

**BARBERSCORE CONTEST
SESSION WORKFLOW
OVERVIEW FOR DRCJS**



WHERE DOES THE SESSION COME FROM?

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

- Each convention should include the currently assigned judges
- It also reflects your close date (deadline) for competitors to complete their entries
- This information is shown on the *Details* tab

Most Conventions will contain two contest Sessions:

- A Quartet Session (usually 2 rounds)
- A Chorus Session (1 round)

You will choose which Awards/Contests should be made available to competitors within each Session

WARNING: *While these can be changed after the contest session has been opened – it is highly recommended that you take the time to get this correct in advance of clicking the “Open Session” button.*

SESSION STATES & WORKFLOW

New – you have time to verify & exclude any awards that are definitely not going to be offered.

- 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 “invitational” contests – you will *Invite* each group (one-by-one) – *then, they'll get an email*.
- For most other contests – all group admins will receive an email indicating they can now enter their group to include the contest entry deadline date.
- 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 date (or later if you prefer).

Closed – new competitors are now unable to enter by themselves {initial draw is generated}

- You can still add a new entry on a group's behalf. You can edit or scratch any entry at any time.
- 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 to contest*).

Verified

- This will generate 3 Excel reports for you to use and to distribute to 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, the day 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. are now be handled by the CA.

REMINDER

Competitors add songs to their repertory at any time!

- Long before they ever enter any contest
- During their contest entry procedure
- After 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 (in anticipation of their next contest)

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

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

Also, you can do the contest entry for them (on their behalf) – but their group admin must login to Barberscore to add songs to their repertory via Group Manager! (You cannot add songs for them)

