

Music Organisation Standard Operating Procedure

The person collecting and organising music prior to the competition will need to have an account through Dropbox. It is possible to create a free account through www.dropbox.com

As per the competition schedule each club should create a folder in Dropbox that has all the music for their vaulters in it and then they will share the folder with you. You can then download all of the competitors' music.

Once it is all downloaded set up a folder for each class in the order of the draw (label folders '*1. Horse Familiarisation' etc.*). Add the competitors run in, compulsory and freestyle music for each class. Note that some classes will only have the vaulters performing compulsories and freestyle at separate times of the day.

It is good practice to also have a folder labelled All Music and have copies of all competitors' music in there in case there is an issue on the day with one of the class folders.

Go through and double check that the music for all competitors is downloaded and in the correct folder. If you are missing someone's music, please let the club contact know.

Check that every music file works. Clubs should be sending all their music through as an mp3 file, however, sometimes files will get corrupted during the sending or downloading process.

Once all the music has been sorted you can upload it to Dropbox and send an invite to the person who will be doing music on the day as well as one of the competition organisers as a backup. It is also a good idea to bring a copy of the music on a USB on the day of the competition.