

# **COMPETITION SUITE INFO**

## **CREATING YOUR ACCOUNT**

For the upcoming season PPAACC will be utilizing the CompetitionSuite system for tabulation and commentary. It is free to sign up and is required to receive your commentary.

If you already have your account, you are good to go! Update staff as needed.

If you are the DIRECTOR, please follow these directions this week. Once you have created your account, and it has been approved, YOU can add your staff. You add staff members under "Staff Management". PPAACC will NOT approve staff. We will only approve DIRECTORS.

1. If you do not have an account, please create an account here:

<https://competitionsuite.com/signup/>

2. Click this link: <https://competitionsuite.com/groups/find/>

3. Enter your group's name (enter part of the name if you have trouble finding it)

4. Click Request Access next to your group

**Once the association is approved**, the group name will be displayed along the left side of the page. [Approval can take a day or two] Also, be sure your staff members add their cell numbers too!

## **ENTERING YOUR SPIEL SHEET [to be read at each show]**

This is the duty of each director. The director should login to their Competition Suite account and select the unit on the left hand column. After selecting your group, click on the "Organizational Data" link across the top. Click the pencil next to each item to edit. Be sure to enter the Director's Name, Show Title, and each Staff member's name. The data entered here is what will be read at each PPAACC competition. Also, the staff listed here is who will receive a STAFF PASS for the season. Please do not add parents, boosters, or others. This is for staff members only.

## **PERFORMANCE MUSIC - (Cheer and Colorguard)**

PPAACC is not using the music upload feature this season. Each group must bring their music to the announcer's table prior to their performance. It must be on an mp3 playing device. We are not using CDs this year.