

EBIZ CJ20 Contest Entry Users Guide

This document is a brief guide to using the EBIZ CJ20 Contest Entry features for entering a convention contest on the BHS EBIZ web site. This process is for contest entry only and does not make you registered for the convention itself which you must do in accordance with your district or INTL procedures.

The CJ20 entry process is divided into these basic steps:

- Signing In
- Selecting and opening the CJ20 Contest Entry process
- Selecting the contest sessions and contest sub-sessions that you are entering
- Entering the song information needed for certification and copyright clearance
- Reviewing the CJ20 information prior to submitting the entry
- Certification of compliance with copyright and contestant requirements
- Submitting the CJ20 Entry and entry confirmation

Common Screen Functions

The following are typical action buttons that appear as needed during the entry process. Make sure that you understand what each button means.

- **Home** – Takes you back to the contest Entry home screen page without saving
- **Save** – Saves your information and remains on the current screen
- **Save and Continue** – Saves your information on this screen and moves to the next screen
- **Save and Finish Later** – Saves your information and returns to the Contest Manager home screen page
- **Continue** – Takes you to the next screen in the process without saving
- **Back** – Takes you back to the previous screen in the process
- **Exit** – Closes and exits you from the contest manager program

NOTE 1: DO NOT USE THE ← IN THE UPPER LEFT HAND CORNER OR THE X IN THE UPPER RIGHT HAND CORNER OF YOUR INTERNET PROGRAM WHILE IN THIS EBIZ APPLICATION.

NOTE 2: SOME OF THE DATA FIELDS CAN ACCEPT EITHER THE TAB OR ENTER KEYS; FOR THOSE FIELDS THAT HAVE MULTIPLE ENTRIES, YOU MUST USE THE TAB OR THE MOUSE TO GET TO THE NEXT FIELD.

Signing in

After you sign into EBIZ, you will receive the below EBIZ home screen. To sign in to the EBIZ CJ20 Contest Entry process, look at the gray horizontal bar in the EBIZ logo area and you will see CJ20 near the end if you are authorized to enter a contest as a quartet member or have an EBIZ role of chorus manager, contact, director, or secretary.

Click on CJ20 and then select Contest Entry and you should then see the CJ20 Contest Entry Home Screen.

Many of the screens have instructions and it is important that you read and follow those instructions before proceeding with that specific process.

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ebiz.BARBERSHOP.ORG
customer portal to the Barbershop Harmony Society

Home Find My Records My Memberships Quartets Order History View Cart Pay Dues Renewals CJ20 Logged in as Dwain Chambers - 159007 Logout

Welcome, Dwain Chambers **First time users:** Sign in using your old Members Only ID and password. **(Note: use only the first eight characters of the old password.)**

[Logout](#)

click to RENEW NOW!

New! Getting Started web video and **Instructions for getting started** for the new ebiz.barbershop.org site.

Find: Members - Quartets - Chapters
Locate other Members, Quartets and Chapters using a variety of search options.

Member Management
Take charge of your account. Change your address, renew your membership, make payments online.

Chapter Management
Take charge of your account. Change your address, renew your membership, make payments online.

Renew Your Quartet or Register a New Quartet
Want to manage your quartet? Now you can online with Barbershop Harmony Society's online Quartet Management capabilities. Register a new Quartet, Renew your Quartet's membership or change Quartet members.

ContestEntryPreviousEntries - Internet Explorer provided by Dell

https://ebiz.barbershop.org/ebusiness/cj20/ContestEntryPreviousEntries.aspx

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CJ20 ENTRY PROCESS

Welcome to the CJ20 Contest Entry process. This process has several distinct steps and you will need to have the following

- Step 1 Contestant Validation – Is the contestant a valid contestant and will all of your members be a current Society member on the date of the contest? Warnings will be issued if either of these conditions is not met.
- Step 2 Song Title Validation – During this process you will enter all of the information needed to validate the songs that you plan to sing in the contest. You must submit at least two songs for each round that you may be singing. You can submit more songs if you desire and make your selection at contest time.

Warning: Singing a song or medley that you have not PROVIDED PROOF OF COPYRIGHT CLEARANCE is grounds for being declared ineligible and disqualification from the contest.

[Click Here to create a new CJ20 Entry](#)

OR

Select from Previous Entries

Quartet

Convention Name	Group Name	Start Date	End Date	Status	Edit Song Details
International Seniors Contest	Dixie District Test Quartet	Jan 30 2009	Feb 1 2009	Complete and Assigned	Edit Songs
MY first Convention on production	Dixie District Test Quartet	Dec 30 2008	Jan 30 2009	Incomplete	Edit Songs

Chorus

Convention Name	Group Name	Start Date	End Date	Status	Edit song Details
DC TEST INTL Quartet Prelims and Collegiate Prelims	Cotton Boll Chorus	Mar 20 2009	Mar 22 2009	Complete and Assigned	Edit Songs
TEST DC International Quartet Preliminaries & Small Chorus Convention	Cotton Boll Chorus	Mar 19 2009	Mar 22 2009	Complete and Assigned	Edit Songs

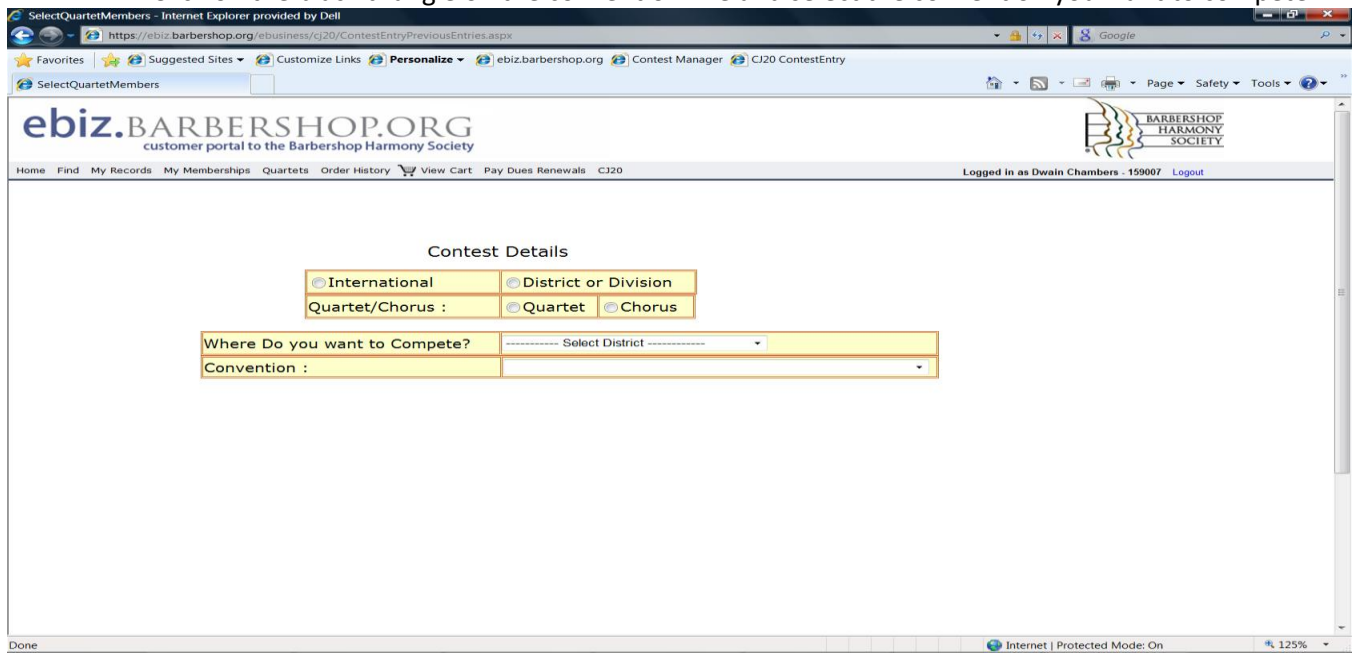
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Selecting and opening the CJ20 Contest Entry process

If you are a new user of the process, you will not see the quartet or chorus information on the above entry screen until you create and save a new CJ20 Entry. After you have used this process to enter one or more contests, the convention will appear on the screen under either the quartet or chorus column and you may return directly to them by clicking on either of the blue entries.

Click on Create a New CJ20 Entry and you should see the below screen. Select quartet or chorus and one entry from either the International or District/Division box. After that it should default to your district if you did not select International.

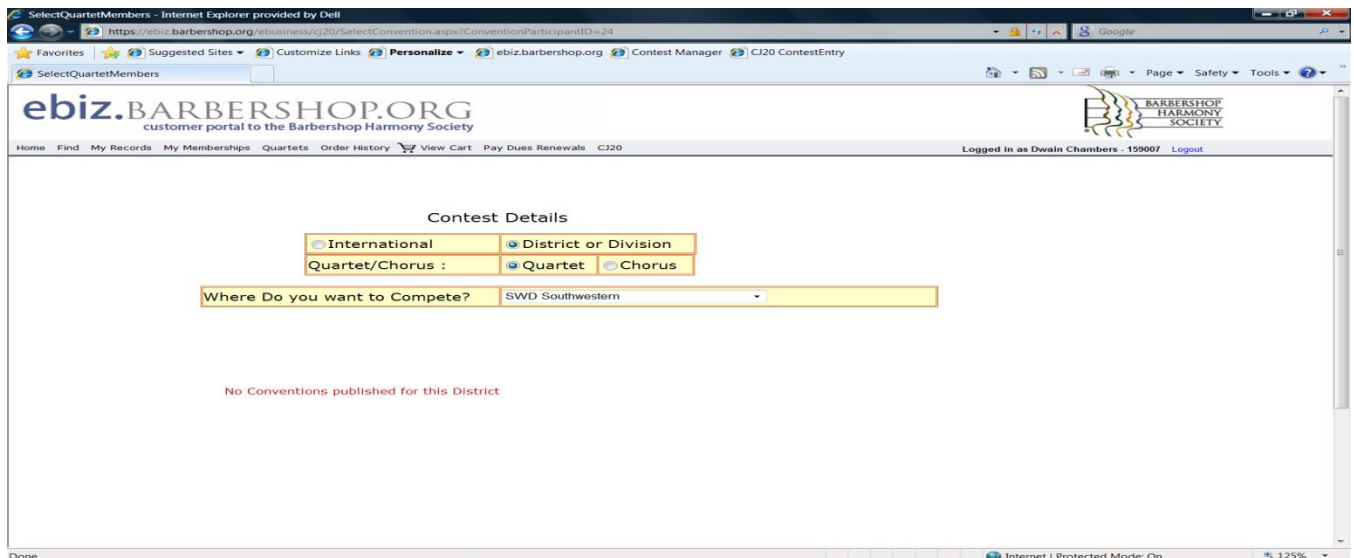
- If you are competing out of district, click on the black triangle and scroll to the district that you want to compete.
- Click on the black triangle on the convention line and select the convention you want to compete in.



The screenshot shows the EBIZ Barbershop.org website interface. The page title is "SelectQuartetMembers - Internet Explorer provided by Dell". The URL is "https://ebiz.barbershop.org/ebusiness/cj20/ContestEntryPreviousEntries.aspx". The page is logged in as "Dwain Chambers - 159007". The main content area is titled "Contest Details" and contains the following form elements:

- Radio buttons for "International" and "District or Division".
- Radio buttons for "Quartet/Chorus : Quartet" and "Chorus".
- A dropdown menu labeled "Where Do you want to Compete?" with the text "Select District" and a black triangle.
- A dropdown menu labeled "Convention :".

If you get the following screen, it means that the convention you selected is not open for contest entry yet.



The screenshot shows the EBIZ Barbershop.org website interface. The page title is "SelectQuartetMembers - Internet Explorer provided by Dell". The URL is "https://ebiz.barbershop.org/ebusiness/cj20/SelectConvention.aspx?ConventionParticipantID=24". The page is logged in as "Dwain Chambers - 159007". The main content area is titled "Contest Details" and contains the following form elements:

- Radio buttons for "International" and "District or Division".
- Radio buttons for "Quartet/Chorus : Quartet" and "Chorus".
- A dropdown menu labeled "Where Do you want to Compete?" with the text "SWD Southwestern" and a black triangle.

Below the form, there is a message: "No Conventions published for this District".

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You should see a screen that looks something like this. If you are entering for a chorus, skip down to the Select Contest Sub-sessions section on page 6.

Contest Details

International District or Division
 Quartet/Chorus : Quartet Chorus

Where Do you want to Compete? DIX Dixie
 Convention : DC TEST INTL Quartet Prelims and Collegiate Prelims-Mar 20 2009

Convention Start Date	3/20/2009
Convention End Date	3/22/2009
CJ20 Cutoff Date	2/20/2009
Convention Type	District Only
Note to Entrant	
Panel Size	2
Airport Code	GSO
Venue Name	Convention Center Auditorium
City	Winston Salem
State	NC
Country	
Zip	

If this is correct, scroll to the bottom of the screen and click Save and Continue; if not click Home to select another convention.

Quartets

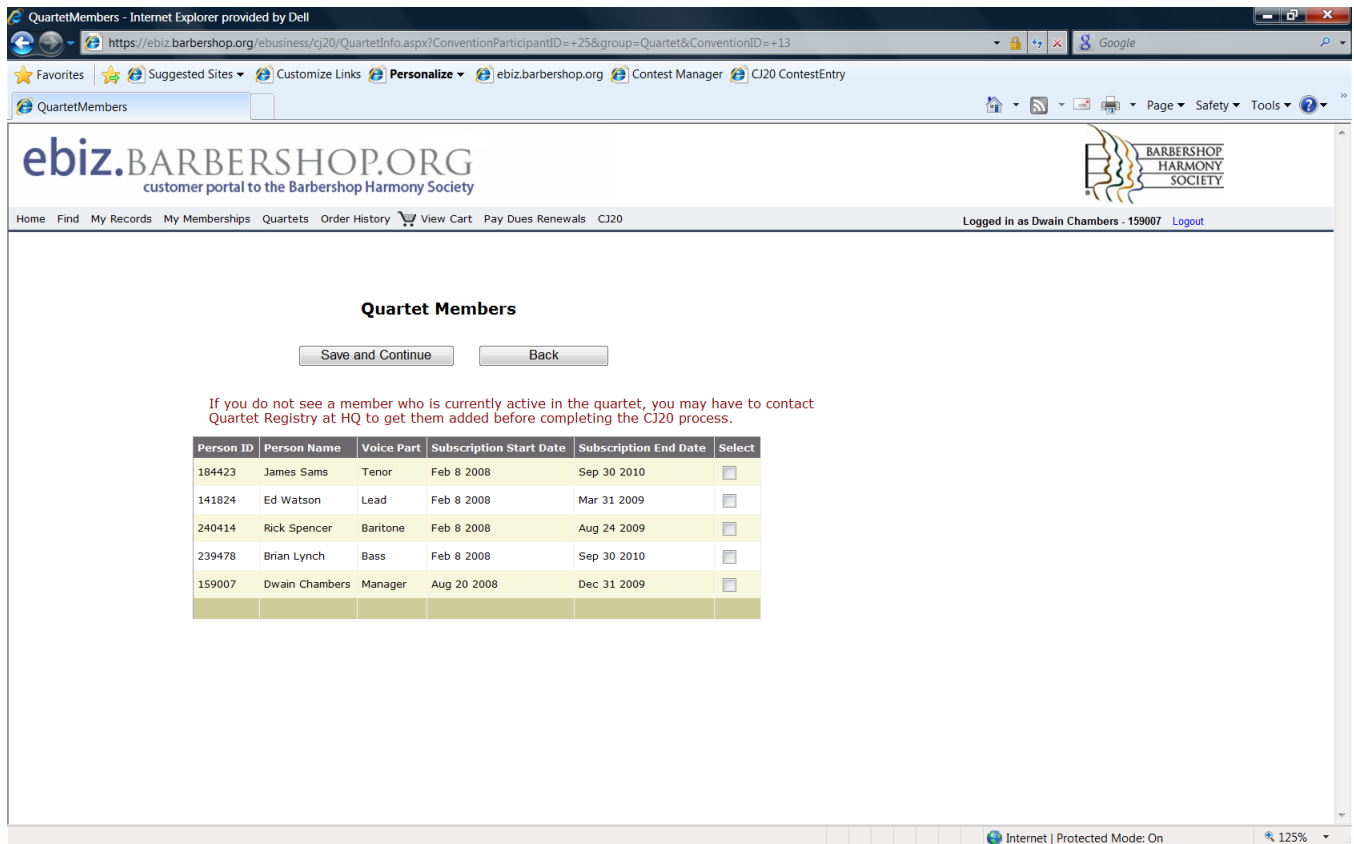
If Your QUARTET/CHORUS Name does not appear on this screen, please contact Quartet/Member Registration (Becca Box) at HQ

Quartet Name	Subscription Start Date	Subscription End Date	CONTINUE
Last Flight Out	Aug 2 2006	Aug 1 2008	CONTINUE
Dixie District Test Quartet	Feb 8 2008	Feb 7 2009	CONTINUE

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The next screen is the contestant screen and it will show you the current status of any quartet you are or were registered as a member. The process automatically checks the renewal date for the contestant and determines if the quartet will still be eligible to compete as a paid up contestant on the Convention Start Date. If not, it will show in **red**. You may continue but you will certify later that the quartet will be active and current on the date of the contest.

If the contestant is a quartet, the next screen will display the registered members and if there are more than 4, you must check the ones that are going to compete. Any members who are not current members of the Society will be shown in **red**. You may continue but you will certify later that all members of the quartet will be active and current on the date of the contest.



QuartetMembers - Internet Explorer provided by Dell
https://ebiz.barbershop.org/ebusiness/cj20/QuartetInfo.aspx?ConventionParticipantID=+258&group=Quartet&ConventionID=+13

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Quartet Members

Save and Continue Back

If you do not see a member who is currently active in the quartet, you may have to contact Quartet Registry at HQ to get them added before completing the CJ20 process.

Person ID	Person Name	Voice Part	Subscription Start Date	Subscription End Date	Select
184423	James Sams	Tenor	Feb 8 2008	Sep 30 2010	<input type="checkbox"/>
141824	Ed Watson	Lead	Feb 8 2008	Mar 31 2009	<input type="checkbox"/>
240414	Rick Spencer	Baritone	Feb 8 2008	Aug 24 2009	<input type="checkbox"/>
239478	Brian Lynch	Bass	Feb 8 2008	Sep 30 2010	<input type="checkbox"/>
159007	Dwain Chambers	Manager	Aug 20 2008	Dec 31 2009	<input type="checkbox"/>

Internet | Protected Mode: On 125%

Selecting the contest sessions and contest sub-sessions that you are entering

You are probably wondering what is a contest sub-session? At most conventions, there are typically several contests going on within a contest session and each of them produces a separate result or award. A sub-session is simply a definition of one of those results award. It can be a championship award, a qualifier for the next round award, or the district awards such as division qualification scores, plateaus, most improved, seniors, novice, or any number of different types of contests being held within the session. Most of these you have seen in the legend area of the Official Scoring Summary at conventions you have attended.

Depending on the type of contests being offered, there may be only one or two sub-sessions or perhaps 10 or 12 or more for a quartet prelims combined with a single or double division contest.

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When this screen comes up, make sure that you select all applicable session buttons displayed one at a time and then check all sub-sessions contests that you want to enter for that session.

If you click a box and it does not result in a checked box, that is because the District Representative for Contest & Judging (DRCJ) will make that decision for you if you are eligible. Examples are Most Improved, Plateaus, etc.

Select Contest Sub-sessions

Select all applicable contest sub-sessions for your competition from below list.
If you click a Check box and it does not result in a checked box, that is because the DRCJ will make that decision for you if you are eligible.
If you are entering both District and Division contests, select applicable contest sub-sessions from each.
EX: You are entering both District and Division contests, you see selection buttons for each. Select District and enter checks in each applicable box and Save, then Select Division and enter checks in each applicable box and Save.

Enter Session : Chorus

Select	SubSession Name
<input checked="" type="checkbox"/>	District Chorus
<input checked="" type="checkbox"/>	District Qualification Chorus
<input type="checkbox"/>	Most-Improved Chorus
<input type="checkbox"/>	Scores for Evaluation Only
<input type="checkbox"/>	Mic Tester only

If you are ready to move to the next step, click Save and Continue.

ebiz.BARBERSHOP.ORG
customer portal to the Barbershop Harmony Society

Home Find My Records My Memberships Quartets Order History View Cart Pay Dues Renewals CJ20 Logged in as Dwain Chambers - 159007 Logout

Evaluation Type : Normal Evaluation and Coaching

Select Riser : ---Select Riser---

Estimated number of Participants on the stage
7
9

Give any specific instructions or requests in this area for the Contest Administrator

The next screen permits you to select an evaluation type and enter any comments that you need to pass on to the DRCJ.

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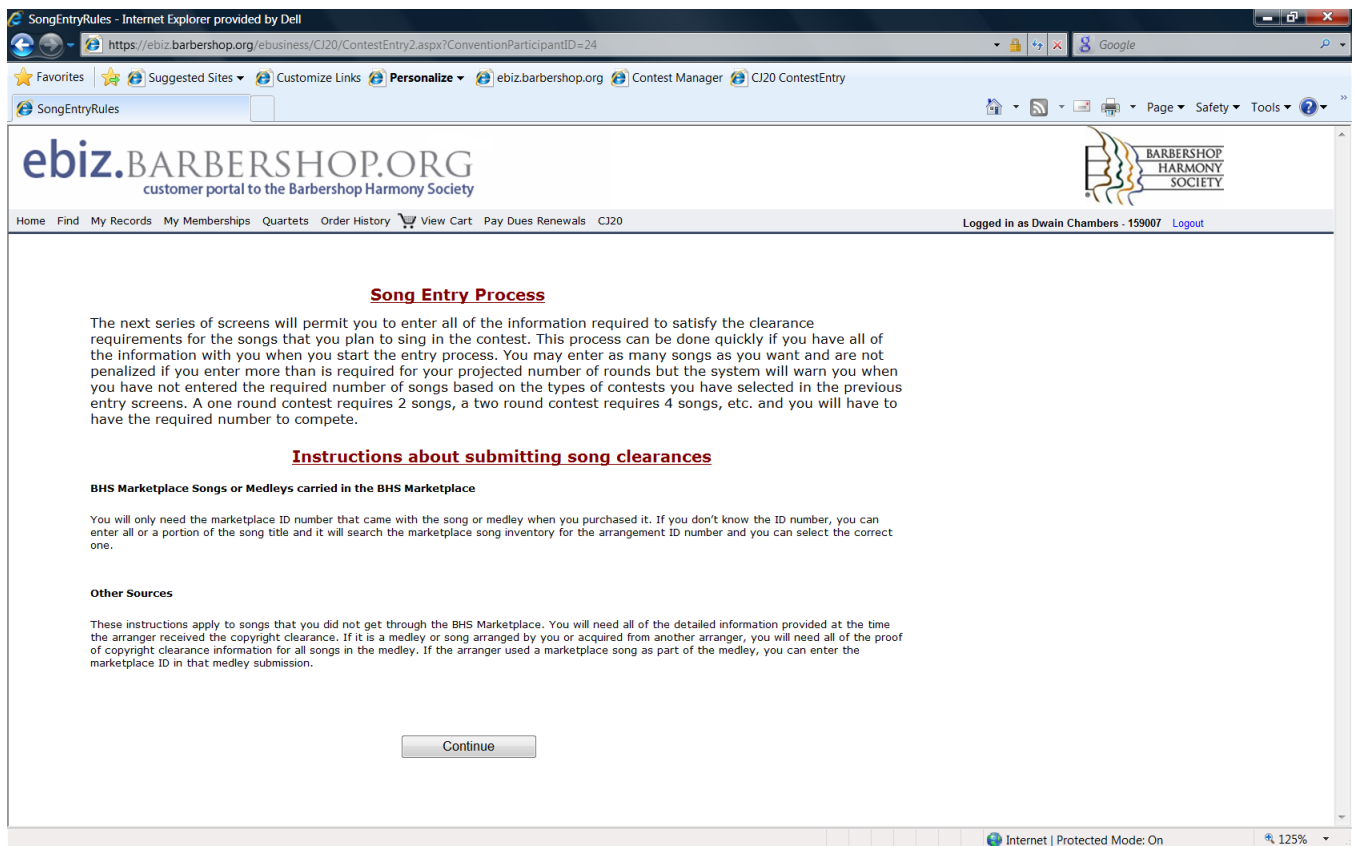
If you are entering a chorus contest, you will also select a riser size option and enter the estimated number of contestants you will have on stage.

Once you have completed all of this information, you are ready to continue to the Enter Song Process so click Continue Song Entry.

Entering the song information needed for certification and copyright clearance

The Song Entry Process screen has special instructions for entering and submitting song titles. Please read and make sure that you have all of the information required to complete the entry.

If you choose to Save and Finish later, you can come directly back to this screen by clicking the blue edit songs entry for this convention.



The screenshot shows a web browser window displaying the "Song Entry Process" page on the EBIZ Barbershop.org website. The page header includes the logo for EBIZ.BARBERSHOP.ORG and the Barbershop Harmony Society. The main content area features the following text:

Song Entry Process

The next series of screens will permit you to enter all of the information required to satisfy the clearance requirements for the songs that you plan to sing in the contest. This process can be done quickly if you have all of the information with you when you start the entry process. You may enter as many songs as you want and are not penalized if you enter more than is required for your projected number of rounds but the system will warn you when you have not entered the required number of songs based on the types of contests you have selected in the previous entry screens. A one round contest requires 2 songs, a two round contest requires 4 songs, etc. and you will have to have the required number to compete.

Instructions about submitting song clearances

BHS Marketplace Songs or Medleys carried in the BHS Marketplace

You will only need the marketplace ID number that came with the song or medley when you purchased it. If you don't know the ID number, you can enter all or a portion of the song title and it will search the marketplace song inventory for the arrangement ID number and you can select the correct one.

Other Sources

These instructions apply to songs that you did not get through the BHS Marketplace. You will need all of the detailed information provided at the time the arranger received the copyright clearance. If it is a medley or song arranged by you or acquired from another arranger, you will need all of the proof of copyright clearance information for all songs in the medley. If the arranger used a marketplace song as part of the medley, you can enter the marketplace ID in that medley submission.

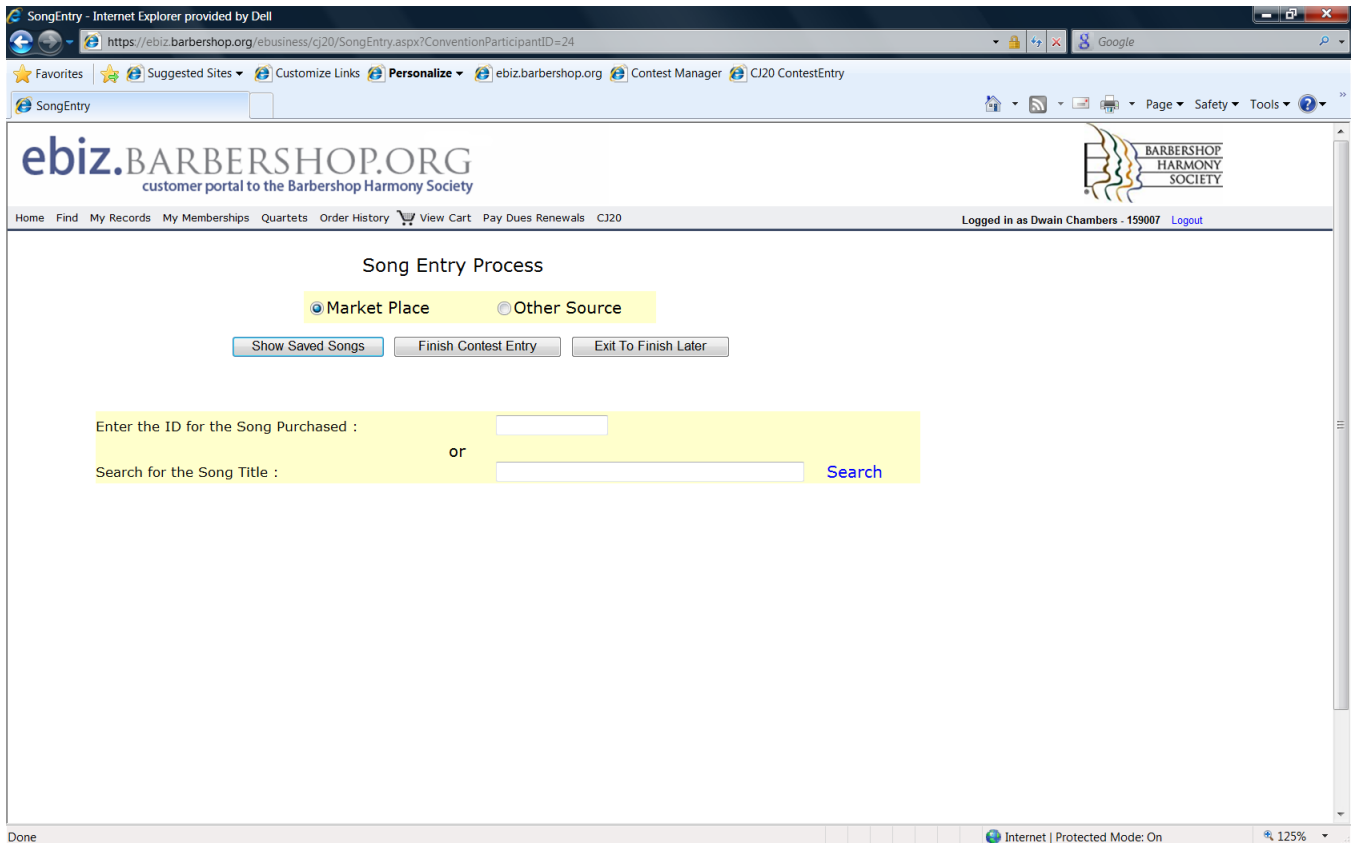
At the bottom of the page, there is a "Continue" button.

The next screen you see after the general instructional screen is the main processing screen for the song entry process. You will see two radio selection buttons to use depending on whether the song you are entering is from the BHS marketplace or from Other Sources.

The Marketplace entries are fairly easy – just enter the ID number for that song or medley from the marketplace and verify that it is the one you acquired. If you don't have the ID number, enter all or a portion of the title and the system will find if it can locate those words. Then scroll down the list and save the one you acquired.

The Other Source songs require much more information that should be provided by the arranger when you purchase the arrangement.

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Let's focus on the more difficult song title entry process – **the Other Source process**.

Since you are just now entering a contest using the EBIZ version of the process and you don't have any saved songs, click the Other Sources button and you will see the screen below. As you enter songs, the system automatically displays them above the song entry area and the example shown already has 3 songs entered. If the song you want to enter is just a single song arranged for you by an arranger, Click NO. That sets the screen up for your entry of a single song.

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Song Entry Process

Market Place Other Source

Click [HERE](#) to See the Previously saved Songs

Arrangement ID	Old Id	Product Id	Source	Song Title	Arranger	Edit Songs in Medley	Delete Song	Edit Song Details
1			Miller Music Co.	If I Give My Heart To You	Jim Clancy		<input type="button" value="Delete"/>	<input type="button" value="Edit"/>
2			Renee Craig Music	Look Me Up When You're In Dixie	Renee Craig		<input type="button" value="Delete"/>	<input type="button" value="Edit"/>
3			Other Source	Girls Medley	Don Gray	MEDLEY	<input type="button" value="Delete"/>	<input type="button" value="Edit"/>

Medley YES NO

Song Title

Arranger

Composer

Lyricist

Copyright Owner

Copyright Date

Permission to arrange Date

Date Purchased by Contestant

Start by entering the data for fields identified in the left margin and provided to you by the arranger. All of that information is required including the date fields in the format specified. When you save, it will take you back to the above song entry screen either to add another song, continue, or exit to finish later.

Let's assume that your next song is a medley that you purchased from one of our well known arrangers. Click Other Source again and then click the YES button for a medley.

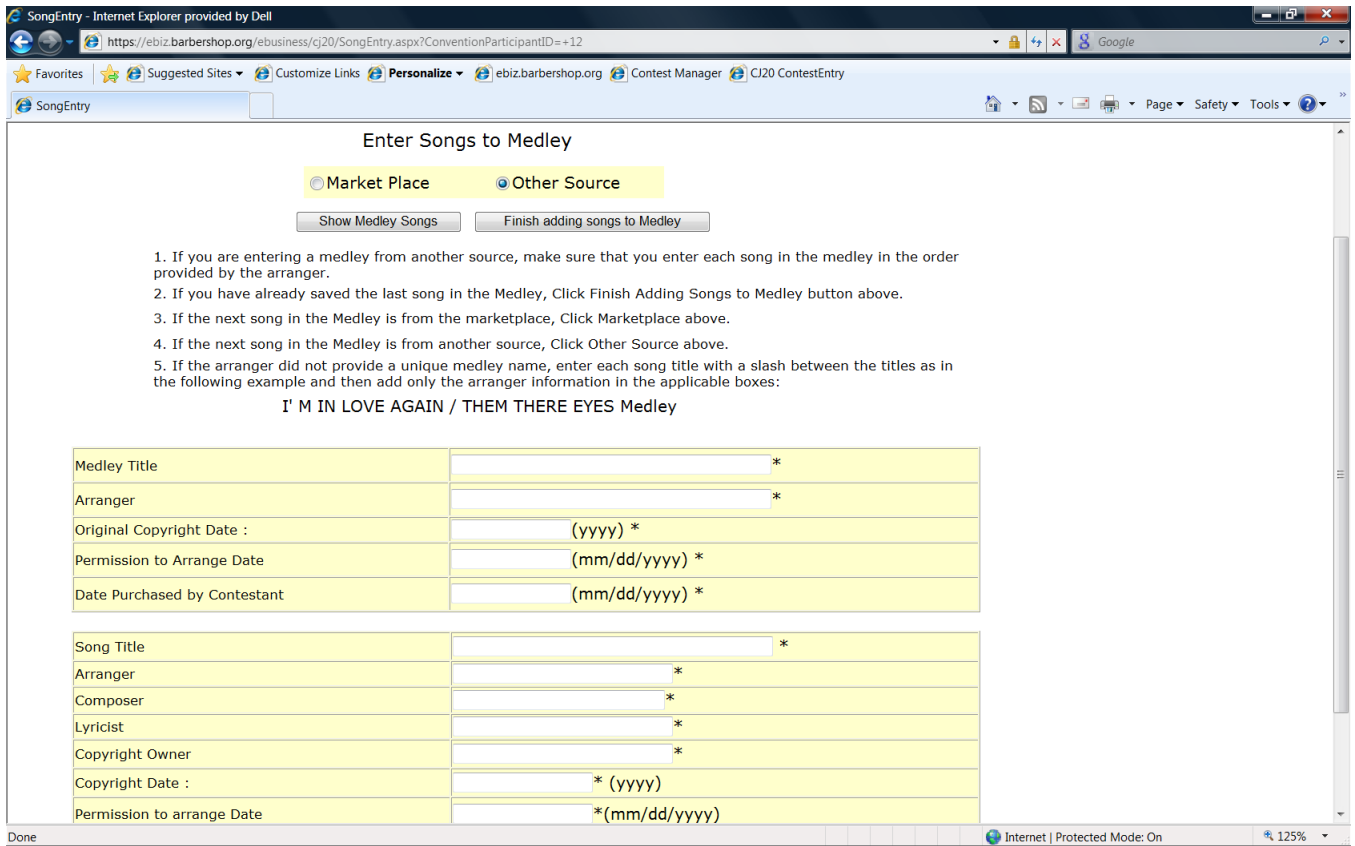
Look at the Enter Songs to Medley screen below and note that the title is changed to Enter Songs to Medley and the format is changed slightly with the medley definition process above the song information to be entered and there are specific instructions provided. Please read and follow those instructions as the process may not work correctly unless you do. After you enter the medley information followed by the first song in the medley and Save, you will stay in this process until you have entered the other songs in the medley and the medley information will be displayed on every screen.

Once you are in the medley process, you can switch from Other Source to Marketplace and vice versa depending on how the arranger put the songs together.

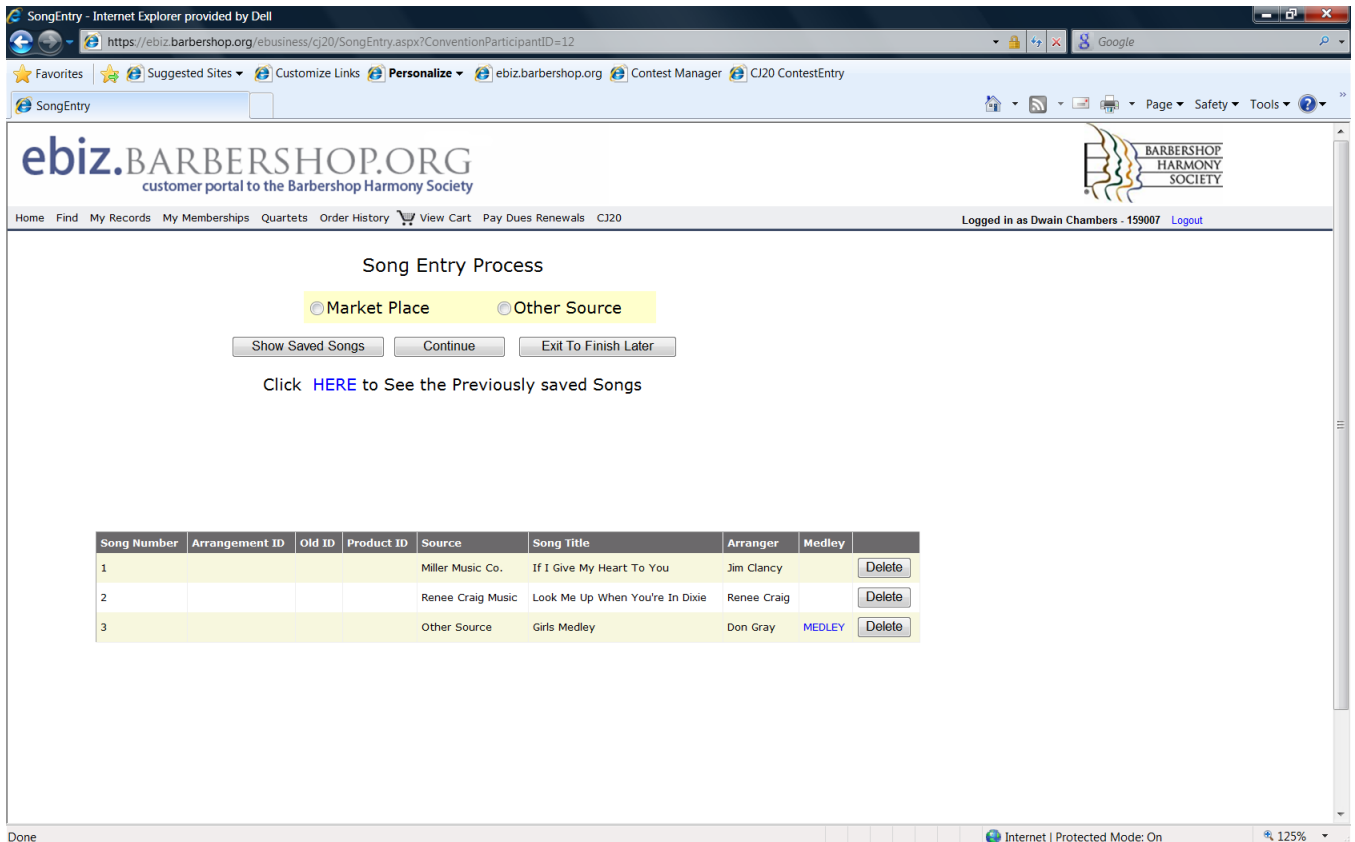
At any time you need to view the songs you have saved in this medley, just click the Show Medley Songs while on the Enter Songs to Medley screen and the program will display those songs.

When you have added the last song to the medley and saved it, you can add another song to your entry process, continue to confirmation, or exit to finish later.

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If you are not sure how many you have saved, click Show Saved Songs and it will display the following screen.



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At this point, let's assume that you have entered all of the songs for the contest. If you don't enter the number of songs required for the contests that you entered, it will give you a warning on the confirmation screen and report. Example: Entering a 2 round district quartet contest requires that you submit 4 cleared songs. You may enter more songs than required but if don't submit enough now, you must eventually submit 4 cleared songs to satisfy the clearance requirement. Non-compliance could result in disqualification.

Exit to Finish Later will take you back to the CJ20 ENTRY PROCESS screen and you can return later to update the information but the entry will be shown as Incomplete.

Click Continue and the program will take you to the review and certification process.

Review and Certification

The review and certification process provides an opportunity for you to review all of the information to make sure that you can certify your information and the below screen let's you view what you have done. It also provides caution flags in **red** for any items that must be corrected before the contest date. It is displayed in the following 3 screen shots even though it is one long screen on the web site.

Contest Entry Confirmation

Please review the information below regarding your contest entry. If it is correct, Click on the 'ENTER CONTEST' button below.

Convention Name : TEST DC International Quartet Preliminaries & Small Chorus
Convention

Convention Date :3/19/2009-3/22/2009

Location : Las Vegas,NV

Chorus Information

Chorus Name : Cotton Boll Chorus , Memphis , TN

Person who filled the CJ-20 Entry Information : PersonID : 159007 Person Name : Dwain Chambers Persons Email Address : dwainca38@comcast.net

Note : There are 7 members whose membership expires prior to the contest date. Please make sure that all those that are going to sing on stage renew their membership prior to the contest.

Contest Entry Details :

Comments :

Number of Participants on the Stage : 26

Riser : 5

Evaluation Type : Normal Evaluation and Coaching

SubSessions :

Session Name	SubSession Name	Division
Chorus	District Qualification Chorus	AZ Division

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Contest Entry Publish - Internet Explorer provided by Dell
 https://ebiz.barbershop.org/ebusiness/cj20/SongEntry.aspx?ConventionParticipantID=19

Contest Entry Publish

Song Number	Arrangement ID	Old Id	Product Id	Source	Song Title	Arranger	Medley
1	5974		200517	Market Place	Be My Baby Tonight	Dale, Aaron	
2				ABC	If I Give My Heart To You	Jim Clancy	
3				Other Source	Bubble Medley	Tom Gentry	MEDLEY
a				Public Domain	I'm Forever Blowing Bubbles	Tom Gentry	
b	4622	7149		Market Place	Soft Shoe Song		
c	2252	12125		Market Place	On The Good Ship Lollipop	Knight, Mel	
d	3987	11062		Market Place	I Got Rhythm	Waesche, Ed	
e				Edward B. Marks Music Company	Lollipop	Tom Gentry	
f				Tom Gentry	Bubble Medley Intro and Closing Verse	Tom Gentry	

ASSIGNMENT OF COPYRIGHTS

On behalf of the chapter/quartet, the undersigned hereby grants the Society for the Preservation and Encouragement of Barber Shop Quartet Singing in America, Inc. (hereinafter "BHS") and its successors and assigns, the exclusive right to record, film, and videotape ("Recordings") any or all of the chapter's/quartet's performances at the International competition. The undersigned further unconditionally assigns to BHS any and all copyrights that we may have in the Recordings. All rights to fees, commissions, royalties, or profits received as the result of the distribution, sale or lease of the Recordings in any form now known or hereafter devised are the exclusive property of BHS and may be retained and be used by BHS in any manner.

I Agree

CERTIFICATE OF COPYRIGHT CLEARANCE

We, the undersigned, hereby warrant and represent to BHS that with respect to the musical works we intend to perform in International competition, we have obtained from the appropriate music publishers, copyright owners, arrangers, and/or their respective agents, all licenses, grants of rights and permissions that may be required for our performance of such musical works. We understand that failure to obtain proper copyright clearances and authorizations for the musical works performed are grounds for disqualification from the contest.

I Agree

Contest Entry Publish - Internet Explorer provided by Dell
 https://ebiz.barbershop.org/ebusiness/cj20/SongEntry.aspx?ConventionParticipantID=19

Contest Entry Publish

f	Tom Gentry	Bubble Medley Intro and Closing Verse	Tom Gentry
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I Agree

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I Agree

MEMBERSHIP AND CONVENTION REGISTRATION

All of our members that compete on stage will be paid up members of the Society and will have a convention registration as defined in the Society C&J Handbook.

I Agree

When you have confirmed that all of the information is correct, read and check the three "I Agree" boxes at the bottom of the display and then click Enter Contest. If it is not acceptable, it will give you error messages that you

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must correct. Example: You did not check one of the “**I Agree**” boxes. Correct the errors and click Enter Contest. You also can return back to the Enter songs process or back to edit the sub-session information.

Once you have entered the contest, you and other designated recipients will receive this screen and you will receive a copy of the entry confirmation by email.



Hints and Do's and Don'ts during the CJ20 Entry process

1. Any song in the entry process can be a song, a medley of songs, or a parody. Any reference in this document to a song can be any one of these.
2. All individual songs or songs in BHS medleys with a stock number are completely cleared and do not need a detailed breakdown of individuals songs.
3. A medley that you acquired from an arranger or did yourself requires that you provide all of the clearance information for each song in the medley unless the songs used in the medley are already cleared with a BHS stock number. When you enter the song information, you should enter each song in the order that they are sung in the medley.
4. You will not be able to start a new CJ20 entry if you are doing it after the closing date of the CJ20 entry process. Contact your DRCJ if you need to do this.
5. You can update and edit information up to the date of the contest. However, the DRCJ and the CA's for the contest who use this information may not receive it if you wait until then so you should be prepared

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with paper copies at the contest site of any songs added late.

6. If you have requested a new arrangement from an arranger but have not yet received clearance, you will not be permitted to perform it until you get the clearance. Use the comments field in the record to notify the DRCJ and/or HQ that you are awaiting clearance for a song. When you get the clearance, you can enter the information by selecting the song edit process from the CJ20 Contest Entry Screen.
7. You are not permitted to edit a BHS arrangement. If you need to change a BHS arrangement to another BHS arrangement of the same song, delete the first one and select a different song.
8. If you inadvertently skipped a song when entering a song in the Other Source Medley process, you may have to start over or delete the songs after the point that you skipped the song and then start entering songs again from that point until you are finished.
9. You may enter as many songs as you want and if you are working on several songs but haven't selected the ones you want to compete with, enter all that you are working on.
10. You do not have to enter the songs in the same order that you sing them.
11. There are times when you need to Save and Finish Later and that is fine. The entry will be marked as Incomplete and you can return and update the entry record later.
12. If you later return directly to the Song Entry process and you have not completed the entries prior to the song entry, the program will return to that earlier process first for you to complete it.
13. Each time you return for any reason to the confirmation screen after you have been notified that you are entered in the contest, you are required to again respond to the check boxes for certification and membership.
14. When searching for a song that you don't know the ID, try to enter several consecutive words in the title so that the list is easier to find your song. For example, searching for 'Love' will generate a very long list of songs with Love in the title where 'Is Love' generates only 4 songs to select from and 'My Love' generates 8 songs.