



# BARBERSCORE OVERVIEW FOR DRCJS

# WHERE DOES THE SESSION COME FROM?

The SCJC creates all Conventions in Barberscore well in advance of each contest season.

- This will include all District and Division conventions, as well as the currently assigned judges
- It will also reflect your “close” (deadline) date for competitors to complete their entries

**Most Conventions will contain two Sessions:**

- A **Quartet Session** (normally 2 rounds)
- A **Chorus Session** (1 round)

**You will choose which Awards (sub-sessions) should be associated with each Session**

**WARNING:** *This cannot be changed after the contest session has been opened!*

# SESSION STATES & WORKFLOW

**New** – you will verify & add the awards.

- 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 “open” contests – all groups in your District will receive an email indicating they can enter, and a deadline date.
- For “invitational” contests – you will *Invite* each group (one-by-one) – *then, they'll get an email.*
- 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 whenever you prefer).

**Closed** – new competitors are now unable to enter by themselves

- You can add a new entry on their behalf. You can edit or scratch any entry at any time.
- Competitors can still add songs to their repertory.
- 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** – competitors will receive a verification email with the “final” draw

- This will generate a report for you to use and to distribute (to CAs & your event team).
- You can still add/edit/delete entries and/or rearrange the draw – however, any changes at this point should be limited to unexpected entries or scratches.
- Click [Start Session](#) – (normally, a few hours before the start 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. can now be handled by the CA.

# REMINDER

**With Group Manager, competitors can add songs to their repertory at any time!**

- Long before they ever enter any contest
- During their contest entry procedure
- After they 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 (getting ready for their next contest)

*The only requirement is the song is in their repertory before they sing it on stage!*

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

Also – you can do the contest entry for them (on their behalf) – but **they** must login to Barberscore to add songs to their repertory via Group Manager.

