



## MUSICAL ARTS CONFERENCE

### **Competition Suite Spiel Sheet Information**

To create Spiel Sheets through Competition Suite, each unit needs to provide information that will automatically populate in the Spiel Sheet template created for MAC.

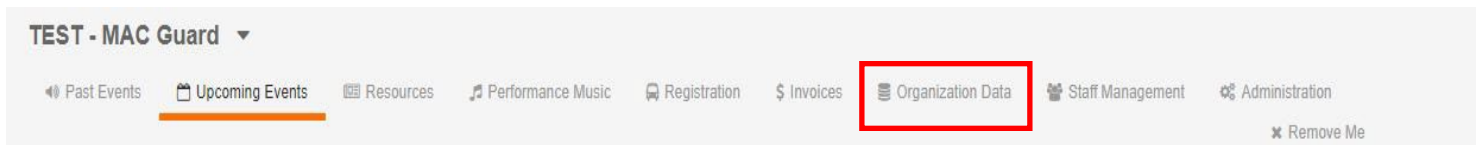
Log into Competition Suite through a browser. ***You cannot perform this operation through the app.***

The image shows the 'Member Login' page of the Competition Suite website. The page has a header with the 'competition suite' logo on the left and navigation links for 'HOME', 'PRICING', 'HELP', and a 'LOGIN' button on the right. The main content area is titled 'Member Login' and contains a login form. The form has two input fields: one for an email address (containing 'none@email.com') and one for a password (containing 'Password'). Below these fields are checkboxes for 'Remember Me' and a link for 'Forgot your password?'. A teal 'LOGIN' button is centered below the form. At the bottom, there is a link that says 'Don't have an account? Signup Here!'.

Select your group.

The image shows the 'My Groups' selection page. The title 'My Groups' is at the top. Below it, there are several empty rectangular boxes for selecting a group. One of these boxes is highlighted with a red oval and contains the text 'TEST - MAC Guard' and 'MAC - TEST - MAC Guard (SA)'. Below the selection boxes is a teal button that says 'Don't see your group?'.

## Select Organization Data



Fill in each piece of information as you would like it to be read by the announcer. Click the “pencil” to add the information.

2023 Unit Information	
Name of Ensemble	Newguard
Location of Ensemble - City/Town and State	Trumbull, CT
Program Title	Notitle
Director's Name(s)	Steve Surina
Pre-Show	Yes or No
Recorded Announcement	Yes or No

Place a “**Yes**” or “**No**” in the field for Pre-Show or Recorded Announcement depending on your needs if you have one. **Please do not leave blank or use N/A.**

NOTE: I found that to change information, you may need to put your cursor at the end and backspace to fill in the new info.

Once completed, click Save. **If you see a notification that reads “*Pending Approval*,”** refresh your browser and it will go away. *No approval needed.*

Once this information is input, the spiel sheet template will look as shown on next page.

**2024 MUSICAL ARTS CONFERENCE - ANNOUNCER'S SPIEL SHEET - Guard**

**NO - PRE-SHOW**

**NO - RECORDED ANNOUNCEMENT**

**WHEN THE ENSEMBLE CROSSES THE TIMELINE:**

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*ANNOUNCER: "Please welcome, from: **Trumbull, CT**"*

***"Newguard"***

**WHEN THE JUDGE SIGNALS THEY ARE READY (if no recorded announcement):**

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*ANNOUNCER: "Performing their program: **Notitle**"*

*"The Musical Arts Conference is proud to present: **Newguard**"*

**AT THE CONCLUSION OF THE PERFORMANCE:**

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*ANNOUNCER: **"Newguard"***

***"From: Trumbull, CT"***

***"Under the direction of: Steve Surina"***

**----- AIRGRAMS FOR THE ENSEMBLE MAY BE READ AT THIS TIME-----**

The information placed in the Spiel Sheet only needs to be filled in once and this template will be used for each show. If you do change your sheet, please inform Steve Surina at the show so he can print a new copy for the announcer to make sure the changes are read.

We are aware that the choice for the year 2024 is not available. This is currently an issue with Competition Suite but the printed sheet WILL reflect the year 2024. All information has been cleared from your account from last year. Please fill in the correct information and if for some reason old information is shown, please correct.

2023 Unit Information

Name of Ensemble

Newguard 