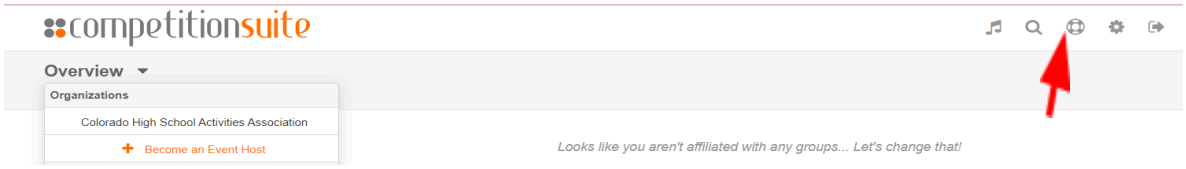
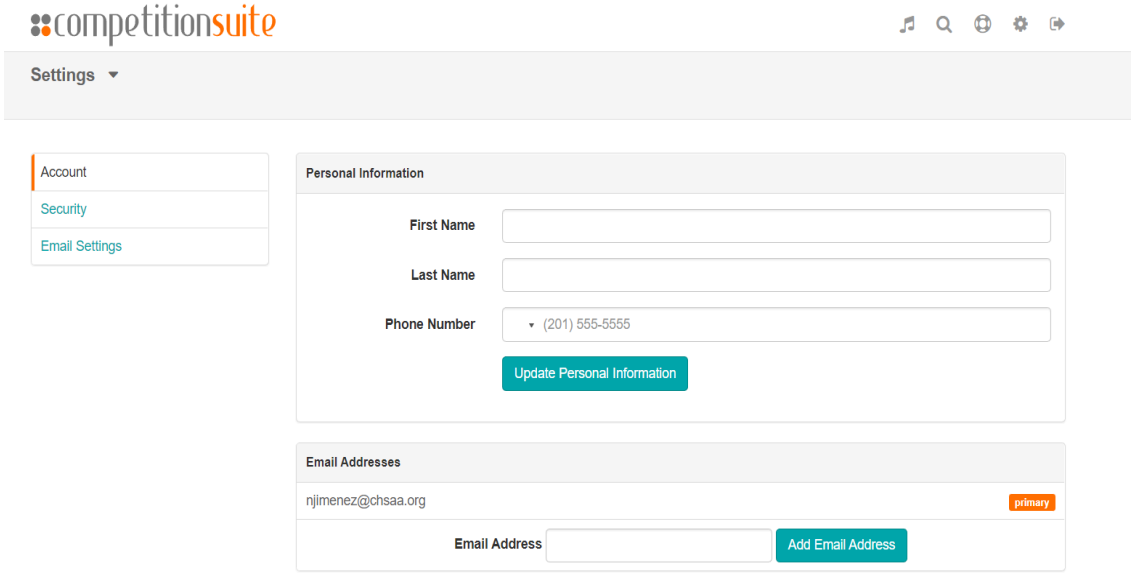
CHSAA CompetitionSuite Instructions: Music Directors

Music Director Login

- Go to https://competitionsuite.com/login/
- If you have an account from last year please use the same login information.
- If you are a new director, you should have an invitation to CompetitionSuite in your inbox after your group has been input into the system–please follow that link to create your account.
- If you do not have that link, you can still try logging in by selecting "Forgot Password" on the login screen. Your contact information should have already been added to your group.
- If your information has not been added yet, you can sign-up for an account and search for your group. If you have any issues contact mtenorio@chsaa.org.
- Once logged in to CompetitionSuite select the "gear" in the upper righthand corner – it's the account settings link.



- Once in Account Settings - enter your cell phone number and name if it's not already there.



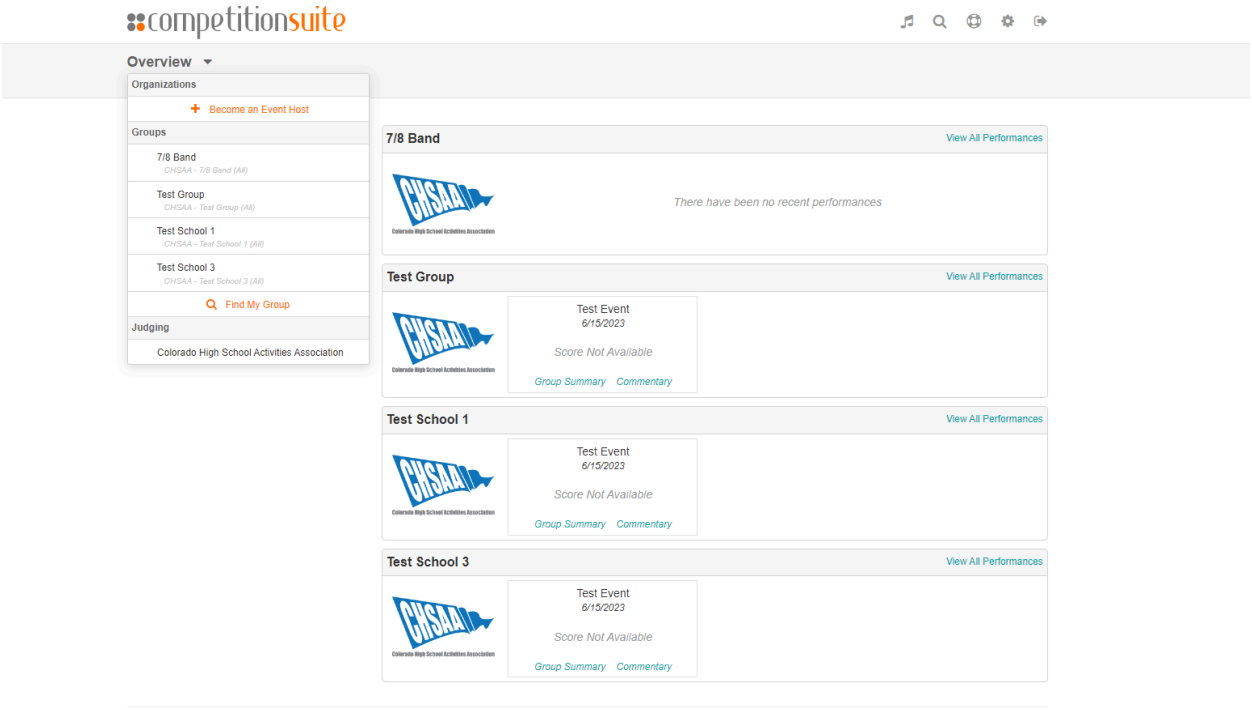
Access to Schedule

- The link to access the schedules for the events will be sent out when the schedule is completed by the Site Hosts. **It is not something you can navigate to through the website alone, you will need the specific link for the event schedule.**

- Any questions, concerns, or requests about the schedule should be directed to the Site Hosts. Their contact information can be found on the CHSAA Music Calendar. Though of course, any Music questions can also be directed to Marisa Tenorio, mtenorio@chsaa.org.

Access to Scores and Commentary

- Go to https://competitionsuite.com/login/
- Once you have been added to a group as either an Administrator or Staff, the group will appear on your front page once you login.
- You can select “View All Performances” to see the Score Summary and Commentary or select them directly at “Group Summary” or “Commentary”.



- If you have any issues accessing scores, please contact Marisa Tenorio (mtenorio@chsaa.org).