

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 (and 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
Dixie District Spring 2018 Convention Chorus Session	Dixie [DIX]	New
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 Fall 2017 Convention Chorus Session	Dixie [DIX]	Finished
Dixie District Fall 2017 Convention Quartet Session	Dixie [DIX]	Finished

AboutFAQTutorials

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Withdrawn Entries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 choruses 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 choruses & email addresses that will be used to send automatic notifications 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

Note: Regardless of this "deadline" – later on, you can still choose to actually **Close** this contest session whenever you desire.

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)

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

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 that we can update this tab info.

[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 / Session Manager

Chorus Session - Dixie District

Details Conventions

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...

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 now displays as 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

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 quartets 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 quartets & email addresses that will be used to send automatic notifications to all quartet "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.

s: New

 Barberscore Logout

Dashbo

Quart

Detail

Availab

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

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.