

Managing your Directors Profile



By Joey Valenzuela

Managing Your WGASC Director Profile

As we are approaching the start of Winter Guard season it is important to make sure that your Director Profile is filled out properly with up to date information as well as correct emails and contact info. This will serve as a guide to remind you of what info goes where and what information is needed to have a complete profile.

Contact Page

Contact Season Staff Commentary Invoice Generator Show Selection/Registration

Ensemble Name: So. High School
School Name: So Cal High School
Address 1: 1234 Main St
Address 2:
City: So Cal
State: California
Zip: 90210
School District: So Cal School District
Enter District name or "Independent"
Website URL:

Commentary Dropbox:

ADMIN INFO

Primary Contact First Name: Guard
Primary Contact Last Name: Instructor
Primary Contact Email: guardinstructor@wgasc.com
Primary Contact Mobile Phone: 123-456-7890
Delegate Full Name: Guard Instructor 2
Delegate Full Name: Guard Instructor 3

DIRECTOR INFO

First Name: Band
Last Name: Director
Work EMail: banddirector@wgasc.com
Home EMail:
Office Phone: 123-456-7890
Office Ext: 1234
Mobile Phone: 098-765-4321

This is where you will fill out all of your School or Ensemble Info.

This is where you fill out the Primary Contact Info. This is the person that will be the "Point Person" when it comes to contact.

Delegates should be people that can represent your ensemble at meetings and cast votes on Primary Contact's behalf.

This is where you fill out the Director's Info. This could be your Band Director, or whoever is the Director of the Ensemble.

Contact Page

- Make sure that all school info is up to date.
- In the case WGASC needs to contact the ensemble, the Admin Info and Director Info is where the email is going to go. Please make sure they are emails that are checked regularly.
- Delegates will be able to vote at WGASC meetings on your behalf, IF you are not in attendance.

Season Page

Contact | **Season** | **Staff** | **Commentary** | **Invoice Generator** | **Show Selection/Registration**

Season: WGASC 2018

Program Name

Program Description:

Instructional Staff Includes:

...would like to thank the following for their support ...

Number of Ensemble Members:
The Number of Ensemble Members may not be changed after Mar 1, 2018, other than by the Circuit Administrator.

Music Audio File
Current File:
Upload New File:
Note: Must be an MP3 Audio file, less than 15Mb in size

Number of Seniors/Age Outs

This is where you will fill out the name of your program. The Announcer will also use this when announcing your ensemble.

You may offer a short description of your program. This information does pop up on the judges' iPad at a show.

This is where you will fill out the instructional staff. You can list all or some of your staff. The announcer at a competition will use this information.

This is where you will fill out any additional people or organizations you wish to recognize. The announcer at a competition will use this information.

This is where you upload your soundtrack. If you upload, your music will be ready for you to use at each of

Season Page

- The information on this page is what the announcer will be using. Please make sure that spelling is correct, and don't forget to update it if there are changes in staff or show information.
- A lot of people like to recognize their designers, costume designers, booster clubs, etc. This is the place that you can do that for the announcer to say post performance.

Season Page

- Number of Ensemble Members
 - This is the number of performers in your ensemble. Even if your numbers are not locked in yet, please provide a relatively close number. This number is used to order patches, medals, wristbands, etc.
 - The last date for you to enter this number is **MARCH 1st, 2018.** Once you have entered a number, you cannot change it. To change it, you will have to contact the WGASC office.
- Number of Seniors/Age Outs
 - Please provide the number of people that are Seniors or Age Outs.

Season Page

- Music Uploading

- Uploading your music is the easiest way to ensure your music will be there the day of competition.
- We ask that music be uploaded *The Wednesday before the performance* to ensure your correct version is uploaded to the circuit laptop.
- Uploaded music can help eliminate music penalties. Please refer to the Rule Book (Rule 4.7.1 - 4.7.4) for details on penalties regarding recorded music.
- Always have a back up in case of laptop issues.
- Always to make sure you do a sound check during a competition break to ensure your soundtrack is correct and ready for your ensembles performance.

Staff Page

SO. HIGH SCHOOL - EXH

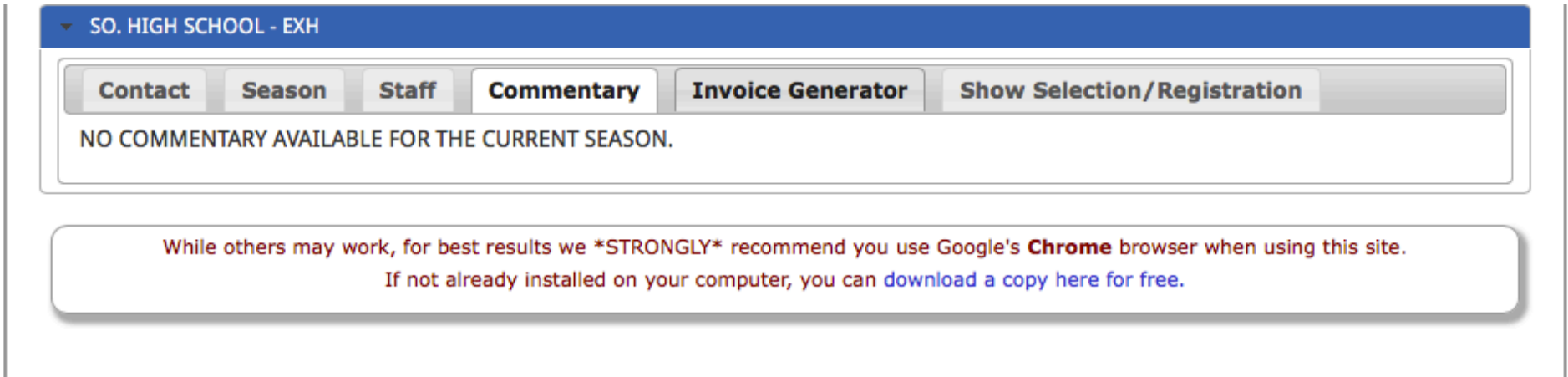
Contact Season **Staff** Commentary Invoice Generator Show Selection/Registration

First	Last	EMail	Phone	Role	Status
Guard	Instructor	guardinstructor@wgasc.com	123-456-7890	GuardDirector	Send EMail ↓ Del
Guard	Instructor 2	guardinstructor2@wgasc.com	123-456-7890	Staff	Send EMail ↓ Del
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-Select- ↓	-Select- ↓ Add

While others may work, for best results we ***STRONGLY*** recommend you use Google's **Chrome** browser when using this site.
If not already installed on your computer, you can [download a copy here for free.](#)

- All Staff members listed here will receive judges' comments and informational text messages.
- They will also receive emails that pertain to competitions you attend.
- Please make sure your Staff page is up to date with your current staff. Don't forget anyone you want to receive the Judges Commentary.

Commentary Page



SO. HIGH SCHOOL - EXH

Contact Season Staff **Commentary** Invoice Generator Show Selection/Registration

NO COMMENTARY AVAILABLE FOR THE CURRENT SEASON.

While others may work, for best results we ***STRONGLY*** recommend you use Google's **Chrome** browser when using this site.
If not already installed on your computer, you can [download a copy here for free.](#)

- Once you start competing, this is where you can find the link to your Dropbox for judges' commentary.
- Your Dropbox is sharable, and you may share it with whomever you would like.

Invoice Generator Page

SO. HIGH SCHOOL - EXH

Contact Season Staff Commentary **Invoice Generator** Show Selection/Registration

Season: WGASC 2018

Use this form to create a Pro-forma Invoice for your Registration Fees. Upon submission, an Email will be generated and sent to the Ensemble Director and Primary Contact (if different).

NOTE: This does NOT register your Ensemble for the items selected. It only provides an invoice that can be used to submit for approval or payment. You must register your Ensemble using the Event Schedule tab, when available.

INVOICE GENERATOR

Qty	Description	Unit Cost	Total	Valid Until
0	WGASC 2018 Membership	\$ 750	\$ 0	Jul 1, 2018
0	WGASC All Access Pass	\$ 75	\$ 0	
0	Scholarship Donation - \$10	\$ 10	\$ 0	
	Total		\$ 0	

- Whenever an Invoice is needed to pay Membership fees, or an All Access Pass, this will create an invoice so you can submit it for payment to your boosters, ASB's, etc. This invoice will be sent to your email.
- **If you have an outstanding balance, (i.e. late fees, membership fees) you will not be allowed to compete until the balance is taken care of.**
- Generating an invoice does not mean your Registration is complete. You must complete the Registration Page.

Show Selection/Registration Page (Registration Fee Not Paid)

SO. HIGH SCHOOL - EXH

Contact Season Staff Commentary Invoice Generator Show Selection/Registration

Season: WGASC 2018

Welcome to the WGASC Ensemble Registration Page. Please note that in order to register for WGASC Events, you must select and *PAY* for your WGASC Membership. **Once your payment has been recorded** (online via credit card or upon receipt of your check), the list of WGASC Events will be available for your selection.

If you are in the JHAAA, JHAA, JHA, IRA, HSAA, or HSA classifications then you **MUST** attend a classification show otherwise you will be placed in SAAA.

The last weekend for scores to count for seeding for championships is April 6-8, 2018.

Championships is Included in your membership fee.

Register Ensemble in Division: ⓘ

Item	Fee	Selected	Fee Due
WGASC 2018 Membership (Payment required to select events)	\$ 750	<input checked="" type="checkbox"/>	\$ 750
WGASC All Access Pass	\$ 75	Qty: <input type="text" value="0"/>	
Scholarship Donation - \$10	\$ 10	Qty: <input type="text" value="0"/>	
Total Registration Fees Due			\$ 750

Please note: WGASC Membership Fees include the \$25 per season Music License Fee.

[COMPLETE REGISTRATION](#)

NOTE: Click on the Ensembles column to see ensembles raistered for an event. if anv.

Show Selection/Registration Page (Registration Fee Not Paid)

- If you are sending in a check, the check cannot be credited to your unit until this page is filled out correctly.
- This is what your Registration page will look like if you **HAVE NOT YET PAID YOUR 2018 MEMBERSHIP FEES.**
- Do not forget to select your Ensembles Division.
- You may also pay for All Access Passes and Scholarship Donations on this page.
- You will not be allowed to register your ensemble for any competitions until you have paid for 2018 Membership Fee.

Show Selection/Registration Page (Registration Fee Paid)

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If you are in the JHAAA, JHAA, JHA, IRA, HSAA, or HSA classifications then you **MUST** attend a classification show otherwise you will be placed in SAAA.

The last weekend for scores to count for seeding for championships is April 6-8, 2018.

Championships is **Included** in your membership fee.

CURRENT Division: --

Event	Show Location	Event Date	Ensembles Max/Schd/WL	Status
WGASC 2018 Membership				Paid

WGASC 2018 MEMBERSHIP EVENTS

The Events listed below are available for registration only by current (paid) WGASC Members. You may select up to 5 Events prior to the Open Registration Date of January 1, 2017. After that date, you may select any number of Events to participate in. Events that have reached their Max(imum) registration limit will accept Ensembles on a WaitList basis, which will be automatically filled by the system on a first-requested, first-selected basis as Ensembles drop their registration. If you have a confirmed registration for an Event that is at/above its Max limit and drop, an attempt to re-register will result in your being placed at the end of the WaitList for the Event. Registration is locked 3 weeks prior to an Event and any changes must be made directly with WGASC administration via email and may result in a penalty being assessed. Refresh this page for the most recent Event and registration status, as other users may be registering at the same time.

Event	Show Location	Event Date	Ensembles Max/Schd/WL	Selected	Status
Premier and Classification Show	Bellflower HS	Sat Feb 03,2018	65 / 48 / 0	<input checked="" type="checkbox"/>	Scheduled
Orange Glen Classification Show	Orange Glen HS	Sat Feb 03,2018	50 / 24 / 0	<input type="checkbox"/>	--

Show Selection/Registration Page (Registration Fee Paid)

- This is what your Registration page will look like if you **HAVE PAID YOUR 2018 MEMBERSHIP FEES.**
- At this time, you will be able to select shows for your Ensemble to compete in.
- This page works in live time, so as soon as you check the “Selected” box, you will be entered into the competition, and your Ensemble name will appear on the list of competing units.