

## **Director Instructions for SCSBOA Field Season 2023**

**Please read these instructions very carefully. These instructions are new for any unit who did not compete in the fall of 2022.** Once you've read these instructions, please do not hesitate to contact SCSBOA Field Chief Judge, Amy Mack, at [officemanager@scsboa.org](mailto:officemanager@scsboa.org)

The SCSBOA is excited to partner with Competition Suite to manage our registrations for the 2023 season. It's important that you take the time to read through these instructions prior to completing your registration. The SCSBOA Office will create your ensemble profile within Competition Suite. To ensure this is done accurately, please follow the directions below.

### **Step 1: Registering Your Ensemble**

- You will need the following information for your registration
  - Name of ensemble
  - City your ensemble is located in
  - Your name
  - Your title
  - Your preferred email address for access to Competition Suite
    - Due to school district firewalls, using a NON SCHOOL EMAIL is preferred
  - What division you believe your ensemble will be competing in
    - Classification below is based on combined number of woodwinds, brass & percussion using the division sizes from the previous season. Division sizes will not change for 2023 - you will have the opportunity to amend your division choice no later than September 15, 2023 if needed.
      - 1A: 1-35
      - 2A: 36-50
      - 3A: 51-65
      - 4A: 66-80
      - 5A: 81-120
      - 6A: 121-Up (or fewer than 121 by Director's choice)
- Once you have all of this information, please fill out the form found [HERE](#).
- Please wait for a verification from the SCSBOA office after submitting the above form before proceeding with the next steps.

### **Step 2: Create a User Account with Competition Suite**

- Go to [Competition Suite Log-In Site](#)
- Bookmark this Site
- If you do not already have a user account, click on [SIGN-UP HERE](#)
  - Please ensure you use the SAME EMAIL address you provided in STEP 1
- Verify your email address
  - You will receive an automated email to your email inbox

### Step 3: Fill Out Field Information/Application Form

- Make a copy of the form linked below
- Export the Google Form to a PDF
  - When completed go to FILE
  - Scroll to DOWNLOAD
  - Select PDF
  - Save to your computer with the following format:
    - School Name\_SCSBOA\_2023
      - Ex: TrialRunHS\_SCSBOA\_2023
- You will need this form for upload to each show that you wish to register for.
- Make a copy of the form FOUND [HERE](#)

### Step 4: Register for Events

- Registration will open for all events on May 15, 2023.
- All SCSBOA Field Events will have a standardized registration fee of \$350.00
- Go to [Competition Suite Log-In Site](#)
  - Log in using your created user name and password
- Click the down arrow next to the word OVERVIEW
- Click on your ensemble name that is associated with SCSBOA
- Click on REGISTRATION
  - This is the third tab from the left of the screen and has an icon of a bus next to the word
- Click on the events you wish to register for
  - You can see what other groups have registered by clicking on the numbers (ex 15/35) in the event itself.
- Click on FIELD INFORMATION FORM to upload your completed [FIELD INFORMATION FORM](#)
- When you have selected the shows you want to register for, click on FINISH REGISTRATION in the upper right hand corner of your screen.
- You DO NOT have to pay at the time you register.
  - All payments for registered shows **must be paid** to the SCSBOA and received by September 15, 2023. This includes all PO's.
  - **Please make checks payable to SCSBOA and send to SCSBOA, 550 West Vista Way #307, Vista CA 92083.**
- You can pay the SCSBOA via CREDIT CARD, CHECK, or DISTRICT PO.
  - **To obtain an invoice**, click on \$INVOICES (Next to Registration)
- All communication regarding line-ups, additional site fees will come from the SHOW HOST