

Upload Instructions for Forms

Only Group Administrators have access to upload forms to CompetitionSuite.

FFCC requires all groups upload their forms directly into CompetitionSuite for review and approval by a Circuit Administrator. To upload your forms, please follow these steps:

1. After logging into CompetitionSuite, go to your Team Profile
2. Click the Administration menu option from the tabs across the top of the page.
3. Click the Data menu option on the left margin menu.
4. Click the Upload Document icon next to the form you wish to submit.
5. Either drag and drop your form into the upload box, or click the upload box to open a file selection window.
6. The file will now show as Pending Approval. You may view your submitted file by clicking the link next to the file upload button.

Required Forms

All of the required forms can be found in the “Resource” section of the Competition Suite website once you have logged in and selected your Team Profile. You will find the “Resource” tab across the top of the page.

Scholastic Teams

The Participating Group Master Agreement is required of all teams competing in an FFCC-sanctioned event. This form must be on file with the circuit by December 15 prior to the competitive season, or your team will lose priority performance position. Further, your team will not be scheduled to compete until the completed form is on file. This form has replaced the Scholastic Eligibility Form and Team Roster previously required of all scholastic teams.

There are two versions of the agreement – one for teams whose students all attend the same school, and one version for teams that are combining students from multiple schools in the same school system. Please make sure that you complete the correct version of the form to avoid any issues. For combined schools you must complete the page requiring a school officials signature for each of the additional schools involved.

[Single School Agreement](#)

[Combined School Agreement](#)

Only Group Administrators have access to change The Team Profile Information on Competition Suite.

To submit or alter your Team Profile information, please follow these steps:

1. After logging into CompetitionSuite, go to your team.
2. Click the Administration menu option.
3. Click the Data menu option on the left margin menu.
4. Click the “Pencil” icon next to the item you wish to submit or change.

5. Enter the new information into the text box. Make sure to click **Save** when you are finished to submit your changes.
6. The new information will now display on your Team Profile. Some items must be approved by a Circuit Administrator for changes, and will show a "Pending Approval" icon to the left. Once an FFCC Administrator accepts these changes, this icon will disappear.

Announcer Information on your Team Profile is required ten days prior to your first performance. Details entered here will be used to generate your Spiel Sheet for events. You may customize details such as team name and show title, however no deviation from the standard script used for all groups will be announced.

Required Forms

Independent Teams

The Participating Group Master Agreement is required of all teams competing in an FFCC-sanctioned event. This form must be on file with the circuit by December 15 prior to the competitive season, or your team will lose priority performance position. Further, your team will not be scheduled to compete until the completed form is on file.

INDEPENDENT TEAM AGREEMENT

All independent groups are required to submit proof of insurance coverage in order to perform at a FFCC sanctioned event. You can find detailed information on required coverage and purchasing Insurance in the Insurance Information document.

INSURANCE INFORMATION

Section 8.3.5 of the FFCC Policy and Procedure manual restricts the participation of scholastic performers in Independent Teams to protect performers from potentially unsafe conditions due to significant age differences in Independent Teams that may place minors in direct and ongoing contact with adult performers, it also protects scholastic teams from loss of performers due to recruitment and protects them from financial loss.

Scholastic performers must meet all the requirements set forth in policy to be eligible to participate with an Independent Team. Independent Team Directors must secure the required documentation on the Scholastic Member Release Form and have it on file with the FFCC by December 15 prior to the start of the season for the performer to be eligible.

SCHOLASTIC PERFORMER RELEASE

Only Group Administrators have access to change The Team Profile Information on Competition Suite.

To submit or alter your Team Profile information, please follow these steps:

7. After logging into CompetitionSuite, go to your team.
8. Click the Administration menu option.
9. Click the Data menu option on the left margin menu.
10. Click the "Pencil" icon next to the item you wish to submit or change.

11. Enter the new information into the text box. Make sure to click **Save** when you are finished to submit your changes.
12. The new information will now display on your Team Profile. Some items must be approved by a Circuit Administrator for changes, and will show a "Pending Approval" icon to the left. Once an FFCC Administrator accepts these changes, this icon will disappear.