

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

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

If you will need to add other staff members:

If you wish for other instructors to have access to judge commentaries for this group, follow the steps below:

1. Click on *Member Management* on the left side of the page under your unit'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 the address is the same, he/she 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 requesting to set up the account.
4. Repeat the steps 2-4 for each staff member.

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

Go to www.competitionsuite.com and register with your email address and create a password. You will 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 listen to SAPA judge commentaries.** If you were previously registered with a different email, you can register with a new email address, log in, go to Manage Account, and then Email Addresses to add your previous email address and merge it with your new one. All units associated with your old email address will then be automatically associated with your new email address.

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. **Log In**
You will be prompted to enter your email address and the password you just created.
3. **Enter your first & last name, and cell phone number**
Your cell phone number is required if you wish to receive text notification messages that your commentaries are ready to be heard, or you wish to use that phone to call in to listen to your judge commentary files.
4. **Click Save Profile**
5. **Add other staff members**
If you wish for others to have access to judge commentaries for this group, follow the steps on the previous page.