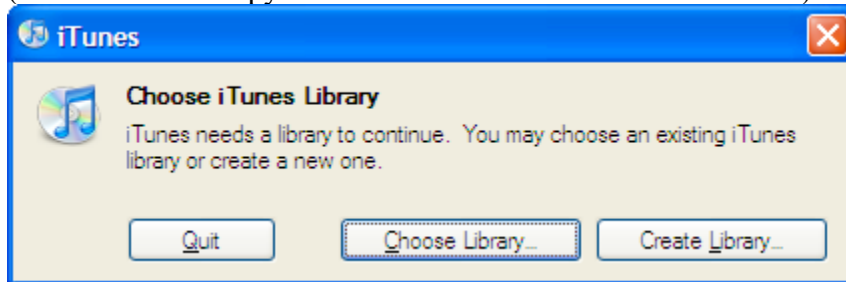


Judges' Materials - Audio

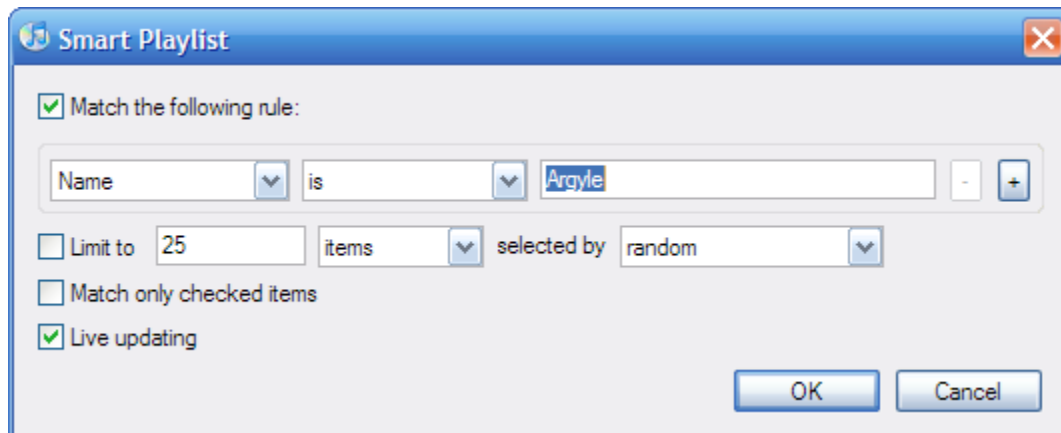
Pre-Event preparation

iTunes

- Hold the SHIFT key while clicking the iTunes icon to start iTunes. Continue to hold the SHIFT key until iTunes prompts you to choose or create a library. If iTunes starts without this prompt, close it and try again making sure to hold the SHIFT key.
- Click the “Create Library” button and create an “iTunes – PDLC” folder. (I’ve included a copy of the folder used in 2008 as a reference)



- Using the “File, New Smart Playlist” menu option, create a smart playlist for each drumline from the event roster. Set the playlist to match by “Name”



- It is recommended that you also create smart playlists for drumline category and judges. These can provide a quick checklist during the event day to verify that all recordings have been downloaded from the DVRs.

Digital Recorders

- Make sure the recorders have fresh batteries and have the correct date and time. (Make sure to remove batteries immediately post-event so the recorders are kept in good condition.)

- Erase any existing recordings from all folders (see the PDF manual in the same folder as this document for recorder programming instructions).
- Make sure AVR setting is OFF on the recorders. For each drumline judge, label 2 recorders with the name of each judge. In other words, each judge will alternate using the same two DVRs throughout the event.

Day of Event

Judges' Instructions

- Hold the PLAY button for a couple of seconds until display comes on.
- Press the Record button to begin a new recording.
- Set the Lock switch to the Lock position to prevent accidentally using other buttons while recording.
- Begin each recording by stating your name, time, and drumline to “label” the recording file.
- Once the performance ends and you’ve completed your comments, set the Lock switch to the Unlock position.
- Press the STOP button to end recording and close the DVR file for that drumline.
- Write the file number (from the top left of the DVR display), on the scoresheet

Downloading Recordings

- With iTunes running, attach the DVR via the supplied USB cable.
- Open Windows Explorer. The device will be mounted as a new disk drive within the “My Computer” icon. Find any new files not already copied in previous downloads and copy them to the iTunes folder.
- In iTunes, select the “File, Add Folder to Library” menu option. Browse to the same folder you copied the new recordings in the previous step and click OK.
- Be sure the “Music” toolbar option is selected in iTunes so you can see any recordings added to the library.
- New recordings will be shown with Names in the format REC000, where 000 is a sequential number for each recording on the device.
- Click each new file to play the recording and hear the judges’ “label”. Right click the file, select the Info tab, and update the file as follows:
 - Enter the drumline name in the Name field.
 - Enter the judges’ name in the Artist field.
 - Enter the show Category in the Album field
 - Enter the performance number of the line from the schedule in the Track field.
 - Enter the file number from the DVR in the Disc field.

Burning CDs

- Once all three judge’s recordings have been downloaded for a given drumline, right click on the smart playlist for that drumline and select “Burn Playlist to Disc.”
- Apply CD label and place the CD in the drumline directors’ packet.