**Welcome to elev8.dance. Please take a moment to review and walk through the following information as you go to access and enter an event with elev8.dance.**

## New to elev8.dance studio dashboard - Sign Up

**Go to madison.register.elev8.dance**
- Click **Sign Up**
- Complete & save the **Create New Studio** Form
- Complete & save the **Studio Director** Form



## Returning to elev8.dance studio dashboard - Login

**In a web browser, go to register.elev8.dance**

- **If you cannot remember your username, try using the email address associated with your account.**

- **If you cannot remember your password, use the forgot my password button.**

- **If you cannot remember your username or the email address associated with your account, please email support@elev8.dance**

While logged in to register.elev8.dance, if at any point you would like to return to the main page, click the elev8.dance logo at the top of the page.

When reviewing any of the following items, rather than just 'clicking a button', you may always 'right-click' and choose to "open in a new tab" , that way you will always be able to have your home/ admin dashboard open to easily refer to.

# Register entries in the competition

To enter the **Dance Festival For a Cause** you will need to request access and sign a waiver as The Studio Director. After signing the waiver you will be granted access to the festival.

In elev8.dance, you can register dancers in the convention by using 1 of 2 methods: **CSV Import or Manual Registration.**

- *The elev8.dance team is available to assist you as needed. Don't be afraid to use the "Need Help Registering?" button!*

Once you receive access to the event you want to register for (you will be notified by email), follow the link that will take you to "CSV Import".

To create your entries using the **CSV Import, click "CSV Import"**:

- Download the template for the competition to your computer.

- Open the downloaded file using Excel or Numbers as per the instructions below.

When you download and open the CSV template, you'll see a table with multiple columns. Please fill in the columns of the template

# CSV Import Method

To create your entries using the CSV Import, click "CSV Import":

- Download the template for the competition to your computer.

- Open the downloaded file using Excel or Numbers as per the instructions below.

When you download and open the CSV template, you'll see a table with multiple columns. Please fill in these columns as follows:

## Class Name
Name of Piece for Program

## Entry Name
Name of Piece for Program

## Discipline
Please indicate which category the routine will be entered. For this event, please choose from the following:
- **Acro, Ballet, Contemporary, Improv, Jazz, Lyrical, Modern, Musical Theatre, Open, Tap, or Street Style.**

## First Name - Dancer's first name
Please do not use nicknames in this field.
- **Example, while Victoria prefers to be called Tori, please enter her as Victoria**

## Last Name - Dancer's last name
Where a dancer's last name is hyphenated, please do not use spaces before or after the hyphen
- **Example: Smith-Jones (correct) Smith- Jones (the space before Jones is not correct)**

## Gender Identity

When known, on each line and for each dancer, please indicate:

<div align="center">F = Female    M = Male    X = Nonbinary</div>

## Birthdate - MM/DD/YYYY

Be sure to use the same format for every birthdate in the workbook

## Year

Dancer's age by 31 Dec 2024. *Recreational Division please enter 0.

## Choreographer

Please do not include the names of assistant teachers, who are competing.

Please do include all choreographers of a routine, including any guest choreographers.

Please use the following formats:

| | |
|---|---|
| **One Choreographer/ Instructor** | FirstName LastName |
| **Two Choreographers/ Instructors** | FirstName LastName,FirstName LastName |
| **Three Choreographers/ Instructors** | FirstName LastName,FirstName LastName,FirstName LastName |

## Solo vs Group Registration

Each row in the workbook should represent one dancer in a routine. For duos, trios, or groups, all entries must have the same **Class Name**, **Entry Name**, and **Discipline** to be grouped correctly.

| Class Name | Entry Name | Discipline | First Name | Last Name | Gender | Birthdate | Year | Choreographer |
|---|---|---|---|---|---|---|---|---|
| Sweet Rose | Sweet Rose | Contemporary | Diana | Ross | F | 01/01/2000 | 24 | Michael Ross |
| Sweet Rose | Sweet Rose | Contemporary | Jackie | Diamond | F | 01/01/1990 | 34 | Michael Ross |
| Beauty | Solo | Tap | Jackie | Diamond | F | 01/01/1990 | 34 | Michael Ross |
| Beauty | Duo | Tap | Diana | Ross | F | 01/01/2000 | 24 | Michael Ross |

**For example, in the provided workbook:**

- Three distinct groups will be created, as each group has its own set of matching fields.
- A duo entry will be formed because both entries share a matching Class Name, Entry Name, and Discipline.
- Two separate solo entries will be created because they have different Entry Names (Solo vs. Duo), even though they share matching Class Names and Disciplines.

*To avoid errors and ensure that entries are grouped accurately, please follow the outlined format for each field.*

# Here is a summary of \*important\* tips to save time, to ensure entries are complete and to avoid upload errors.

Whether entries are uploaded using a workbook/csv or if adding entries manually:
- Do not use ALL CAPS unless required for a routine name.
- Do not skip lines in the workbook/CSV template.
- Ensure that all birthdates use the same format (MM/DD/YYYY).
- Avoid using placeholder names like "TBD" for routine names. If the name hasn't been decided, use the names of the dancers instead, but ensure that each group has a distinct entry name.

⭐ The best and most efficient way to enter an event via elev8.dance is to complete a workbook/csv. A template can be downloaded directly from the software.

## Your entries are now ready to be uploaded.

After uploading entries, the following warning message may be at the top of the entries page:

**Some of the dancer profiles in your studio might be duplicates. Please review and merge any duplicate profiles before finalizing your entries.**

This error may appear due to inconsistent spelling of names or because dancer names are very similar.

**Duplicate accounts must be reviewed and updated before entries are finalized.**
1. From **Your Entries** page, click C**lick Here to View**. Or from the **Dancers** page click **Merge Profiles**.
2. A list of dancers flagged as potential duplicates will be displayed.
   a. If the dancers were flagged incorrectly, and they are separate dancers, click **Ignore**, and then **Delete** to remove the notification.
   b. To keep only one account, click either **Keep Existing Profile** or **Keep New Profile** and **OK** to confirm. Click **Delete** to confirm that you are deleting the incorrect profile. The data from the deleted profile will be copied over to the profile that is being kept.

## Once entries have been reviewed for accuracy, you are ready to:

**CLICK HERE TO REVIEW AND SUBMIT YOUR ENTRIES**

**If you wish to create your entries manually, you will need to follow three steps: Create Dancers, Create Instructors, and Create Entries.**

*Note that if this is not the first time registering for a competition through Elev8.Dance, your Dancers and Instructors may have been loaded by you in the past*
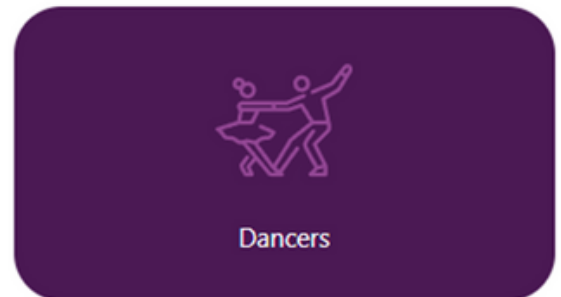
## Create Dancers:

To access your studio's list of dancers, please click on the Dancers icon. This will display a list of all dancers who have participated in any competition for your studio.

Here, you can add new dancers by filling out a form.

**Please note that adding a parent/guardian email is recommended, but it can also be done at a later time.**

Make sure that your dancer is marked as active. After clicking **Save**, use the back arrow to navigate back to the dancer's list. Here, you will be able to see the newly created dancer. Please repeat this process for each dancer participating in the competition.

## Create Instructors:

Access your studio's list of instructors by clicking on the **Instructors** icon. Here, you can add new instructors to your studio. These instructors will later be linked to your dancers' entries. You will be asked to create a username and password, as this process will generate an instructor account for the **app.elev8.dance** application.

## Create Entries:

After being granted access to the competition, click on the **Your Entries** button. This will direct you to the page where you can manually add new entries for the competition by clicking on **Add New**.

**When creating your entries manually, please start with the largest groups and then proceed to duos then solos.**

In the form, you will add each entry to the competition. In step one, please provide the Routine Name, Class Name, Instructors/Choreographers (optional), and select a discipline from the list.

**ROUTINE NAME**

Sweet Rose

**STUDIO CLASS NAME**

Henry's Class

**CHOREOGRAPHERS**

×Antonio Alexander

**DISCIPLINE**

Modern

Note: You need to specify a discipline before you can proceed.

NEXT

In the second step, you will add the dancers who will perform in this routine. Select the dancers by clicking on their names. To remove a dancer from the group list, simply click on their name again.

**Add Dancers**

DANCERS

Dancers **in red** are either not listed in a routine, or may have errors that need to be resolved.

| Available Dancers | Selected Dancers |
|---|---|
| Search | Search |
| Chris Ayala | Abby White |
| Cindy White | Cameron Johnson |
| Clinton Adams | Craig Parker |
| Danielle Berry | |
| David Miller | |
| David Cardenas | |

ADD DANCER

In the next step for each dancer click on the "**Add Criteria**" button,

## Edit Dancer Criteria

AGE BY DEC 31 2024. FOR RECREATIONAL PLEASE ENTER 0

0

**SAVE**

This will open a small form where you will indicate the age of the dancer by 31 Dec 2024. For recreational entries please enter 0.

## Dancer Criteria

**ROUTINE NAME**

Sweet Rose

**Dancers Without Criteria for This Entry**

CAMERON JOHNSON                                ADD CRITERIA

**Dancers With Criteria for This Entry**

ABBY WHITE                                      EDIT CRITERIA

CRAIG PARKER                                    EDIT CRITERIA

PREVIOUS          NEXT

After providing a criteria for each dancer in the routine you will be able to click **Next** again to review your entry, including the category/level in which it was classified.

**OVERALL CATEGORY**

Modern - Trio - Junior - 19-40 yrs

**GROUP AGE**

21

**AGE CATEGORY**

19-40

**LEVEL CLASSIFICATION**

Junior

**ENTRY CATEGORY**

Trio

In the final step, you can upload the audio file for the routine and indicate whether the routine includes a prop.

Once completed, click **Save and Exit**. You will then see the new routine registered for the competition.

**SWEET ROSE**                    MODERN - TRIO - JUNIOR - 19-40 YRS            ✏ 🗑
Dancer Name(s): Abby White, Cameron Johnson, Craig Parker
Average Age: 21.00
**Music:** ✗   **Has Prop:** ✗

**Once entries have been reviewed for accuracy, you are ready to:**

**CLICK HERE TO REVIEW AND SUBMIT YOUR ENTRIES**

# Review and Submit

When you click to review and submit your entries, you will encounter two tables. The first table displays the number of entries you are registering for each category, along with the costs, discounts, and the grand total that you will need to pay.

The second table lists all the dancers participating in the competition and the number of groups they are in.

***Please review all this information thoroughly before submitting your entries. Any changes after submission will need to be made by contacting support.***

# Link Parent/Guardian Emails

As the Studio, you will need to link each guardian's email to their corresponding dancer(s). This will grant the guardians access to app.elev8.dance.
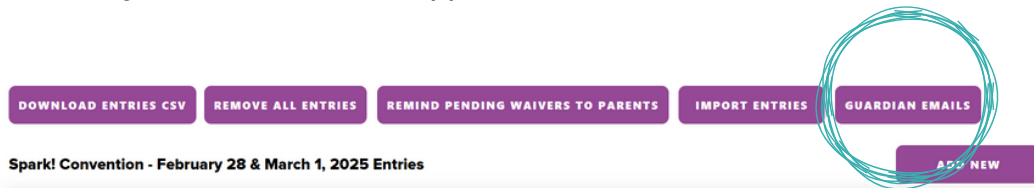


**Click on Guardian Emails and download the template.**

This template will be automatically populated with the dancers' names.
IMPORTANT: Please do not modify any of the existing information in this template.

In the guardianEmail column, enter each dancer's guardian email(s).

If there is more than one email, separate them with a comma.

Upload the completed template by going back to the "Guardian Emails" button.
Once the upload is complete, the parent/guardian accounts will be created, and the parent/guardian will be notified accordingly.

**Email support@elev8.dance**

- For clarification on any of the above information.
- To have someone review your workbook for completeness/ errors/ accuracy before uploading.
- If you experience difficulty with registering using **madison.register.elev8.dance.**

**For more information, email support@elev8.dance**

*Thank You*
## FOR JOINING US

## MADISON
### CONTEMPORARY DANCE