

How to Create an Account – for Adjudicators

Let's start with understanding Adjudicator accounts. Once you have created your account you will have the ability to view your schedule, add marks, comments and recommendations as advised by the event administrator.

How this works

Your first step will be to Signup for an account shown on the top menu of the event you want to adjudicate in. When you create an account, you will be asked to choose an account type.

VIEW PARTICIPANT
Choose this if you are adjudicating an event.

Account Type

ATTENTION: You must choose an account type before continuing

| | |
|--|--|
| <p><input checked="" type="radio"/> Participant</p> <p><input type="radio"/> Teacher</p> <p><input type="radio"/> Adjudicator</p> | <p>Choose this account type if you are registering for yourself as a participant or you are a parent/guardian/group/teacher and need to register one or more participants for a competition/festival event.</p> <p>Choosing this account type gives you the ability to only view your students' registrations and schedule, based on using a Teacher ID generated for your use.</p> <p>Choosing this account type allows you to view your schedule and adjudicate the participants online based on an Adjudicator ID generated for your use.</p> |
|--|--|

SAVE

Next step

When you see this screen go to the next step to verify your account.

Music Competition Demo

Create Event + More Info Help A



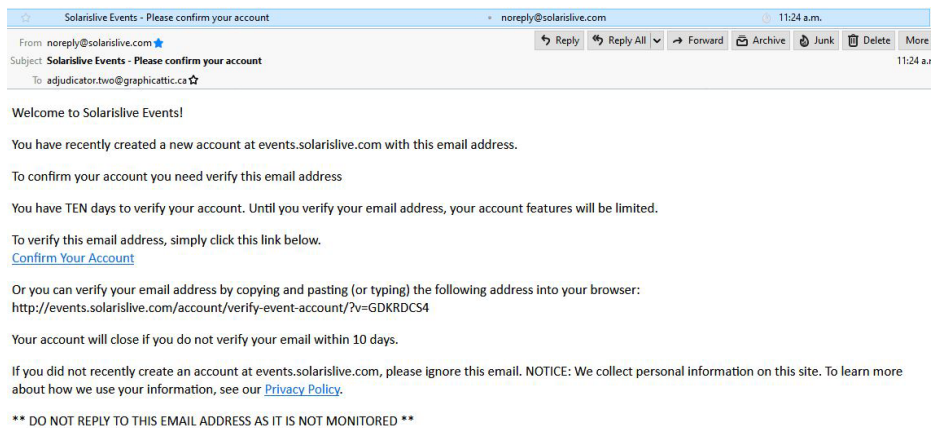
[Home](#) [Syllabus/Register](#) [Schedule](#)

Account Type

Success. Account Type added.

Verifying your account

You will receive an email that looks like this, followed by the subsequent screens.



Confirming your account

Will take you to this screen.

Account Verification

Well Done.
Your email has been verified.

You are now ready! Register for an event or create your own event

[Login to your New Account](#)

My Dashboard Adjudicator Badge

Once you login with your account, go to 'My Dashboard' on the top menu bar.
If you already have an account you will see this screen displaying your Adjudicator Badge number



Home My Dashboard Syllabus Schedule About

My Dashboard - Adjudicator

This adjudicator badge verifies that you are an adjudicator and allows you to view your scheduled classes

Adjudicator Badge: 8PLIDKGZ

Classes/Participants

Performance

Adjudication

How to obtain your Adjudicator Badge

If 'My Dashboard' displays a blank field, you will need to obtain the badge number from the Administrator of the event.

My Dashboard - Adjudicator

To view your classes, obtain your adjudicator badge from the event coordinator and enter it here:

Adjudicator Badge

Enter the adjudicator 8 character badge number given to you by the event coordinator

| Classes/Participants | Performance | Adjudication |
|---|-------------|--------------|
| <p>Your adjudication schedule will appear once the administrator enables the schedule</p> | | |

Troubleshooting your account

On the main page of the Event Registration, go the last Menu item on the right side under the 'Event Information' Box. Account Help > provides trouble shooting information.

If you still have and issue you can send us the details of the issue you are having by contacting us through Help> Contact us at the very top of the web page.