

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

In a web browser, go to [madison.register.elev8.dance](https://madison.register.elev8.dance)

- Click Sign Up.
- If you are a Studio Director, complete and save the **Create New Studio form**.
- If not, complete and save the **Independent User form**.

**DON'T HAVE AN ACCOUNT?**

**SIGN UP**

A rectangular button with rounded corners, a purple border, and the text "SIGN UP" in purple. A mouse cursor icon is positioned over the bottom right corner of the button.

## Returning to elev8.dance studio dashboard - Login

In a web browser, go to [madison.register.elev8.dance](https://madison.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](mailto:support@elev8.dance)

While logged in to [madison.register.elev8.dance](https://madison.register.elev8.dance), if at any point you would like to return to the main page, click the Madison 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.

## To register dancers in the convention

To enter the **Dance Festival For a Cause - 2025 - Masterclasses**, you will need to request access and sign a waiver. After signing the waiver you will be granted access to the event.

In elev8.dance, you can register dancers for the convention using one of two methods: **CSV Import** or **Manual Registration**.

For studios, we recommend using the **CSV Import** method, and for other users, we recommend **Manual Registration**.

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

## Manual form Method

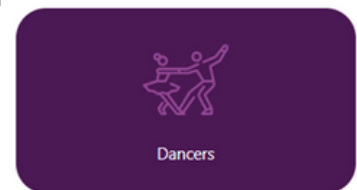
If you wish to create your entries manually, you will need to follow two steps: **Create Dancers, and Create Entries.**

*Note that if this is not the first time registering for an event through elev8.dance, your Dancers may already be in your dashboard*

### 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 an event with your studio, registered through elev8.dance.

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



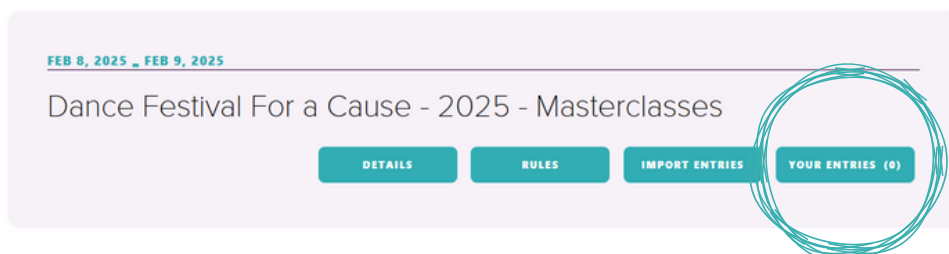
**Please note that adding a parent/guardian email is recommended, but it can also be done at a later time.**

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 not listed, who is participating in the convention.

### Create Entries:

After being granted access to the event, 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**.



In the form, you will add each entry to the Masterclasses. In step one, please select the class the dancer will be participating in.

The screenshot shows a registration form with a dropdown menu titled "Choose Discipline". The menu is open, displaying a list of dance disciplines and their corresponding days. The options are: Junior - Ballet (Sun), Junior - Jazz Funk (Sat), Junior - Street/Hip Hop (Sat), Junior - Theater Jazz (Sun), Sr Pro - Jazz Funk (Sun), Sr/Pro - Ballet (Sat), Sr/Pro - Contemporary (Sat), Sr/Pro - Street/Hip Hop (Sun), Teen - Ballet (Sat), Teen - Contemporary (Sun), Teen - Hip Hop (Sun), and Teen - Theater Jazz (Sat). Below the list is a "Choose Discipline" label and a note: "Note: You need to specify a discipline before you can proceed." A purple "NEXT" button is located below the dropdown menu.

In the second step, you will add the dancer you are registering by selecting their name. To remove a dancer from the selected dancer list, simply click on their name.

**Remember that registrations must be made on an individual basis, so please select only one dancer here.**

### Add Dancers

#### DANCERS


The screenshot shows the "Add Dancers" form. At the top, it says "Dancers in red are either not listed in a routine, or may have errors that need to be resolved." Below this, there are two columns: "Available Dancers" and "Selected Dancers". The "Available Dancers" column has a search bar and an empty list. The "Selected Dancers" column has a search bar and a list containing "Cyrus Hardin" with a blue pencil icon next to it. An "ADD DANCER" button is located below the "Available Dancers" column.

PREVIOUS NEXT

In the next step, please provide the age of the dancer by 31 Dec 2024

### Edit Dancer Criteria

AGE BY DEC 31 2024. FOR RECREATIONAL PLEASE ENTER 0

10 

SAVE

After providing the age of the dancer click next. A review of the entry will be displayed

### Review

#### OVERALL CATEGORY

Junior - Theater Jazz (Sun) - Junior - Masterclass - 3-11 yrs

#### GROUP AGE

10

#### AGE CATEGORY

3-11

#### LEVEL CLASSIFICATION

Masterclass

#### ENTRY CATEGORY

Junior

PREVIOUS

NEXT

Finally click **Next** and **Save and Exit**. You will be redirected to the list of entries to the convention.

JUNIOR - THEATER JAZZ (SUN) - JUNIOR - MASTERCLASS - 3-11 YRS



Dancer Name(s): Cyrus Hardin  
Average Age: 10.00

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

CLICK HERE TO REVIEW AND SUBMIT YOUR ENTRIES

# 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**

Dancer's First and Last Name

## **Entry Name**

Dancer's First and Last Name

## **Discipline**

- Please indicate which class the dancer will be attending. (Keep in mind that we need one entry per class; please refer to the example provided later in this document.):
  - **Teen - Theater Jazz (Sat)**
  - **Sr/Pro - Contemporary (Sat)**
  - **Junior - Ballet (Sun)**
  - **Teen - Hip Hop (Sun)**
  - **Teen - Contemporary (Sun)**
  - **Teen - Ballet (Sat)**
  - **Junior - Theater Jazz (Sun)**
  - **Junior - Jazz Funk (Sat)**
  - **Junior - Street/Hip Hop (Sat)**
  - **Sr/Pro - Street/Hip Hop (Sun)**
  - **Sr/Pro - Jazz Funk (Sun)**
  - **Sr/Pro - Ballet (Sat)**

## **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:

F = Female    M = Male    X = Nonbinary

### Birthdate - MM/DD/YYYY

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

### Year

The age of the dancer as of December 31, 2024.

Each row in the workbook should represent the registration of a dancer for a specific class. Please ensure that you provide one entry for each class the dancer will be participating in. For example, if the same dancer wants to attend the **Teen - Contemporary (Sun)** and **Teen - Ballet (Sat) classes**, you would need two separate entries to record this (please note that the only difference is in the Discipline value).



Class Name	Entry Name	Discipline	First Name	Last Name	Gender	Birthdate	Year
Daniel Jones	Daniel Jones	Teen - Ballet (Sat)	Daniel	Jones	M	12/31/2000	24
Daniel Jones	Daniel Jones	Teen - Contemporary (Sun)	Daniel	Jones	M	12/31/2000	24

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

### Example

Here is an example of a valid entry and the result after adding it to Elev8.Dance.

<b>Class Name</b>	Daniel Jones
<b>Entry Name</b>	Daniel Jones
<b>Discipline</b>	Teen - Ballet (Sat)Ronald
<b>First Name</b>	Daniel
<b>Last Name</b>	Jones
<b>Gender</b>	M
<b>Birthdate</b>	12/31/2000
<b>Year</b>	24

**DANIEL JONES    TEEN - BALLET (SAT) - SENIOR / PRO - MASTERCLASS - 16-99 YRS**  

Dancer Name(s): Daniel Jones

Average Age: 24.00



## 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).

★ The best and most efficient way to enter an event via elev8.dance is to complete a csv template. 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 **Click 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**

## Review and Submit

When you click to review and submit your entries, you will see two table summaries.

The first table displays the number of entries you are registering for each category, along with the costs, discounts, and the total payment due.

The second table shows all the dancers participating in the event and the number of entries 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.***

## Have questions? Need Help?

### Email [support@elev8.dance](mailto:support@elev8.dance)

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

For more information, email [support@elev8.dance](mailto:support@elev8.dance)

*Thank You*  
**FOR JOINING US**