Barberscore

Entering Your Quartet into a BHS Contest Session
First step – login to Barberscore!

The URL is:

https://www.barberscore.com/login

(For convenience, you should bookmark this URL for your browser)

Please watch the login video if you need assistance.
PLEASE NOTE:
You may see other modules, however they will likely be greyed out except for **Memberships**.
*This is the only module you will need to manage your quartet (to include handling your contest entry)*.
### Your Memberships

These are the groups of which you are currently a member. However, only members designated as a group admin will be able to edit and enter that group into a contest. All other members have view-only access. Please read the tutorials or FAQ to learn more.

<table>
<thead>
<tr>
<th>Image</th>
<th>Name</th>
<th>Primary Voice Part</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Heralds of Harmony</td>
<td>(Unknown)</td>
<td>07/28/2014</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Easy Street" /></td>
<td>Easy Street</td>
<td>Lead</td>
<td>12/08/2015</td>
<td></td>
</tr>
</tbody>
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**PLEASE NOTE:**

If your quartet is not displayed, please check your membership status in the BHS Member Center. Also – please read the Barberscore FAQ for more information.

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Click on the quartet name link you wish to manage.
From here, click the **Members** tab.
Stop! If this info is incorrect, you should login to the BHS Member Center and update as needed!

Otherwise... now click the **Repertory** tab
If all the charts you plan to sing in contest are listed already... move on and click the **Entries** tab...

...otherwise, now is a good time to add your charts

Please read before adding to your group's repertory:

What is the policy for adding a Chart? Click Here.

Have a new custom chart or parody? Or - is your chart not showing up in your search? Click Here.

"Add New Chart" button is disabled? Click Here.
Click the in the text box to begin typing...

...don’t type the entire title, just type in a key word – also, don’t press ENTER...
Scroll down to find and select your chart…

...a drop-down list of charts will be displayed

PLEASE NOTE: You don’t have to add all your charts to enter the contest – you can come back to do this later!

...then click Add Chart
If you made a mistake:

- Refresh the web page
- Click Delete

The new chart is added.
PLEASE NOTE: On the Entries tab, you may see previous contests that you have previously entered. Also – (if this is an Invitational contest) – your Session may already be listed. If so, simply click on that link to edit your entry.

For “open” contests, click Create New Entry to enter.
Click the drop-down box to display the list of available “opened” contest sessions...

...find and select the session you wish to enter.
Click Create Entry...

...the Entries tab now shows the details of your contest entry info.
Click the Include check box for all contests or awards for which you are eligible.

List the names as you want them to appear in the convention program.

Click this link to learn more... for example, if you’re competing in an actual contest and your quartet wants an evaluation afterwards, you select Compete for Award(s) and Include Eval.
If you have one or more members that are competing with another quartet, add that comment here.

You can also use this comment box to ask questions or to provide other info to your DRCJ.
Click the **Show** button to display your song repertory.

If you are missing any songs, you can add them now or later. You can still submit your contest entry now as long as you plan to return to update this later on.

This quartet had already submitted their entry – but as you see, you can return to edit your entry and click **Re-Submit Entry** if needed.
Read and certify, then click **Submit Entry** again.
How Do We Enter for Score/Eval Only?

NOTE: To enter for “score/eval only” - Exclude all awards & click Score/Eval Only

You will not appear on the OSS, but you will get scored.

You can opt in or opt for evaluations as well.

Contests Entered must be 0
That’s it!

When you click Submit, you should receive a copy of the submission email that is sent to your District Representative for Contest & Judging (DRCJ) within a few minutes.

When your entry is approved by the DRCJ, you will receive a confirmation email.

Please contact your DRCJ if you have any questions or concerns regarding your contest entry submission. If you have trouble logging in or accessing Barberscore please contact customerservice@barbershop.org or 800.876.7464