



MORNING SPEAKER SETUP:

- MAKE SURE SPEAKER IS TURNED ON (SWITCH ON THE BOTTOM). A BLUE LIGHT WILL TURN ON. LOG INTO COMPUTER.
- OPEN INTERNET BROWSER AND PLAY MOTOWN PLAYLIST ON YOUTUBE FOR BACKGROUND MUSIC.
- ADJUST THE VOLUME ON THE SPEAKER, **NOT** ON THE COMPUTER. USE THE KNOB ON THE FAR RIGHT ONLY.
- **TEST THE MICROPHONE AND ADJUST THE VOLUME IF NEEDED. MICROPHONE KNOB IS ON THE FAR LEFT.**

TIMED WARM-UPS:

- STOP THE MOTOWN MUSIC OR TURN IT DOWN WHEN THE ANNOUNCER NEEDS TO MAKE AN ANNOUNCEMENT.

BEFORE MARCH IN ANNOUNCEMENTS:

- **STOP THE MUSIC**

MARCH IN/NATIONAL ANTHEM:

- PLAY MARCH IN MUSIC

*****The National Anthem will only play during the very first March in. Wait for the announcement to please stand. Then play the National Anthem. At the end of the song, continue to play the march in music*****

- **STOP THE YOUTUBE PLAYLIST. MINIMIZE THE INTERNET BROWSER. OPEN THE ROTATION MUSIC FOLDER.**

COMPETITION MUSIC (LEVEL 3):

- Gymnasts compete two at a time. The music folder only lists one of their names. If a gymnast competes alone, her name appears on the file.
- **Wait for the gymnasts to get in their pose. Then double click on the song file. ***File should start and stop on it's own in either iTunes or Windows Media Player*****
- WA stands for floor music

ANNOUNCING GYMNASTS (level 4-10, Xcel):

- Gymnasts compete one at a time.
- **Wait for the gymnasts to get in their pose. Then double click on the song file. ***File should start and stop on it's own in either iTunes or Windows Media Player*****

SCRATCH

- In the case of illness or injury, a gymnast may choose to be withdrawn from the competition. These are referred to as “scratches”
- The head coach will notify the meet director, who will then tell the judges, music/announcing team, and visiting coaches.
- Immediately cross her name off the rotation in every event.
- Level 3: keep the rotation as is. If she was competing by herself, play the music file for the next names on the list.
- Level 9 and groups: keep the rotation as is, play the music file for the next name on the list.
- LEVEL 4-8: **Pay close attention to the judging panel and be sure to double check the name and apparatus on the music file.** If the scratched gymnast was supposed to be judged by panel 1, play the music file for the next name for panel 1. Then go back up to play the music file for the name for panel 2. Then go back down to the next music file you haven't played yet for panel 1. This will mix up your order, but it will eventually even itself out.