

## Director Instructions for SCSBOA Band & Orchestra Festival Season 2025

Please read these instructions very carefully. These instructions are new for all festival groups for the Spring of 2025. Once you've read these instructions, please do not hesitate to contact Amy Mack, at [officemanager@scsboa.org](mailto:officemanager@scsboa.org)

### **YOU MUST DO ALL THE STEPS!!!**

The SCSBOA is excited to partner with Competition Suite to manage our festival registrations for the 2025 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**

- **IF YOU ATTENDED A SCSBOA FESTIVAL IN 2024**
  - Each ensemble you registered for Festival in 2024, has already been added to Competition Suite with the primary email address the SCSBOA Office has on file.
  - Please check the name of the ensemble you registered. For name changes to the ensemble, please contact Amy Mack, at [officemanager@scsboa.org](mailto:officemanager@scsboa.org)
  - To add or delete an ensemble, please contact Amy Mack, at [officemanager@scsboa.org](mailto:officemanager@scsboa.org)
  - **Proceed to Step 2**
- **IF YOU DID NOT ATTEND A SCSBOA FESTIVAL IN 2024**
  - 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
    - Once you have all of this information, please fill out the form found [HERE](#).
    - **Proceed to Step 2**

#### **Step 2: Create a User Account with Competition Suite (only for those who didn't participate in 2024)**

- 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
- **Proceed to Step 3**

#### **Step 3: Register for Events at Competition Suite**

- Registration will open for all events on **October 11, 2024 for in-district ensembles; November 1, 2024 for all ensembles.**
- All SCSBOA Festival Events will have a standardized registration fee of
  - \$200 for Festivals offering sight reading per ensemble per festival
  - \$200 for Festivals offering clinics per ensemble per festival

- \$225 for Festivals offering clinics and sightreading per ensemble per festival
- 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.
- When you have selected the festivals 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 festivals must be received no later than FEBRUARY 15, 2025. This includes completed payment by Purchase Orders and Checks. Your ensemble(s) will not be included on the performance line-up without payment in full.**
  - You can pay 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, additional information the Host may need and music selections will come from the FESTIVAL HOST.***