



## Mid Atlantic Percussion Society

For the upcoming 2021 season MAPS will be utilizing the CompetitionSuite system for tabulation, video submission and judges commentary. Sign-up is free and is required to submit your video and receive your commentary. On a show day, the judge's commentary will be uploaded to CompetitionSuite shortly after your performance. You will be able to access the commentary by either logging into the CompetitionSuite website, or if you provide your phone number, you will be sent a text message with a phone number to call into and listen.

As the Director of your unit you'll need to do three things prior to your first competition:

- Sign up for a CompetitionSuite account if you do not already have one.
  - Associate your ensemble with the MAPS circuit.
  - Add your staff members so they can hear the commentary.
- PLEASE DO NOT WAIT UNTIL THE DAY BEFORE, OR DAY OF A SHOW TO DO THIS.

Here's how...

1. If you do not have an account, please create an account here: <https://competitionsuite.com/signup.aspx>
2. Click this link: <https://competitionsuite.com/find/95629/>
3. Click on "Find My Group" in the upper left hand corner. Follow the on screen instructions.

Once the association is approved by MAPS, your group's name will be displayed along the left side of the page when you login in the future. Approval may take a few days.

### Adding Staff Members

1. Click on "Team Member Management" on the left side of the page under your team's name.
2. Type in the email address of a staff member.
3. Click "Add Member".
4. To make the user an "Administrator" select the box next to the user's email address. Changes are saved automatically. (being an "Administrator" means the user has the ability to add users to the team)
5. Repeat the steps 2-4 for each staff member.

Judges commentary will be available on CompetitionSuite shortly after your performance.

### Listening to Media Files on the Website

1. Click on "Media" on the left side of the page under your team's name.
2. Click on the appropriate media file you'd like to download or listen to.

### Utilizing the Media Phone System

1. Wait for the text message letting you know the media files are available.
  - Forwarding of text messages or calling from unrecognized phone numbers will not work.
  - The media phone system has media files available for 12 hours. After 12 hours, please use the website to listen to media files.
2. Call the phone number included in the text message (it is the same phone number that you'll receive the text message from).
3. Follow the phone prompts to listen to the appropriate media files.

If you have any questions please contact Bobby Molloy at [bobby@mapsdrumlines.org](mailto:bobby@mapsdrumlines.org)