

2013 STATE ROUTINE JUDGES

Instructions for Recording Judges' Comments

Revised 1-12-13

At the 2013 State Drill Competition, routine judges will record their comments electronically.

Only in the case of an emergency (i.e. technical difficulties) will judges have to provide handwritten comments for the coaches. Each routine judge will be seated in front of a UHSAA tablet with an audio recording program and a "Google Drive" folder on the "desktop." Each routine judge will wear a hands free microphone to record their comments. A special thanks to Josh Taylor, UHSAA Administrative Assistant and "Technology Guru" for developing this new system. He will be at the state competitions to oversee the process.

Routine judges must be familiar with and carefully follow the five easy steps outlined below. The audio files for each routine will be saved in the shared "Google Drive" folder on the tablet's desktop. As the audio files are saved in the shared "Google Drive" folder, Josh will move them into their individual school subfolder. Following the competition, Josh will send an email to each head coach providing them with a link to their school folder, containing their 15 audio files, along with instructions on how to download and save them. Josh will be seated at the Sound Table during the competition (Josh's Cell: 801-381-1583).

FIVE STEPS for Routine Judges:

1. Check that the audio program is open and ready for use

When you sit down in front of your tablet, check that your audio recording program is open on the desktop and ready to use. If it is closed, double click on the icon to open the program. Call Josh if there are any problems.

2. Push the record button and name the file (school name, routine category, judge #)

When the team is introduced, push the red record button, a text box will then appear asking you to name the file. Enter the school name, competition category (Military, Dance, Kick) and your Judge #. Facing the performing area, judges will be numbered 1 through 5, with #1 being on the far left. After you name your file it should automatically be saved in the "Google Drive" folder on your desktop. Josh set this up prior to the competition. If there is a problem, you may have to manually designate the "Google Drive" folder when entering the file name.

3. Read the opening script and record your comments as you watch the routine

Using the judging form as a guide, provide constructive, professional and meaningful comments.

Do not provide any "scores" in your comments; you will still complete a score sheet at the end of the recording. Judges are still encouraged to use circles, checks, notes, etc, on the score sheet to assist them in scoring the routine at the conclusion of the recording.

4. At the conclusion of routine, record a short recap

At the conclusion of each routine, the judge should provide a short recap (10-20 secs) using the score sheet as a reference. Do not provide the scores on the recording, **ONLY COMMENTS.**
HIT THE STOP BUTTON, when you have finished.

5. Complete your score sheet for the routine

Immediately after you finish recording, complete the score sheet.

Responsibilities for Josh Taylor:

- 1. Move the individual audio files into their school folder.**
- 2. Confirm the recording was successful and properly labeled.**
- 3. When the competition ends, send emails to head coaches with instructions and link to school folder**

HEAD COACHES RECEIVE AUDIO FILES THROUGH PERSONAL EMAIL

Approximately one hour after the competition ends, head coaches will receive an email from statedrill@uhsaa.org containing a link to their school folder which will contain their audio files from each of the five routine judges and instructions on downloading and saving the files.