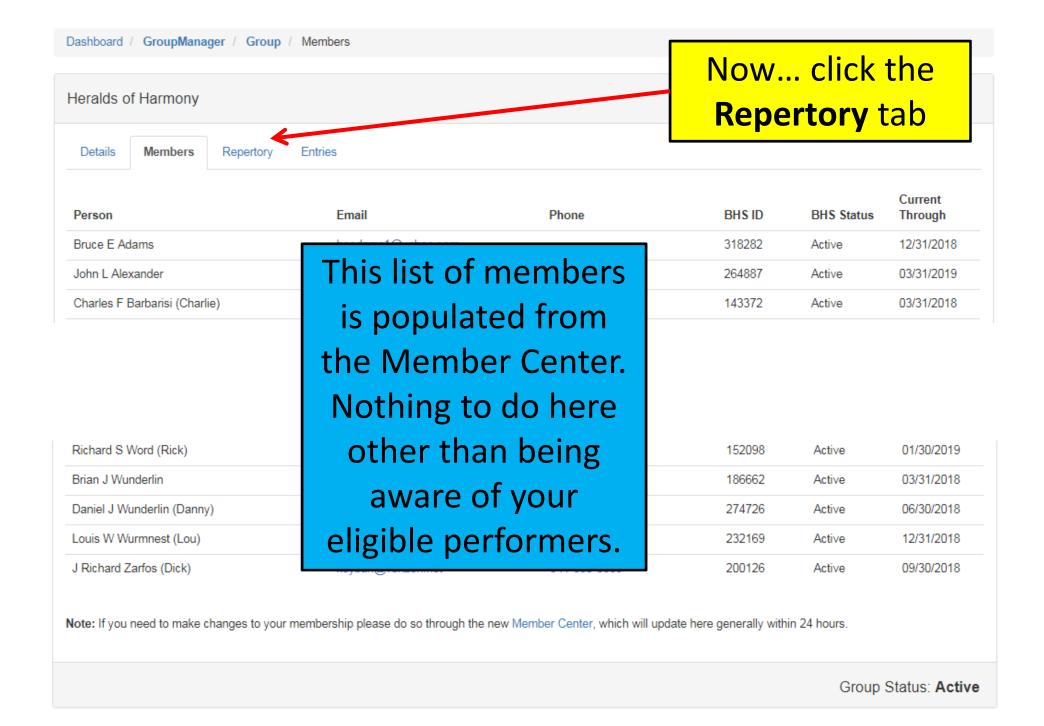
Note: If you are unable to click on Group Manager, please review your memberships in the BHS Member Center and ensure you are an active member of your Quartet, or a Chapter Leader of your chorus.

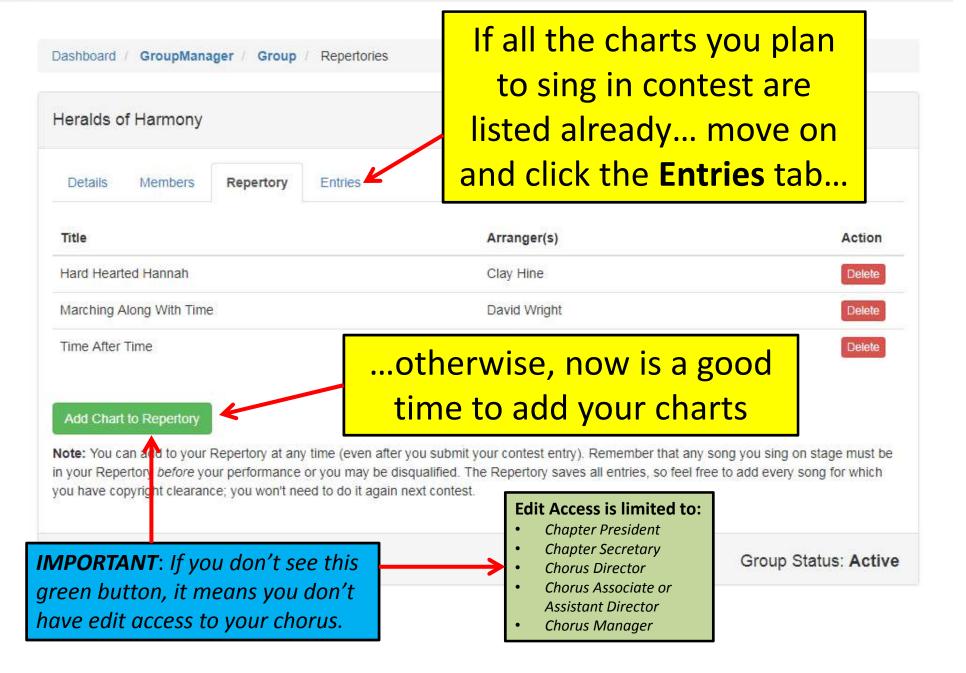
Note to New Quartets: Please be aware that newly registered quartets are not "completed" (fully registered) in the Member Center until BHS headquarters has: approved the quartet name; processed the subscription fee; and finished their final validation by updating the Member Center record. This process can take up to 5 business days.



PLEASE NOTE: If your chorus is not displayed, you may need to be added for access permissions. Contact your chapter President, Secretary, or Treasurer to have you added as a Chorus Manager (or other access role) in Member Center.

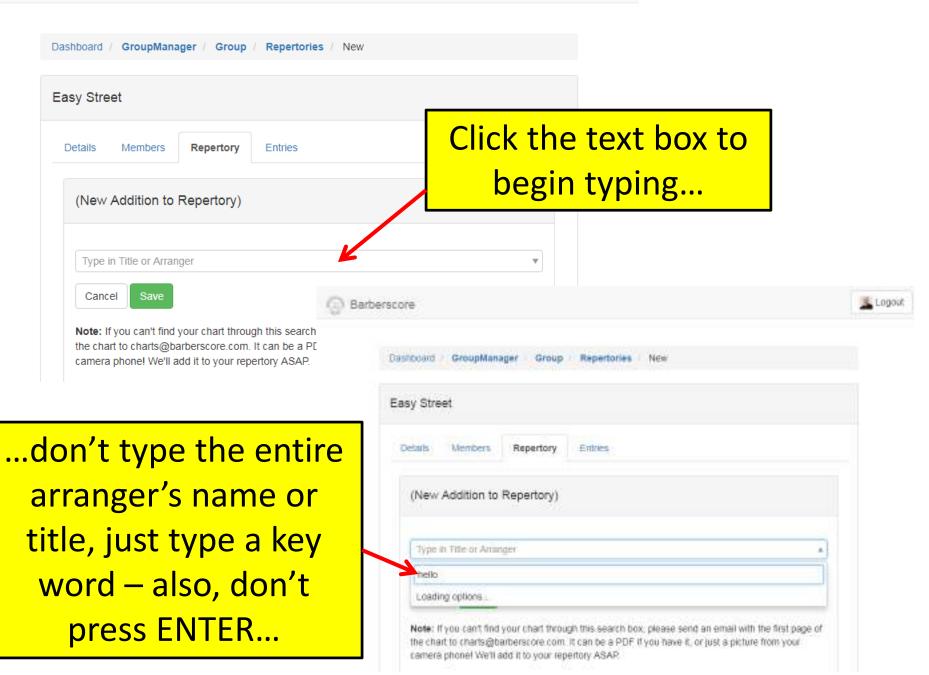


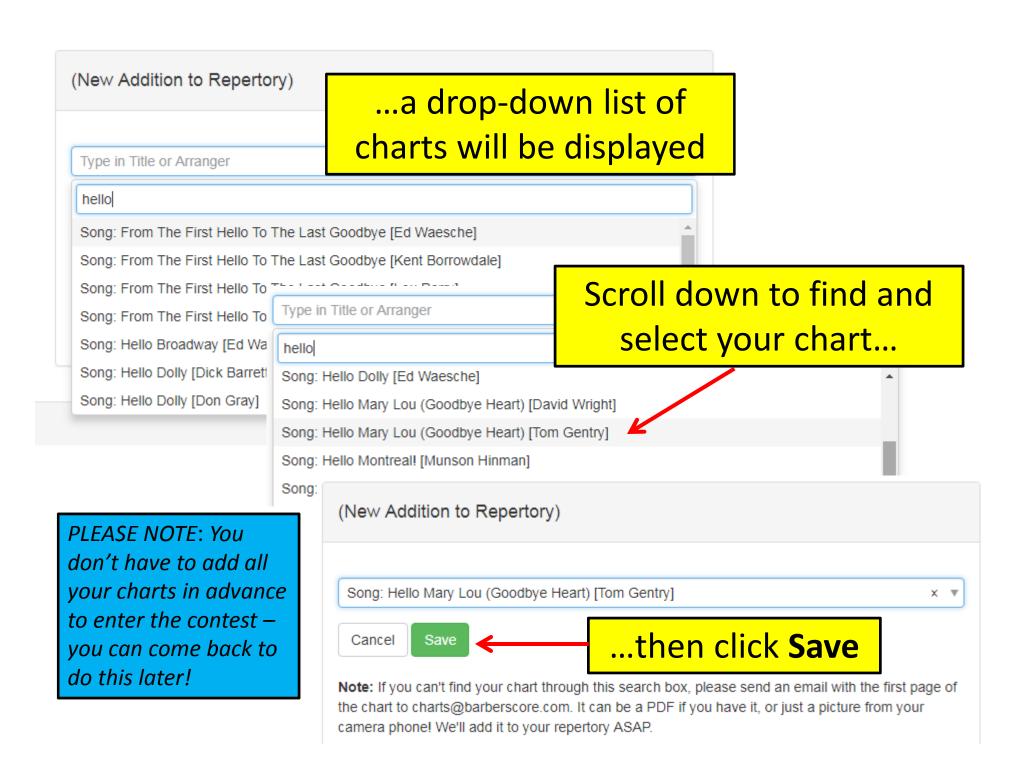


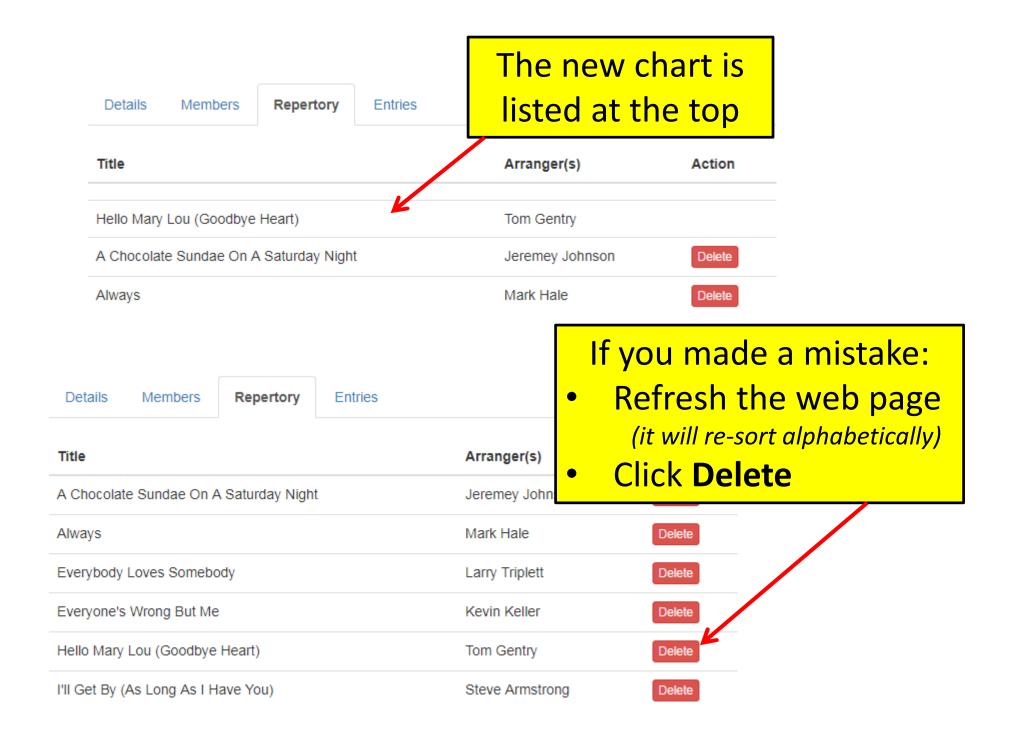




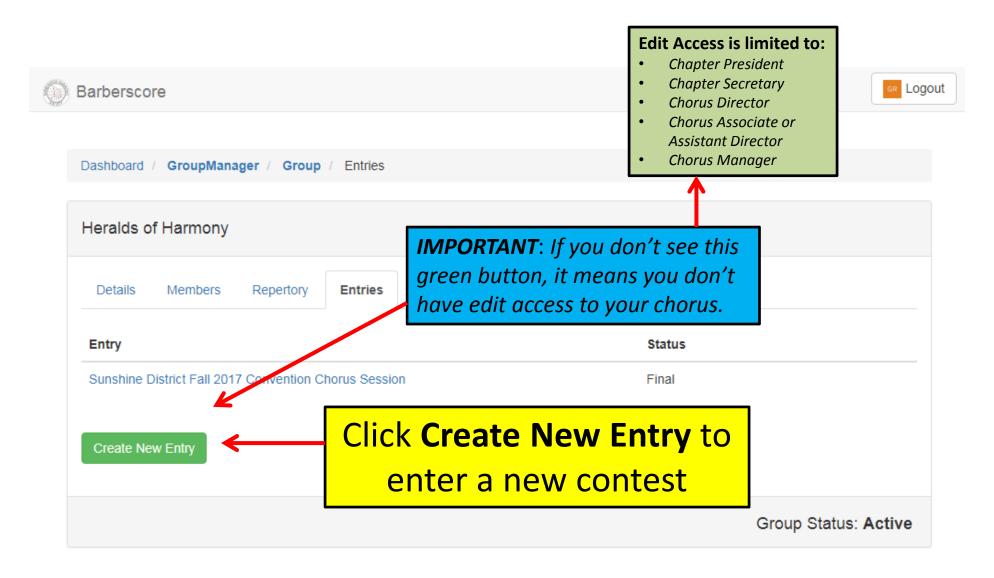


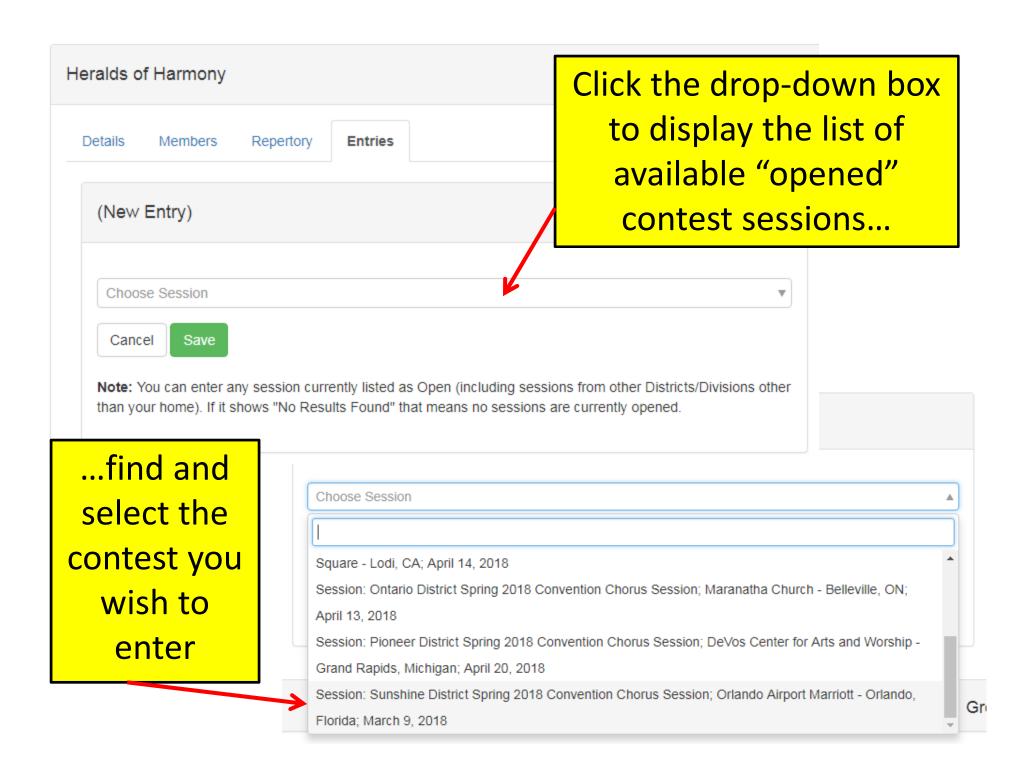


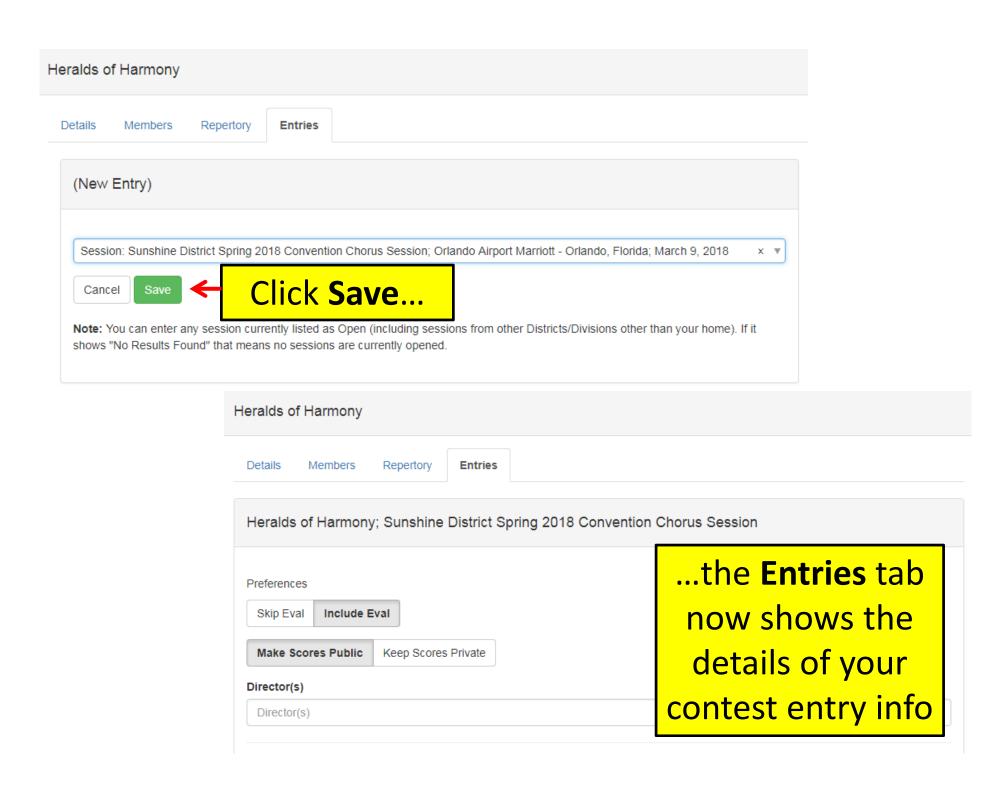


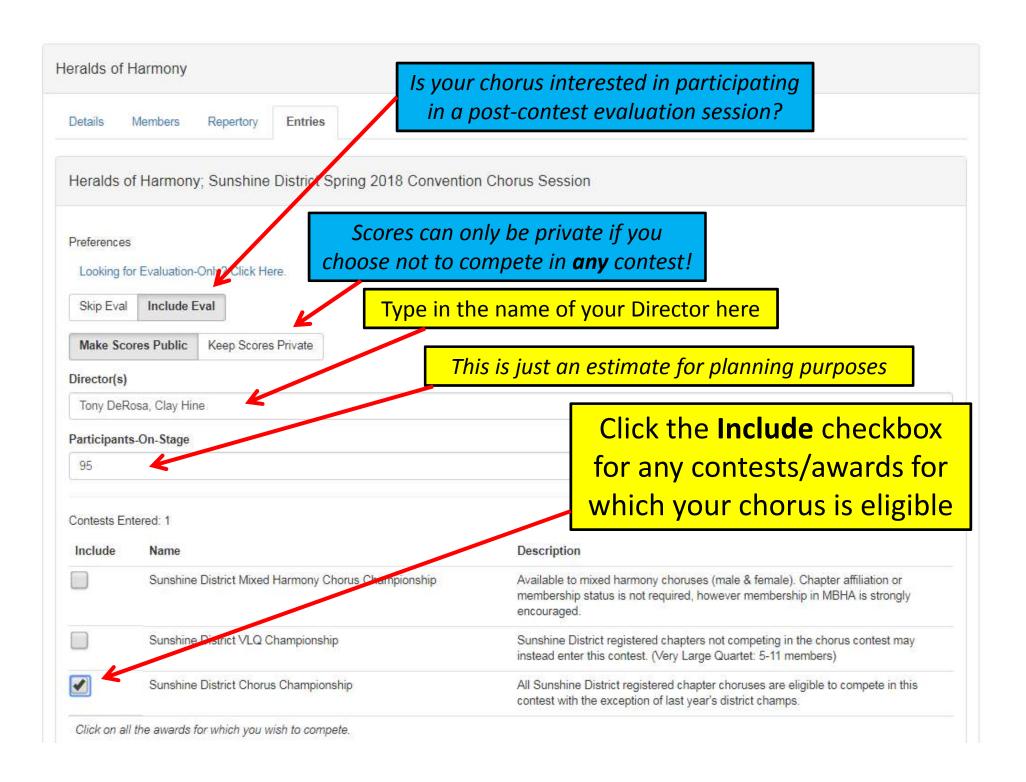


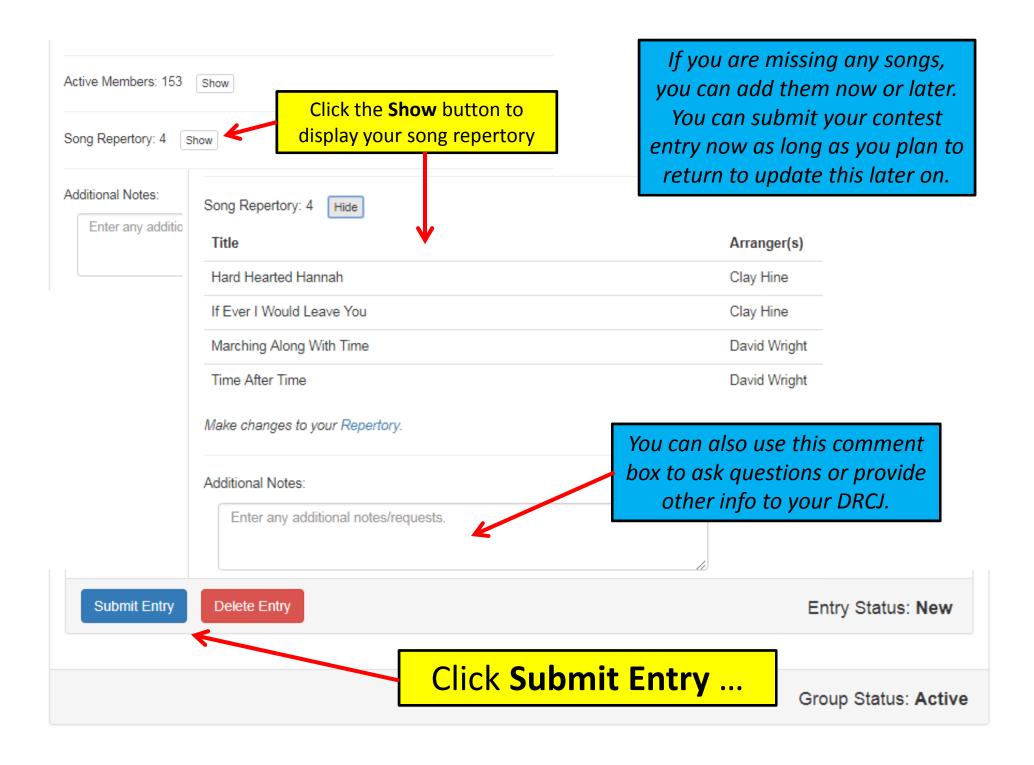
PLEASE NOTE: On the **Entries** tab, you may see previous contests that you have entered. Also – (if this is an *Invitational* contest) – your Session may already be listed. If so, simply click on that link to edit your entry.

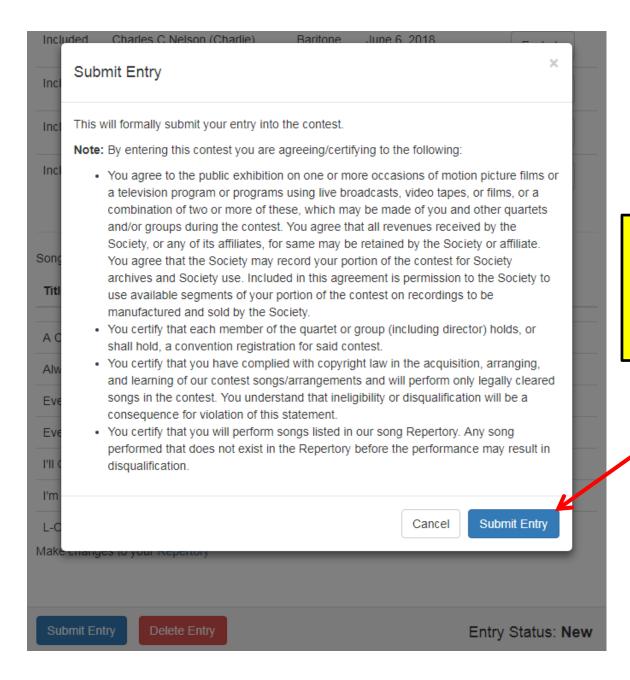






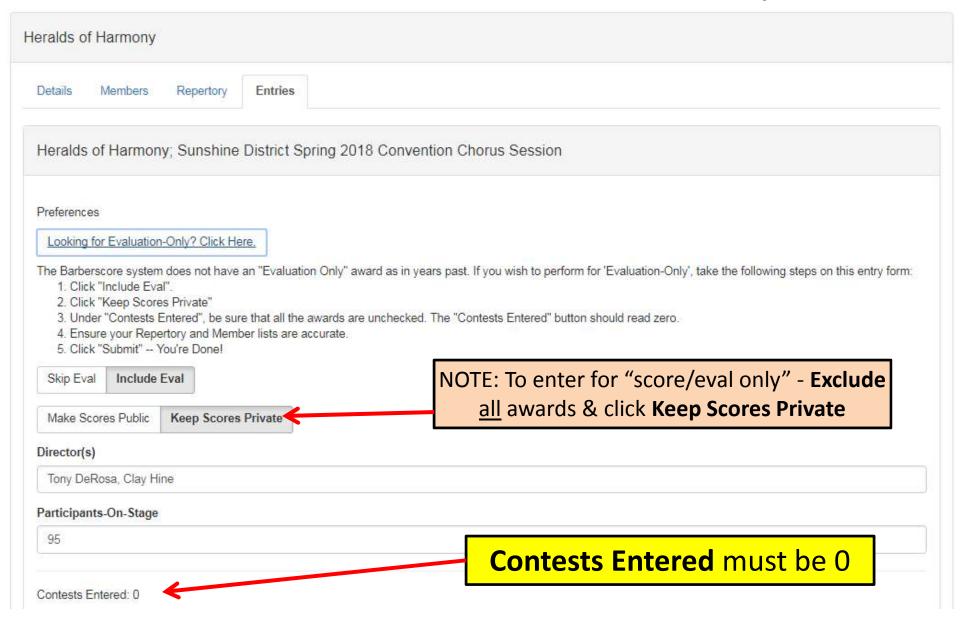


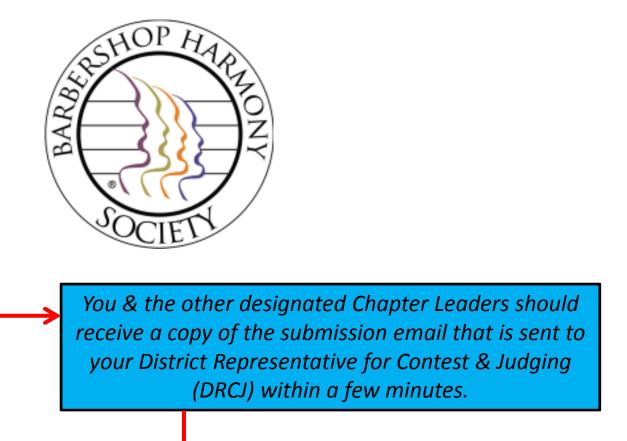




Read and certify, then click **Submit Entry** again.

How Do We Enter for Score/Eval Only?





When your entry is approved by the DRCJ, everyone will receive a confirmation email.

That's it!

Please contact your DRCJ if you have any questions or concerns regarding your contest entry submission. If you have trouble logging in or accessing Barberscore please contact customerservice@barbershop.org or 800.876.7464