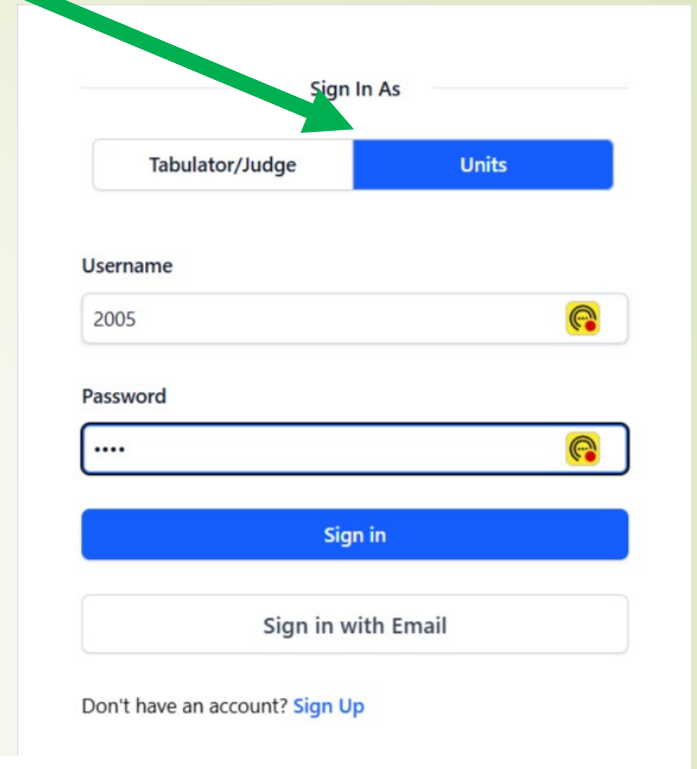# 2026 TIA SEASON

HOW TO UPLOAD YOUR MUSIC FILE(S) TO WINDI

NOTES: TAKE MOMENT AND REVIEW THE WHOLE DOCUMENT

- Please be prepared at every event to have a backup plan for your music. You will need to have a person available at every event at the music table to carry a device (phone or tablet)with your music in case of some tech problem.

- You are responsible for the correct upload of your music to the system and its verification. A hold up at an event will carry a timing infraction if warranted.

- The cutoff time will be the Thursday morning at 9am for the last upload of your music so that the file can prepared for your Saturday event.

Please review these pages first.

3

1. To add music for your unit, you must login to WINDI with the Username and Password for the unit you are attaching music **(NOTE: you must do this for each unit in your organization.)**

2. When you enter, you will be viewing your unit. If you have not done so, SELECT Submit Music
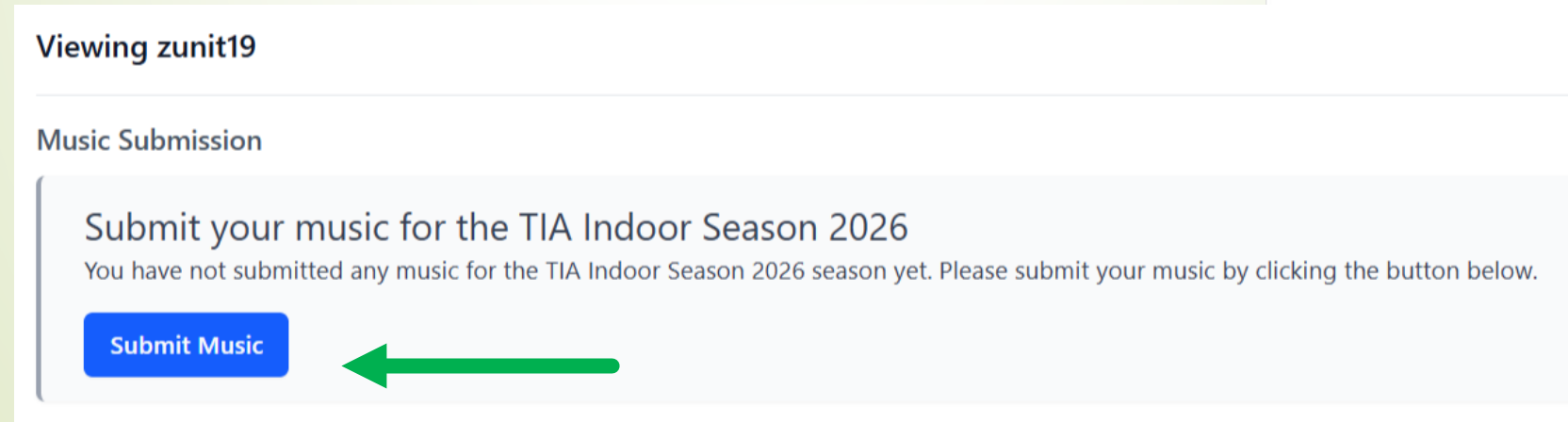
Sign In As

| Tabulator/Judge | Units |

Username

2005

Password

••••

Sign in

Sign in with Email

Don't have an account? Sign Up

Viewing zunit19

Music Submission

Submit your music for the TIA Indoor Season 2026
You have not submitted any music for the TIA Indoor Season 2026 season yet. Please submit your music by clicking the button below.

Submit Music

◗ 3. Choose your music file.

Submit Sound File for TIA Indoor Season 2026

Choose File   No file chosen

◗ 4. Select your file and select "UPDATE CLASS FOR SEASON"

Submit Sound File for TIA Indoor Season 2026

Choose File   wandering-lights-epic-cinematic-no-copyright-music-257864.mp3
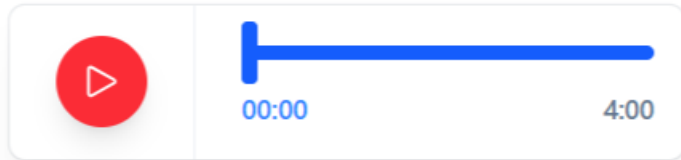
Update Class For Season   ↩ Cancel

Your Music file will follow you even if you change class.

4

- 5. This step is important. **<u>"VERIFY YOUR SOUND FILE"</u>** Listen to your file completely to make sure it is what you have selected, especially if you have multiple units or change your music during the season.

- Once you're satisfied this is your selection that you want, select the "I ACKNOWLEDGE THAT THIS FILE IS CORRECT."

Music Submission
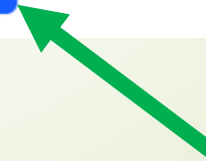
▷ 00:00   4:00

Verify your sound file

Use the player above to listen to your sound file being careful to ensure that the sound is of clear quality and that it contains the correct content.

If you are satisfied with the sound file, click the button below to submit it. If you need to make changes, you can do so by UPDATING THE SOUND FILE.   See the next slide

I would like to upload another file   **I acknowledge that this sound file is correct**

- You will be directed to a submission page.

Viewing zunit19
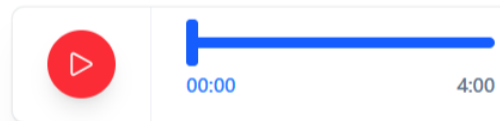
Music Submission

Thanks for submitting your music!
Music has been submitted for zunit19 in the current season.

View Submission

- If you select "VIEW SUBMISSION" you can listen to your file or you can "UPDATE YOUR SOUND FILE" with another submission.

Here you can add a new sound file and it will overwrite the existing file. You repeat the addition of a new file.

Music Submission

00:00   4:00

Sound File Verified

You can play your current sound file using the player above. If you would like to update the current soundfile, click the

Update Sound File

*****<u>COMPLETE</u>*****