

## To upload show music to CompetitionSuite:

1. Log in to CompetitionSuite on a computer (not your phone) and click on Performance Music.
2. You will see a large rectangular box with a dotted border. Click on the box to open a search window to find and select your music file, or you can drag and drop it directly in the box.
3. Once the file is there, you must listen to the ENTIRE music file before the file will be accepted by CompetitionSuite. If you attempt to fast forward or do anything other than play the file, it will not be accepted by CompetitionSuite. This prevents the accidental uploading of the wrong music such as a practice mix, and ensures you verified there are no playback problems with the music.
4. Once the file is accepted by CompetitionSuite, it will remain in the system as your unit's show music until you remove it and/or upload a different file.

If you would like to use this feature, please ensure to have your music file uploaded **no later than midnight on the Thursday before the event**. If you have any questions, please email me at [mediatech@sapaonline.net](mailto:mediatech@sapaonline.net).

Thanks!

Chris Lowery