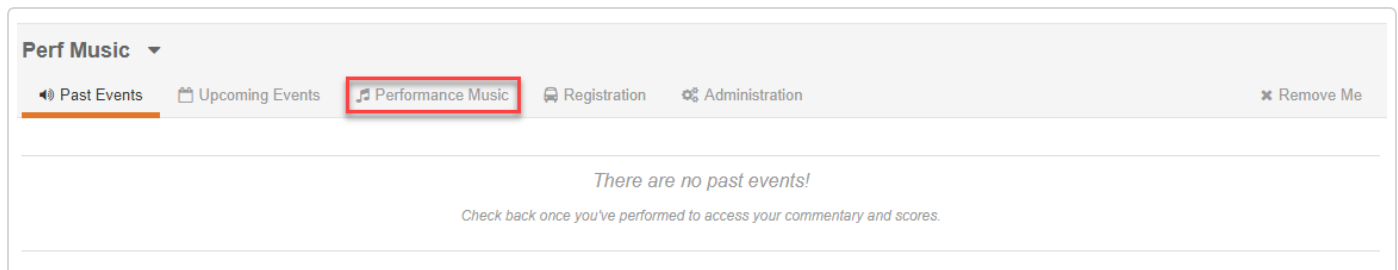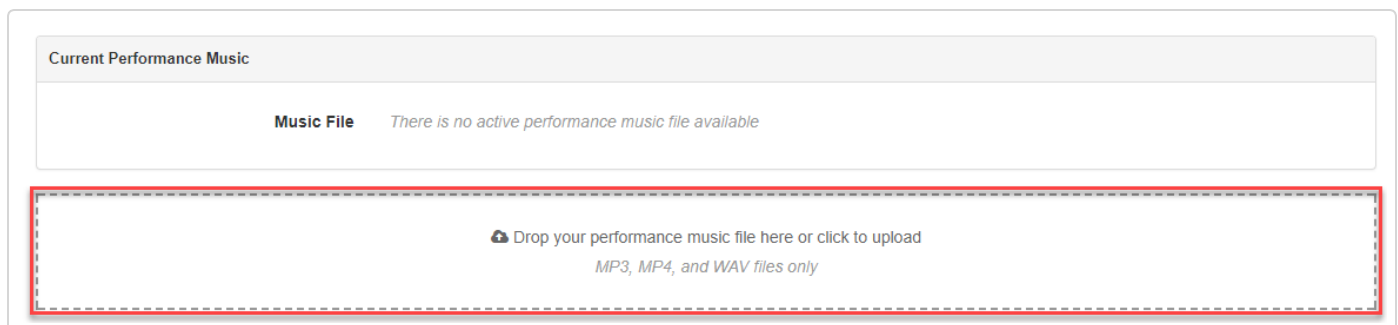# Uploading Performance Music

Only Administrators of Color Guard groups have access to upload Performance Music

NTCA allows you to upload performance music via CompetitionSuite or you can use your own device such as a cell phone or ipod at the sound table.
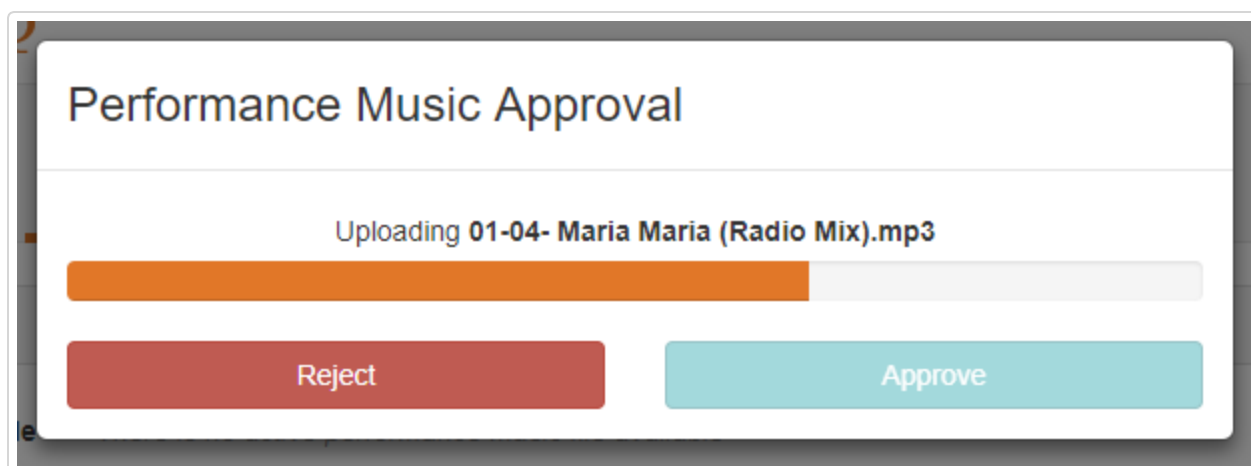
1. After logging into CompetitionSuite, go to your group.

2. Click the **Performance Music** menu option

The file will be uploaded to the system, but still requires approval.

3. Either drag and drop your performance music into the upload box, or click the upload box to open a file selection window.

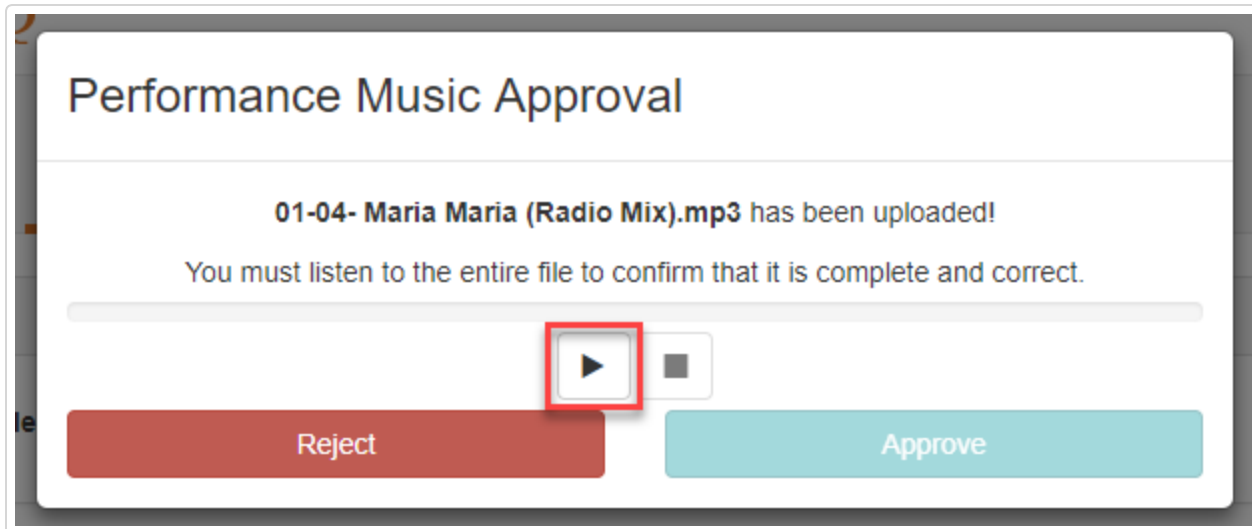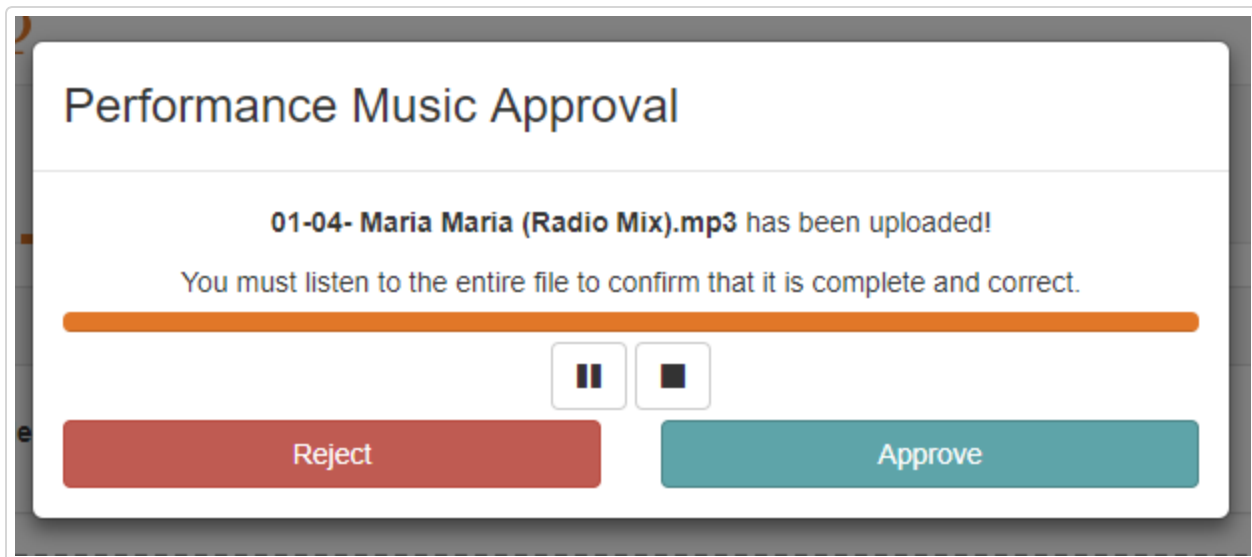4. Click the play button (the play button is the black sideways triangle) to begin listening to the performance music.
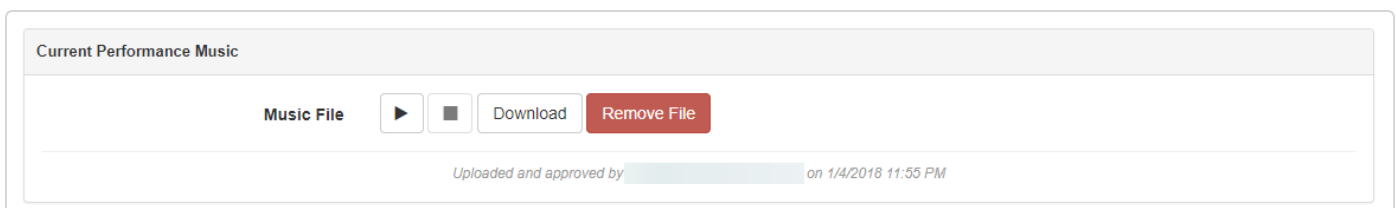
> *Listening to the full performance music file ensures that the file uploaded is complete and is the correct file.*

5. When the file completes and after you've confirmed it is correct, click the **Approve** button to save the performance music file as your current file. If the file is incorrect, or only a partial file, click **Reject** and restart the process with step 3.

6. You can confirm that current performance music file by playing clicking the play button (the play button is the black sideways triangle) or download it via the **Download** button.

Removing Performance Music

If there is a problem with your current performance music, you can remove it by clicking **Remove File**.

✉ *Still need help? Contact Us (/contact)*   *Last updated on January 5, 2018*