

# Instructions on How to Fill Out the Spiel Sheet Information

## Step 1: Login to the Director's Only Website

The screenshot shows the homepage of the Winter Guard International (WGI) website. The browser window title is "Home - Winter Guard International . Sport Of The Arts - Windows Internet Explorer" and the address bar shows "http://www.wgi.org/". The website features a navigation menu with "Events", "From the Floor", "Education & Resources", and "About WGI". A central banner for "wgi focus" is displayed, along with a "Virtual FOCUS - Winter 2011" section. A "Site Login" section is highlighted with a red arrow, containing a "Username" field, a password field, and a "Log In" button. The "Site Login" section is labeled "Directors, Instructors & Judges only".

Home - Winter Guard International . Sport Of The Arts - Windows Internet Explorer  
http://www.wgi.org/

File Edit View Favorites Tools Help  
Favorites Home - Winter Guard International . Sport Of The...

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Events From the Floor Education & Resources About WGI

wgi the official news of wgi sport of the arts  
focus  
PAST PERFORMERS FIND NEW SUCCESS

Virtual FOCUS - Winter 2011 »

Efocus SignUp:  
Sign up for Efocus a monthly e-newsletter to stay up-to-date on all the latest info from WGI!  
email address Sign Up >

Site Login: Directors, Instructors & Judges only  
Username Password Log In >  
forgot password?

News & Updates: Scores & Upcoming Events

- 01-31 "Paranoia" Spreads at Brahma of USF
- 01-31 Greater Johnstown HS Soars with "Icarus"
- 01-28 Enterprise Teams up with WGI
- 01-28 Velocity asks "Who is your Dark Passenger?"
- 01-28 Norwalk Percussion takes on Open Class
- 01-27 Artistry in Blue's "Once in a Blue Moon"
- 01-27 Victor HS's Presents "The Glass is Half..."
- 01-26 Percussion Clinics at FFCC Premier Events
- 01-26 The Debut of Precision Percussion
- 01-25 New Color Guard Educational Videos Posted!

previous next

## Step 2: Go to Manage Units

Dashboard - WGI - Windows Internet Explorer  
https://www.wgi.org/secure-user-area/dashboard.php?

File Edit View Favorites Tools Help

Follow Us: [Facebook] [Twitter] [YouTube] [LinkedIn]

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Events From the Floor Education & Resources About WGI

**DASHBOARD: News | Forms | Videos**

**Color Guard News**  
01/25 New Color Guard Educational Videos Posted!  
01/21 2011 Scholarship Deadline Approaching  
01/20 New Video Screens Promise New Experience  
01/14 Paperless Judging Information  
01/14 2011 Color Guard Judging Assignments  
01/05 2011 WGI Scholarship Application  
01/04 2011 Advisory Board Meetings Announced  
01/03 Science of Winning by Shirlee Whitcomb

[View Past News>](#)

**Color Guard Forms**  
2011 Regional Reminders - Color Guard  
WGI Bylaws  
WGI Policy Manual  
Judge Evaluation Form

Scholastic Eligibility Certification Letter  
Judge Evaluation Form

[View All forms>](#)

**Percussion News**  
01/21 2011 Scholarship Deadline Approaching  
01/20 New Video Screens Promise New Experience  
01/14 Paperless Judging Information  
01/05 2011 WGI Scholarship Application  
01/04 2011 Advisory Board Meetings Announced  
12/10 2011 WGI Scholarship Application  
12/01 Insurance Requirement Changed for 2011  
11/16 2011 Percussion Assignments

[View Past News>](#)

**Percussion Forms**  
2011 Regional Reminders - Percussion  
WGI Bylaws  
WGI Policy Manual  
Public Domain Form  
Original Composition Form  
Permission to Arrange  
Scholastic Eligibility Certification Letter

[View All Forms>](#)

Director Area **LOGOUT**

- Dashboard
- News
- Forms
- Contests
- Edit Personal Profile
- Manage Units**
- Entries

SHOP ONLINE

TICKETS

DOWNLOADS

wgi FAN NETWORK

### Step 3: Choose your participating color guard or percussion ensemble

The screenshot shows a web browser window titled "Manage Units - WGI - Windows Internet Explorer". The address bar shows the URL "https://www.wgi.org/secure-user-area/manage-units.php". The page header features the WGI logo and the slogan "Sport of the Arts". Navigation tabs include "Events", "From the Floor", "Education & Resources", and "About WGI". A search bar is located in the top right corner.

The main content area is titled "Manage Units" and contains a section for "Unit Connections:" with the following list:

- TestLH - Perc - Scholastic Marching World (Primary)
- TestJB - Independent Marching A (Secondary)
- TestLH - CG - Independent World (Primary)** (highlighted with a red arrow)
- TestLH - CG-SRA - Scholastic Regional A (Primary)

Below the list, there is a note: "If you wish to change your color guard/percussion ensemble's class, the primary contact must send an email to [bollman@wgi.org](mailto:bollman@wgi.org) before this change can be made." Another note states: "If you wish to change your primary and/or secondary contact on your color guard/percussion ensemble, please email Judy Bollman at [bollman@wgi.org](mailto:bollman@wgi.org)."

On the right side, there is a "Director Area LOGOUT" section with a menu of options: Dashboard, News, Forms, Contests, Edit Personal Profile, Manage Units, and Entries. Below this menu are four buttons: "wgi FAN NETWORK", "SHOP ONLINE", "TICKETS", and "DOWNLOADS".

## Step 4: Click on the Show Tab

The screenshot shows a web browser window displaying the WGI website. The browser's address bar shows the URL: <https://www.wgi.org/secure-user-area/edit-Independent-World-ensemble-TestLH---CG.html>. The website header features the WGI logo and the tagline "Sport of the Arts". A navigation menu includes "Events", "From the Floor", "Education & Resources", and "About WGI". A search bar is located in the top right corner. The main content area is titled "Unit: TestLH - CG" and contains a tabbed interface with "Unit", "Show", "Events", "Championships", "Auditions", and "Music" tabs. The "Show" tab is currently selected, and a red arrow points to it. The "Unit Information" section includes fields for Type (Color Guard), Class (Independent World), Web Site (http://), Emergency Cell 1 (8596305682), and Emergency Cell 2. There are also sections for "Rulebook Download" (Download PDF of Color Guard Rulebook) and "Paperwork Status" (Membership, Insurance, Music License Form). A "Save Unit Information >" button is at the bottom of the form. On the right side, there is a "Director Area LOGOUT" section with a menu of options: Dashboard, News, Forms, Contests, Edit Personal Profile, Manage Units, and Entries. Below this menu are four buttons: "wgi FAN NETWORK", "SHOP ONLINE", "TICKETS", and "DOWNLOADS". At the bottom right, there is a promotional banner for "ALL FANS FAVORITE DVDs".

## Step 5: Fill out the 5 blanks and click Save Unit Information

Unit: TestLH - CG

Unit Show Events Championships Auditions Music

Spiele Sheet - Required for All Units

Number of Performers

Director's Name

Unit City

Unit State

ShowTitle

ShowDescription

Staff

Sponsors

Costume Design

Set Design

[Save Unit Information >](#)

[Back to List >](#)

Director Area **LOGOUT**

- Dashboard
- News
- Forms
- Contests
- Edit Personal Profile
- Manage Units
- Entries

wgi FAN NETWORK SHOP ONLINE

TICKETS DOWNLOADS

Save the Date! SPINFEST!! 2011 SEPTEMBER 10-11 Dallas, Texas - Special Events Center