



CompetitionSuite Registration Instructions

If the unit you are associated with has changed since last season:

Please contact the Contest Coordinator (Leza Carver) at contestcoordinator@etpaa.org to have your account associated with the proper unit.

If you are using the same email address as last season:

All "Primary" and "Secondary" contacts will be connected to your groups for the upcoming season. To login, visit <http://competitionsuite.com/login/>. You will use the same password from last season. If you have forgotten your password, use the FORGOT YOUR PASSWORD link.

If you will need to add other staff members to receive judge commentaries:

All directors and staff have the ability to receive judge commentaries. This must be set up by the unit admin (who is usually the guard or percussion director). To add other commentary recipients:

1. Click on "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". Changes are saved automatically. If the staff member previously had a login and their address is the same, they will be connected to the group using the same login and password from the previous season. If the staff member is new to CompetitionSuite or his/her email has changed, that staff member will receive an email from CompetitionSuite asking them to set up their account.
4. Repeat steps 2-4 for each staff member.



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If your email has changed or if you are new to CompetitionSuite:

Contact our Contest Coordinator (Leza Carver) at contestcoordinator@etpaa.org in order to have your email changed or added to the system. You will then receive an email from CompetitionSuite explaining that an account has been created on your behalf. **You must activate that account in order to be able to receive and listen to judge commentaries.**

To activate your CompetitionSuite account:

1. Click on the link in the email from CompetitionSuite. You will be prompted to set a password for your personal account.
2. You will then be prompted to enter your email address and the password you just created.
3. Log in and enter your first & last name, and cell phone number. Your cell phone number is required if you wish to receive text messages or wish to use that phone to call in to listen to your judge commentary files.
4. Click "Save Profile"
5. If you wish for other instructors to have access to judge commentary for this group, follow the steps above for adding additional members.