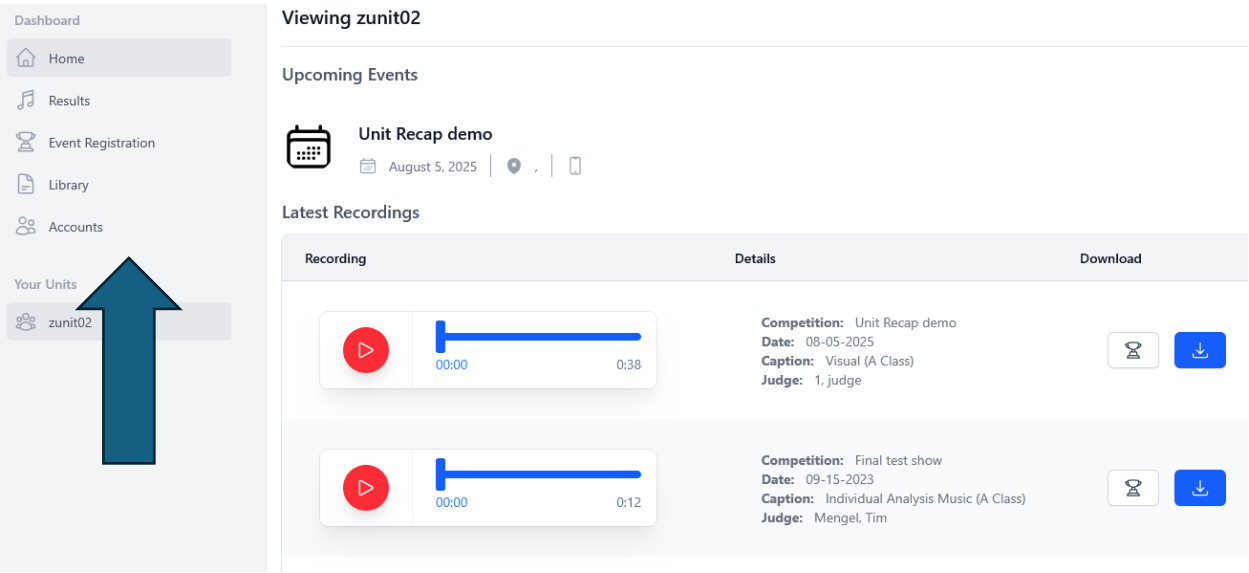
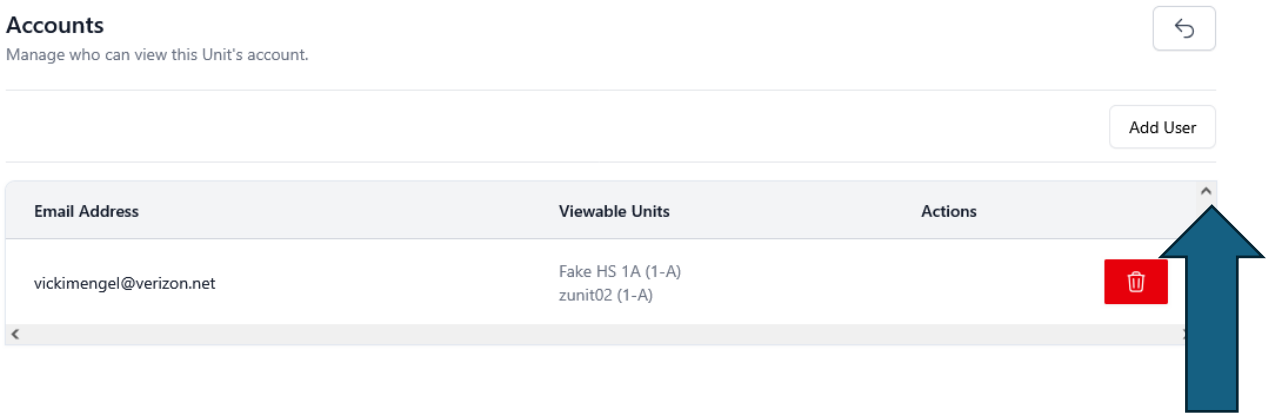
INSTRUCTIONS ON RECEIVING RECAPS

In order for your staff members to access the recap for your show, you need to add them to your account.

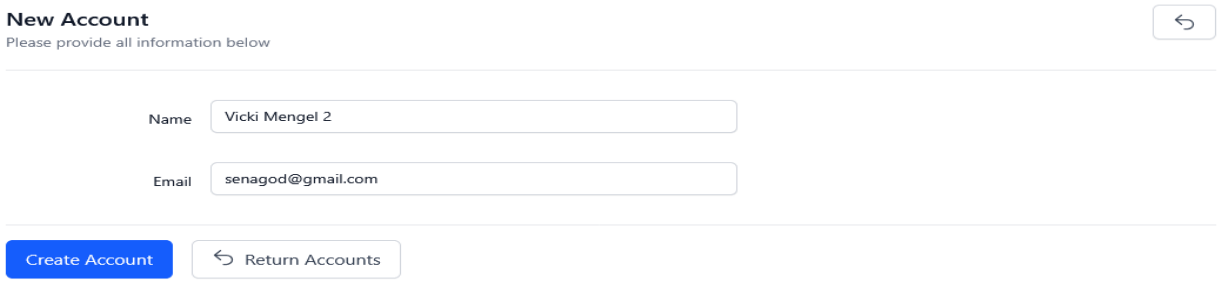
First, log into your band's account in Windi.



Then, click on Accounts.

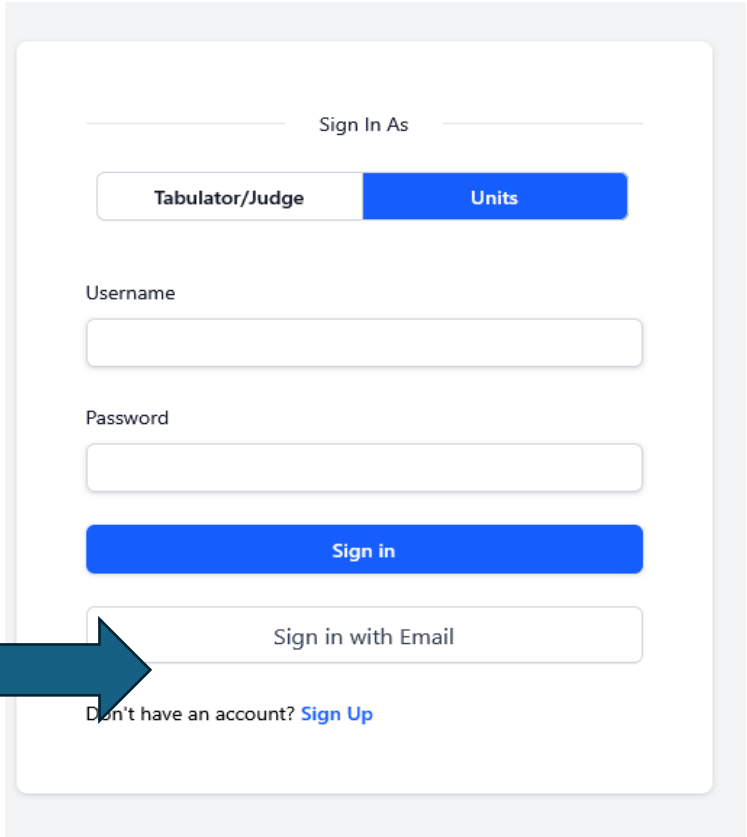


You will see that your e-mail address is there with the list of viewable units, which will include your band. Click on Add User to add the e-mails of the staff members you wish to have access to the recaps. You can add 4 additional staff members onto your account.

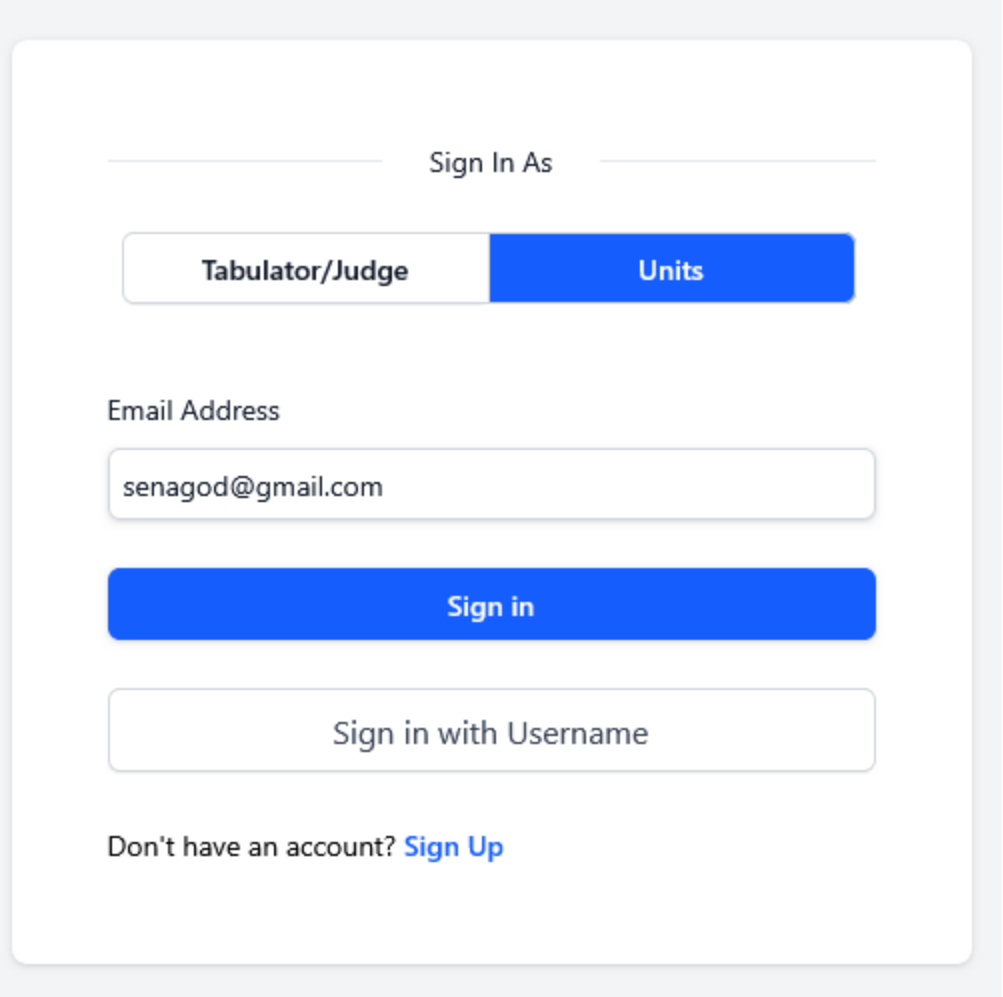


After entering their name and e-mail address, click Create Account. Their name and e-mail address will then be displayed in the account. If you want to remove someone's access to the recaps, click the Trash icon next to their information.

When the competition is completed and you're ready to head into critique, your staff members need to log into Windi at windi.njatob.org. They will see this screen.



They must click on Sign in with Email. Next, they will see a screen that looks like this.



They will then receive this e-mail. Click on Log Into Your Account.

9:17

2

WINDI @ National Judges A... 9:12 PM
To: senagod@gmail.com >

WINDI Login Link

Hello Vicki Mengel 2,

You requested a login link for Windi.

Click the link below to log in:

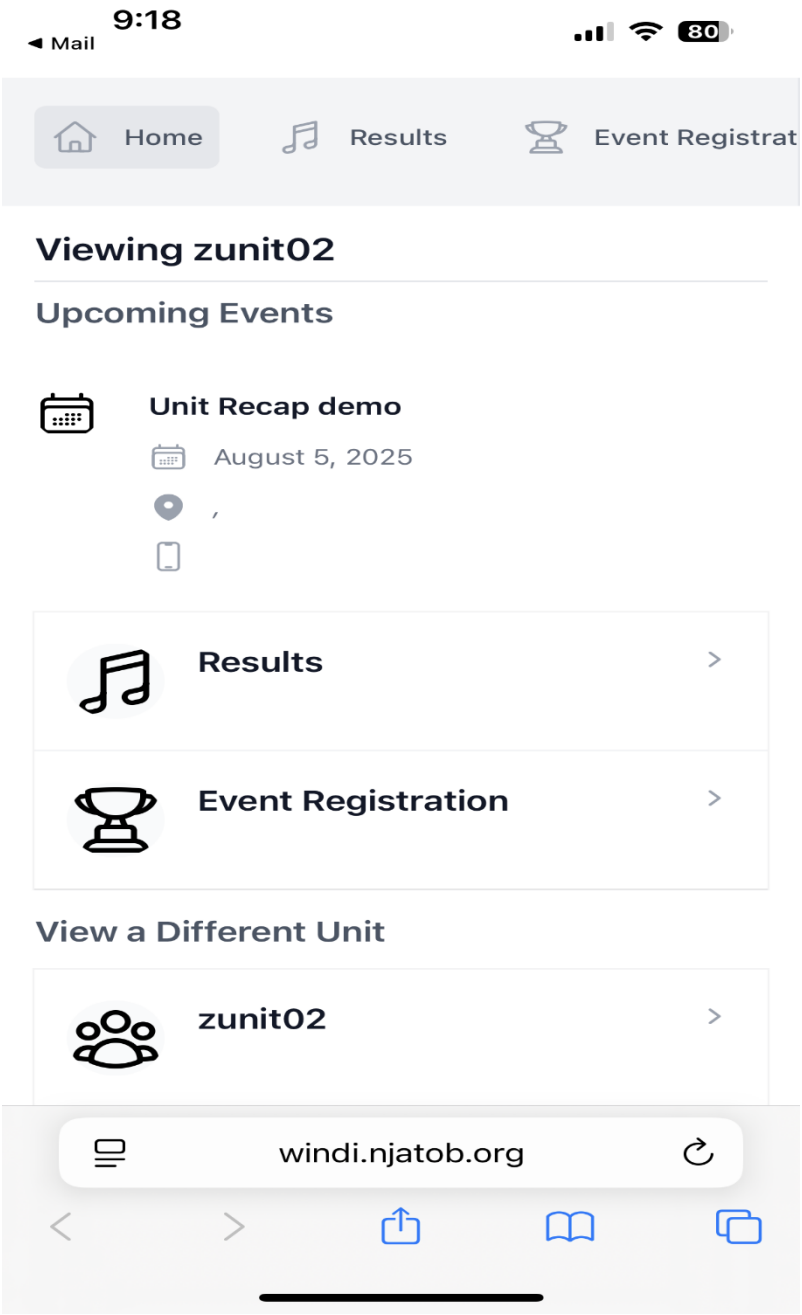
Log in to your account

This link will expire in 15 minutes. If you did not request this link, please ignore this email.

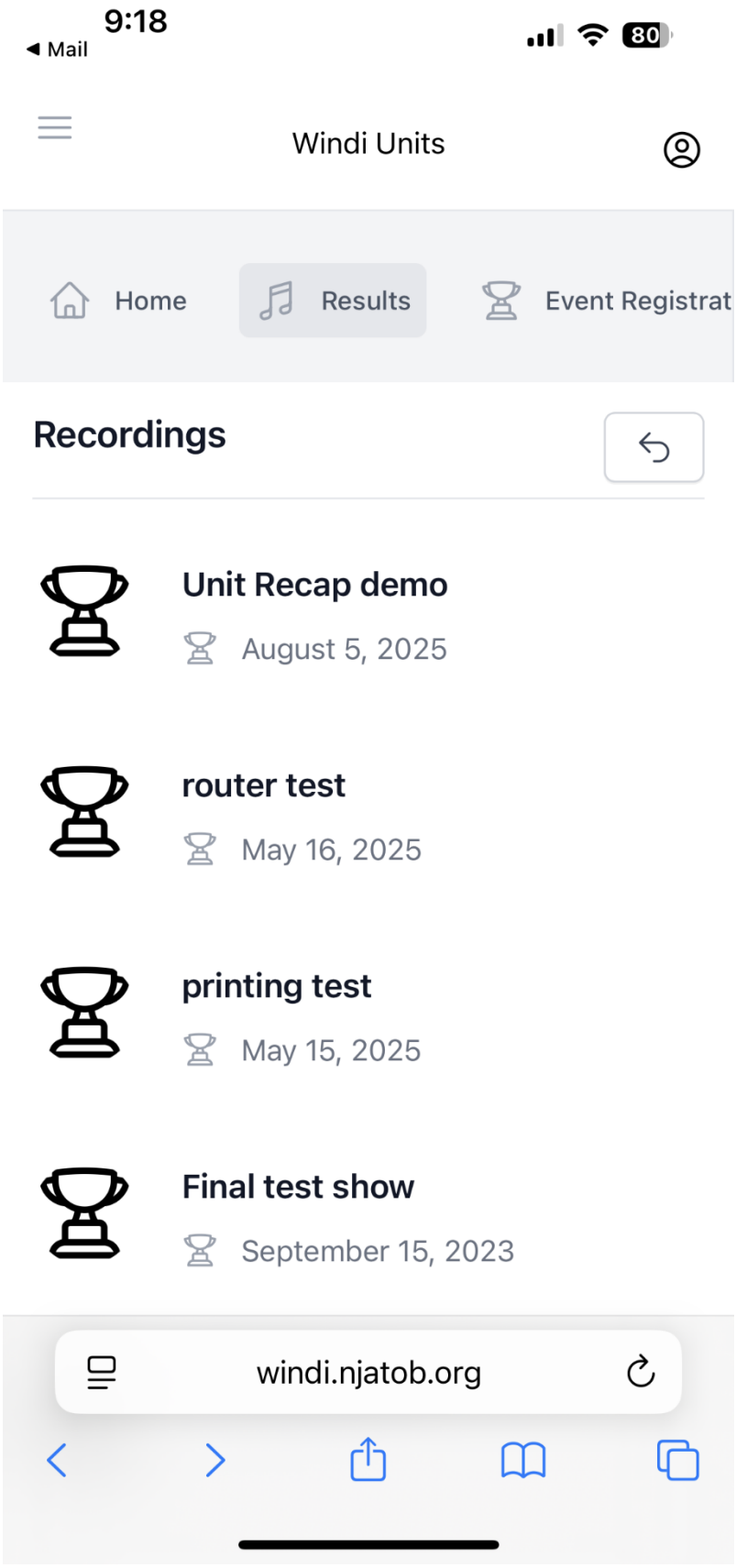
For security reasons, this link can only be used once.

Best regards,
WINDI Team

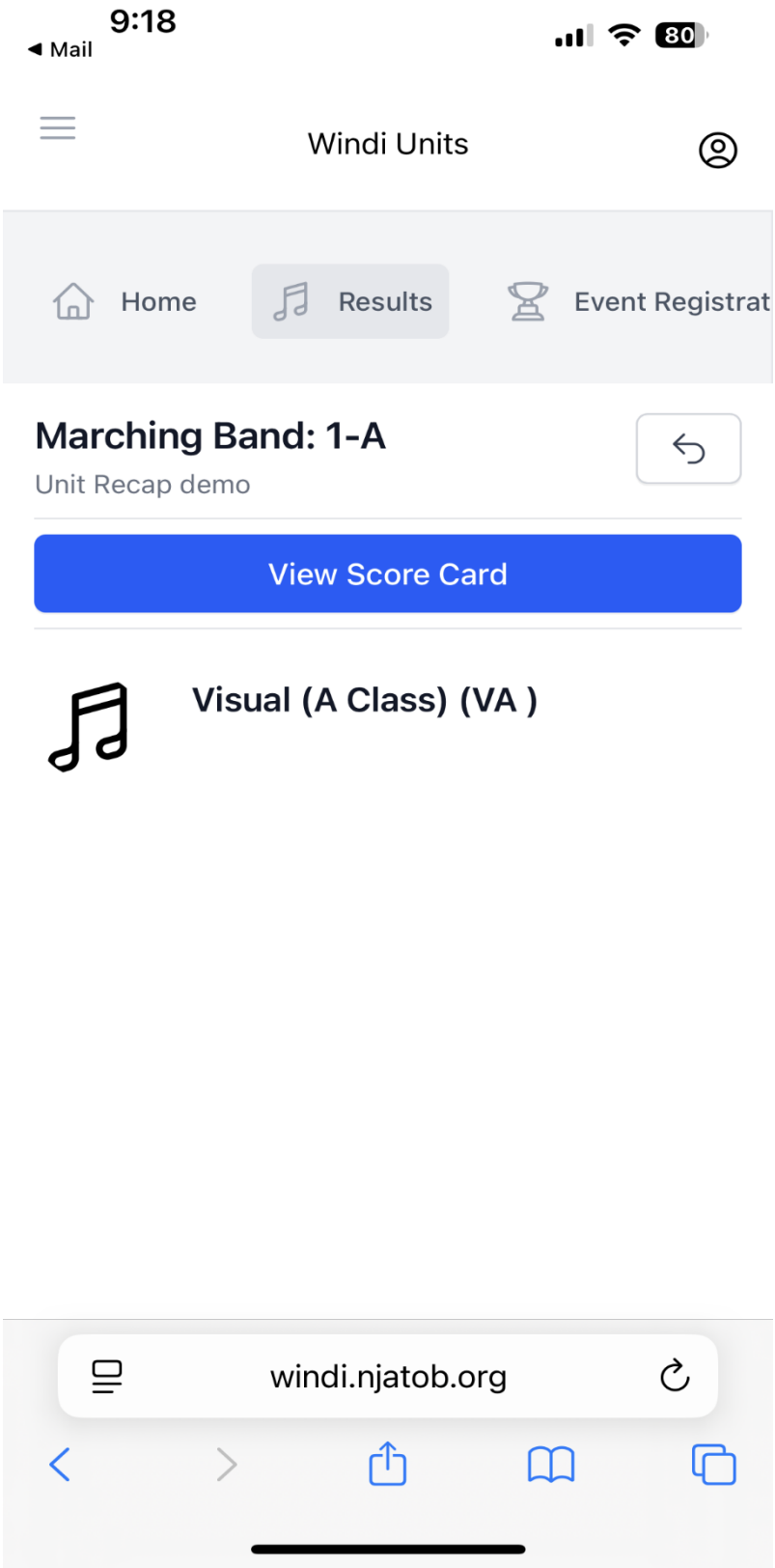
Tournament of Bands
Bringing Performing Arts To Life



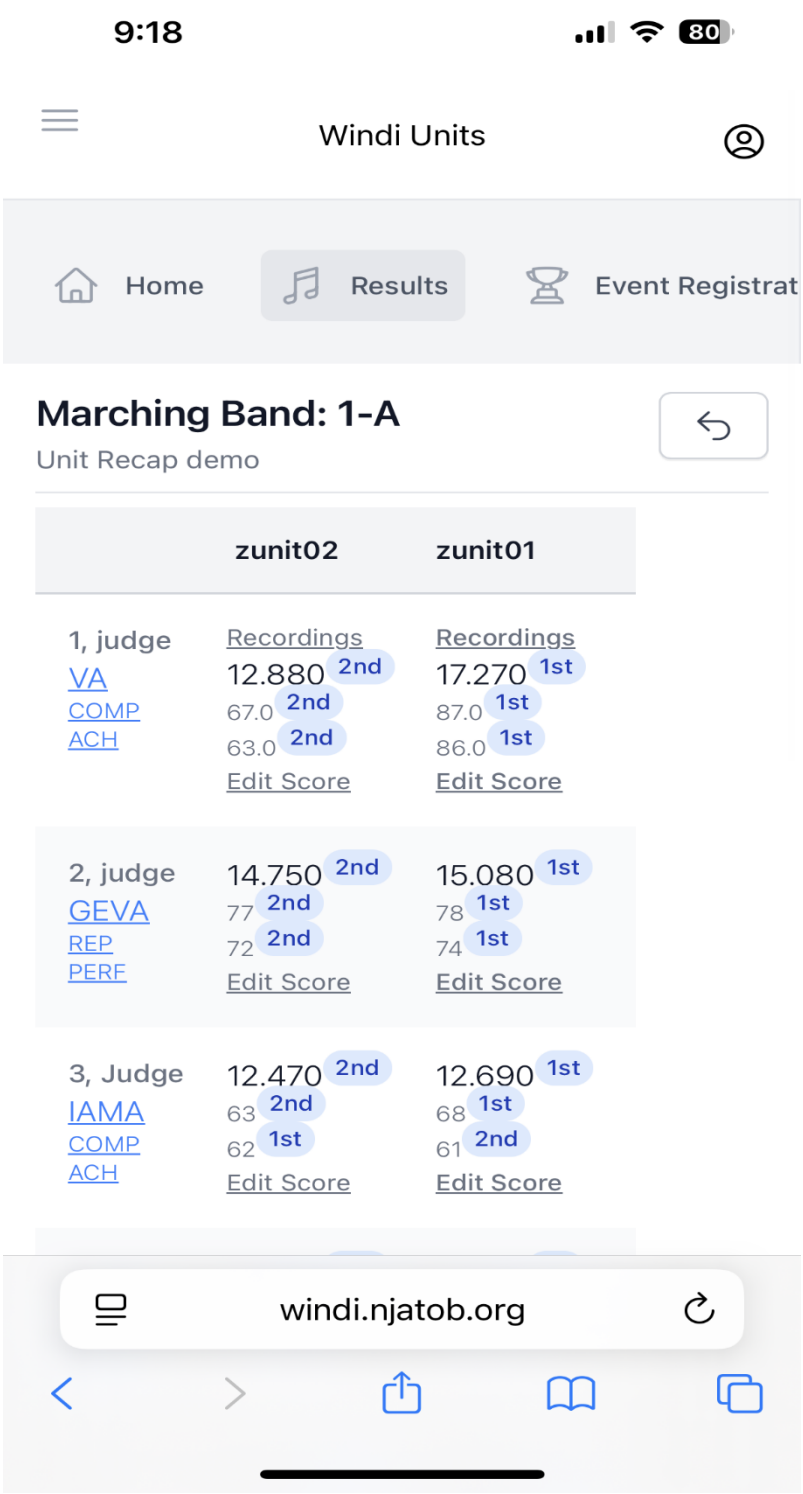
Click on Results.


9:18
Mail
80
Windi Units
Home
Results
Event Registrat
Recordings
Unit Recap demo
August 5, 2025
router test
May 16, 2025
printing test
May 15, 2025
Final test show
September 15, 2023
windi.njatob.org

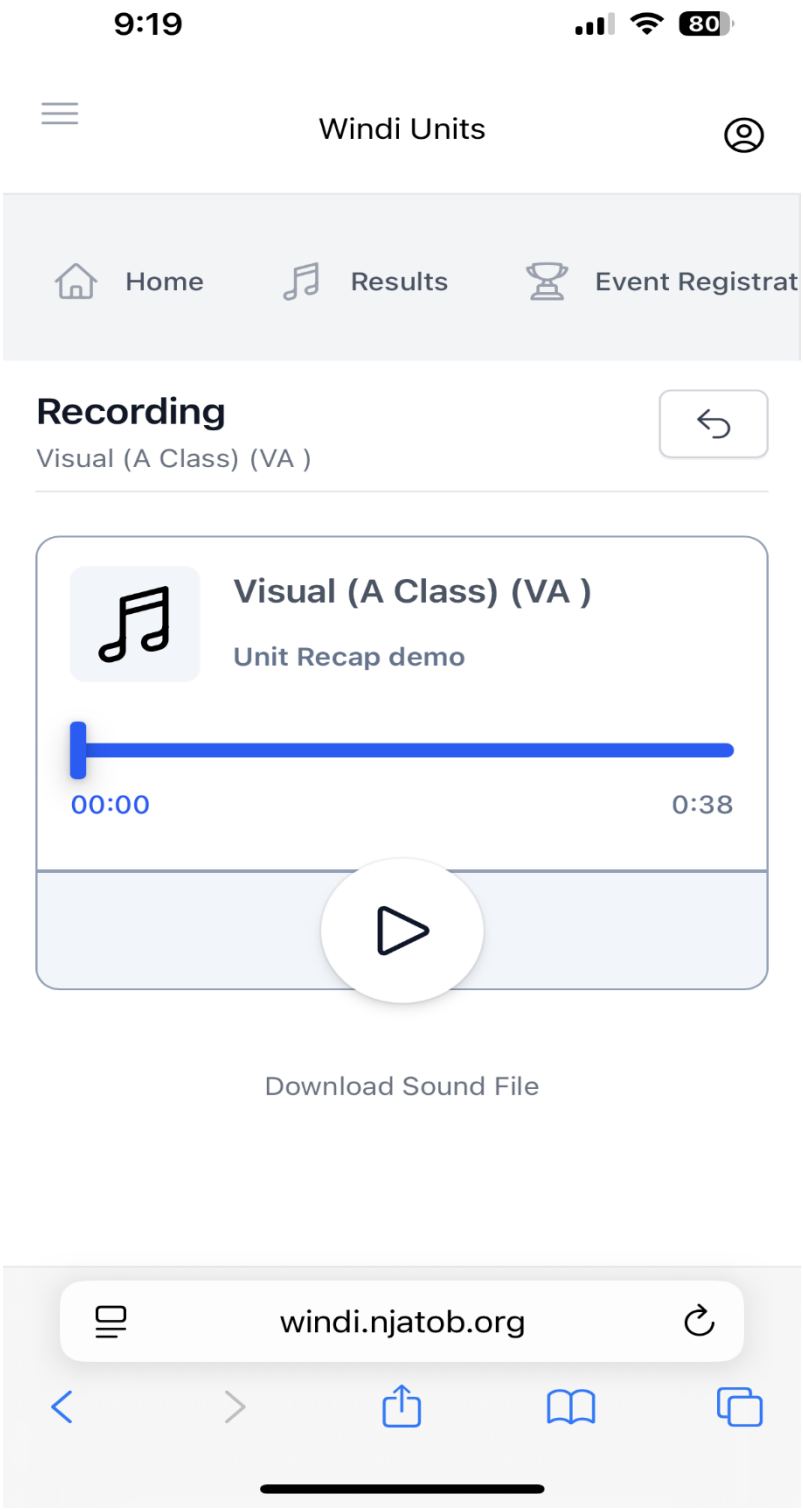
Click on the name of the show you're at.



Click on View Score Card. You will then see the recap for your group and class.



You can also listen to your sound files through this access. On the first image on page 8, if you click on the icons underneath the View Score Card button, you can listen to and download the sound files.



The e-mail link to the recap is only good for 15 minutes. Should you not use the link within 15 minutes of it being sent to you, it will expire and you will have to log into Windi, enter your e-mail address and have another link sent to you.