Get Started With Dancebug Registration

1 year ago · Updated

Registration with DanceBUG

DanceBUG provides registration services for various competitions and conventions.

To get started, you will need to sign-up for a DanceBUG Registration account.

CREATE A REGISTRATION ACCOUNT

1. Go to the website of the competition you will be attending(eg. **IDO World Dance Challenge**
2. You should see the DanceBUG logo and a box to enter your email
3. Enter your email and fill out the information required.
4. Your account will now be sent to DanceBUG and the competition for validation.
5. Once the validation process is complete, you will be able to reserve and register for events.

VALIDATION

Your account will be validated by both DanceBUG and your competition. This usually takes 2 to 24 hours.

Both DanceBUG or the Competition Director may reach out by email or phone to ask you follow up questions. Please be sure to monitor your email inbox and junk folder for these messages.

Once your Studio has been confirmed, you will be notified by email that your account is now valid and open for registration.

ALREADY HAVE AN ACCOUNT?

If during the registration process, our system says you already have an account, simply sign in.

If you need to reset your password, click "FORGOT PASSWORD" in the registration window.

I DIDN'T SET UP MY ACCOUNT

An account may have already been set up for you in a few different scenarios:

- If you attended a past competition using Video Judge services, an account will have been automatically created to deliver your critiques.
- Your account could have been created when a studio uploaded entries from a past competition you attended.
- An account can also be created by a staff member at your studio.

If you have access to the email address in your account, resetting your account is easy. If your account is associated with an email address no longer in use, please provide us with your contact information so we can reset the account for you.

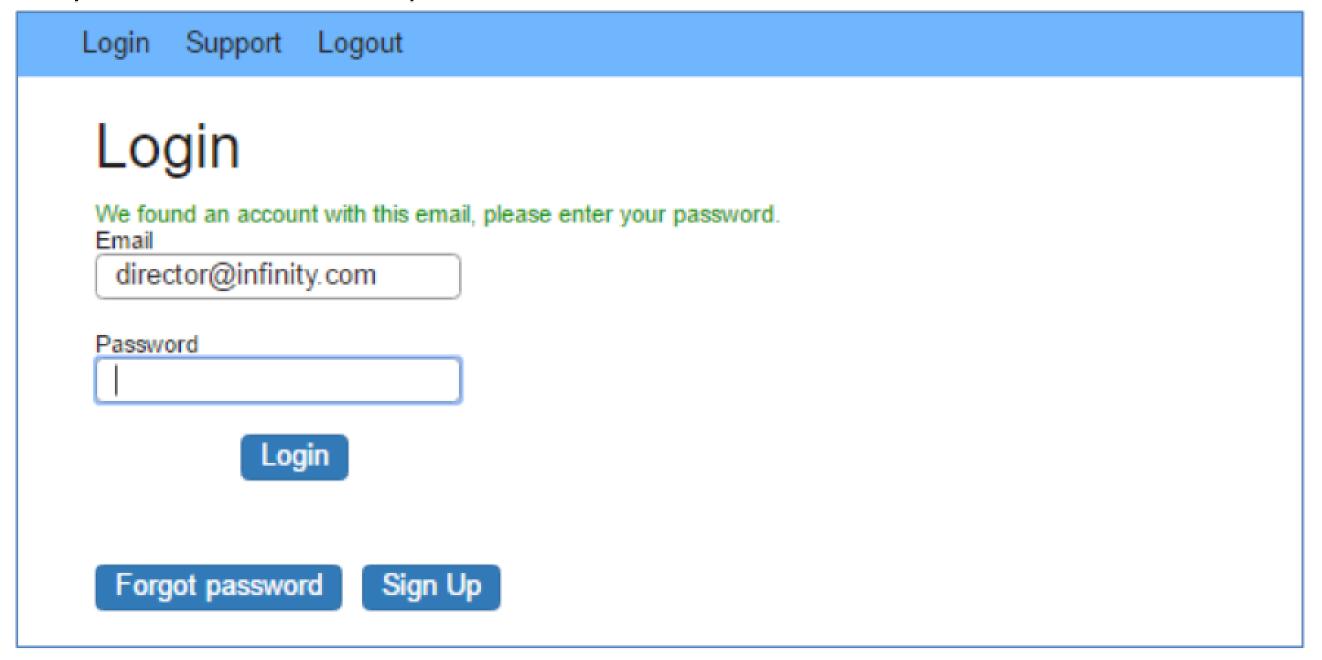Having trouble? Reach us at DanceBUG.com/Support

STUDIO: HOW TO REGISTER FOR COMPETITIONS?

DanceBUG.com registration is provided as a service to many competitions in North America by DRC Video Productions. Studios can use the DanceBUG.com web application to register on the competition website or at DanceBUG.com. Your account allows you to login to both sites. This help file is for registering on the competition site.

Each competition site is branded differently so do not be alarmed if the colors and fonts are different than those in the images in this document. The functionality is the same.

Login

Your DanceBUG.com account is linked to your Video Judge account. If you have attended a competition that used Video Judge, then you will have a Video Judge account that you can use to login to DanceBUG.com. If you have an account but do not know your username, it should be the email that you use to communicate with competitions. The login page will search for your account and respond if it found one.

Enter your password if you know it or click "Forgot Password" to have the password emailed to the username email.

If you do not have an account, click "Sign Up" and fill in all the fields. This information will be used by the competitions to contact you so please make sure it is accurate.

Once you create an account, we will verify that the information is correct and that you do not have an existing account.   This account verification may take up to 24 hours.

When the verification process is complete, we will contact you with your new account information and at that time you will be able to login.
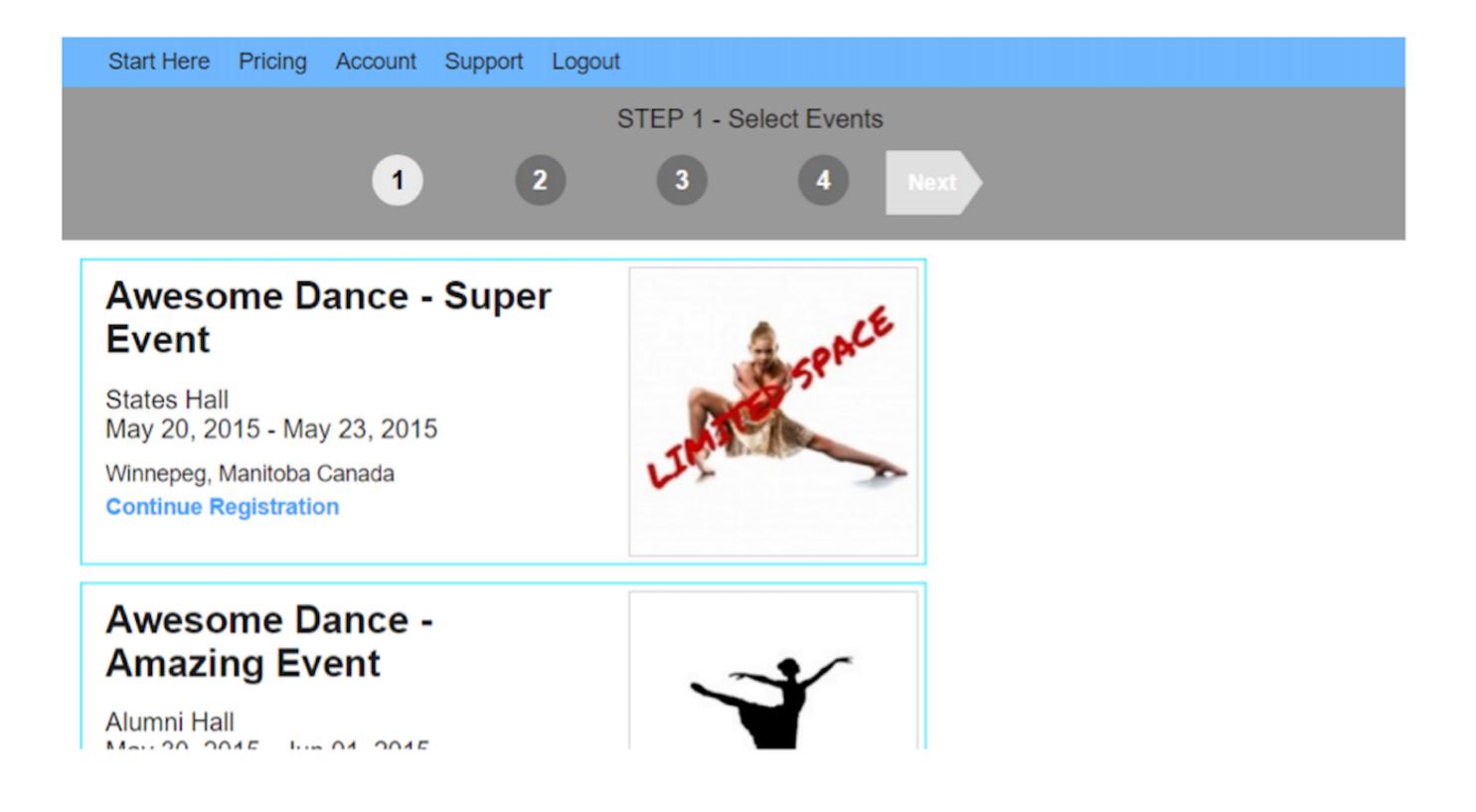
NAVIGATION

Now that you have logged in, you will see the navigation areas below. There are three areas that let you navigate through the site. The **Main Menu**, the **Registration Steps**, and the **Data Entry Options**.

This is the main menu. Click Start here to get to the registration wizard. Using the Main Menu you can check pricing (if allowed by the competition), update your account information, and get support using our online support ticketing system.

Registration Steps

You can use these steps to navigate through the registration process. You can click on the circles or on the next and back arrows.

Start Here   Pricing   Account   Support   Logout

STEP 2 - Dancers Roster

Back   1   2   3   4   5   Next

Awesome Dance - Super Event • May 20, 2015 - May 23, 2015 • Winnepeg Manitoba Canada

Dancers

View List   Create New Dancer   Import Dancers

Dancers #: 52   Search Danc   Search Dancers

These are the data options for this page. The routines and dancers page both have these options.

First Name	Last Name	DOB	Gender
Alex	Cherutti	February 28, 2005	Male Retire

Step 1: Events

Once you have logged in you will see the screen below. This is the "Start Here" or Events page and it lists the events that the competitions are running. The date, location, and venue are listed with each event. Select an event by clicking on "Register" under the event. You may see that the event is full or that the registration is closed on this page as well. Please contact the competition if you have any questions about event status.

STEP 1 - Select Events

(1)   (2)   (3)   (4)   Next >

Awesome Dance - Super Event

States Hall
May 20, 2015 - May 23, 2015

Winnepeg, Manitoba Canada

Continue Registration

LIMITED SPACE

Awesome Dance - Amazing Event
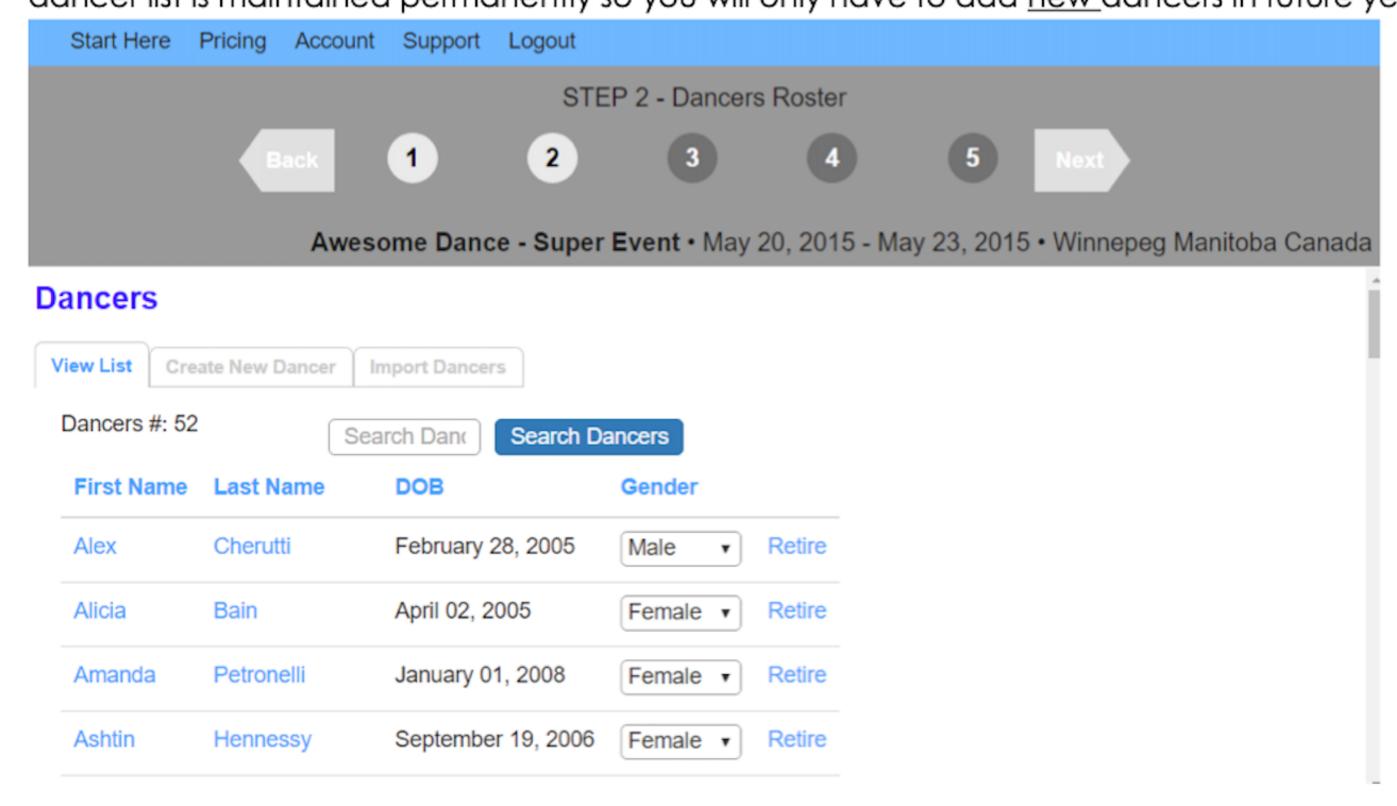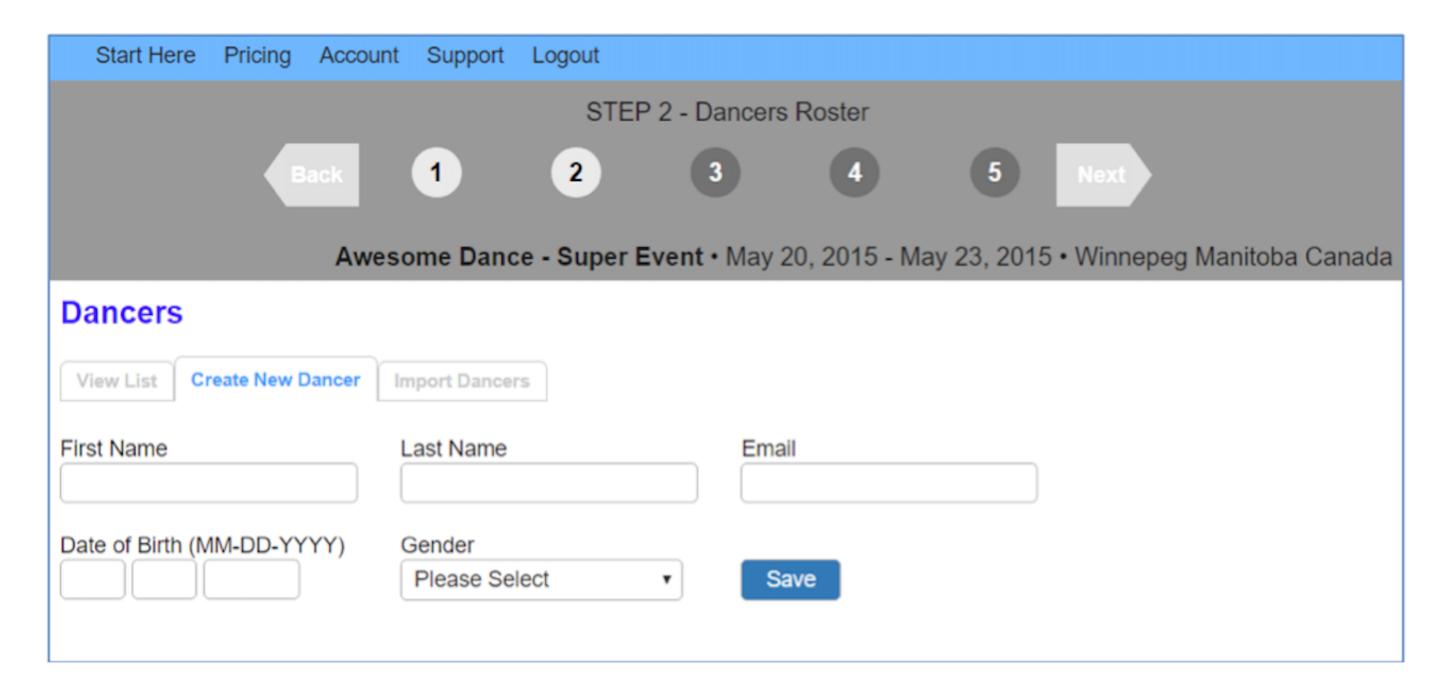
Alumni Hall
May 20, 2015 - Jun 01, 2015

If you have already started to register and did not finish, you can always log back in to continue it. The data will be saved and you can continue at any time.

Step 2: Dancers

Once you select your event, the "Dancers" or Roster step will allow you to enter all of your competition participants. Adding the dancers first makes it easier to add them to your routines in the next step. Your dancer list is maintained permanently so you will only have to add new dancers in future years.

STEP 2 - Dancers Roster

< Back   (1)   (2)   (3)   (4)   (5)   Next >

Awesome Dance - Super Event • May 20, 2015 - May 23, 2015 • Winnepeg Manitoba Canada

Dancers

| View List | Create New Dancer | Import Dancers |

Dancers #: 52   [Search Danc] **Search Dancers**

First Name	Last Name	DOB	Gender	
Alex	Cherutti	February 28, 2005	Male ▾	Retire
Alicia	Bain	April 02, 2005	Female ▾	Retire
Amanda	Petronelli	January 01, 2008	Female ▾	Retire
Ashtin	Hennessy	September 19, 2006	Female ▾	Retire

The above image is what you will see when you are adding dancers manually. The email field is not mandatory but you should enter all of the other fields as they may be required by the competition. Once you have added all the dancers you can view them on the "View List" page

If you have an excel spreadsheet of your dancers you can use the "Import Dancers" option to import this file into the registration. You won't have to enter them manually and can save a great deal of time. To import click on "Import Dancers":

The import file must contain the name and birthdate of the dancer. We have created a smart wizard which helps you import your file. It will allow you to select the columns and identify the information in each as below.
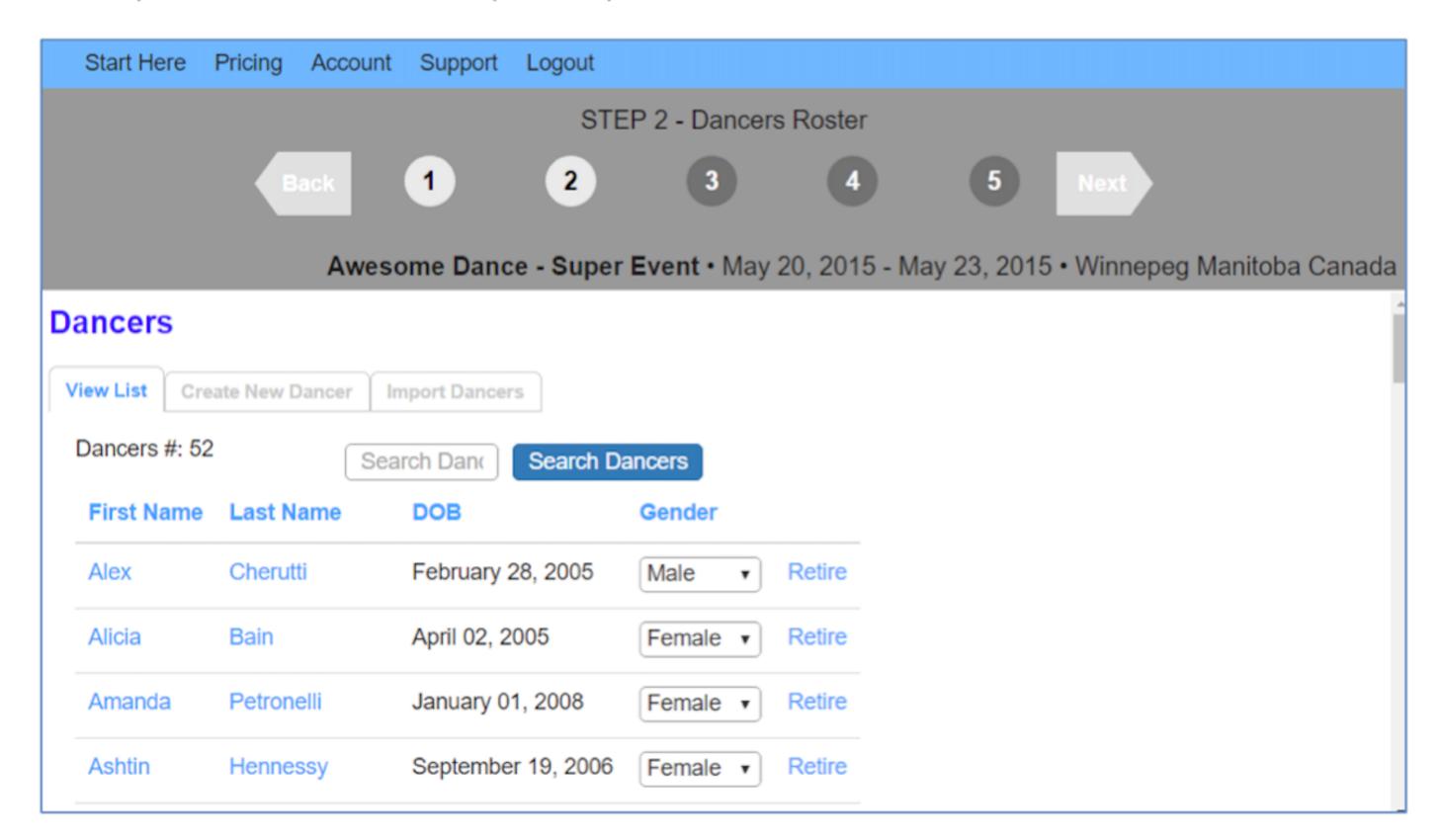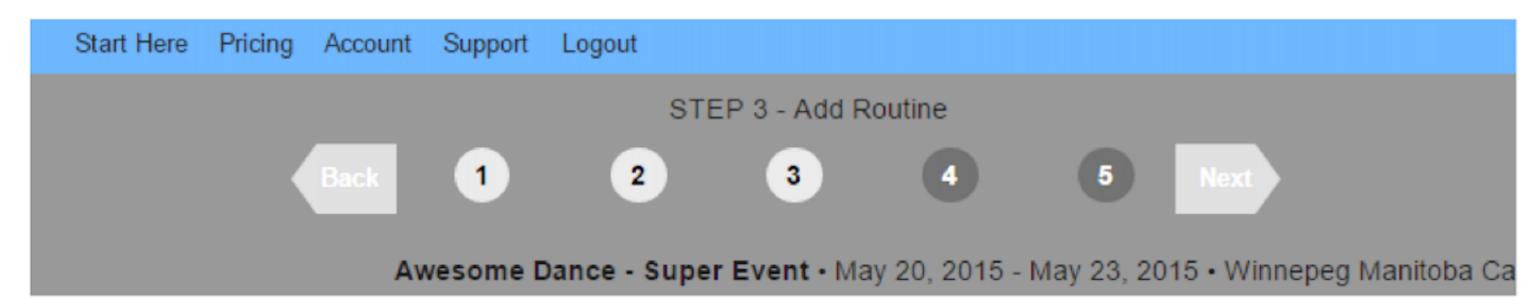
Full Name ▾	DOB ▾	Select Field Title ▾
1 Sally Smithian	05/22/2001	Select Field Title
2 Daina Wright	06/02/2005	First Name
		Last Name
		Full Name
		DOB
		Email
		Gender (Male / Female)
		Guardian Email
		Guardian First Name
		Guardian Last Name
		Empty

Once you have created or imported your dancer list, it should look like this.

Start Here   Pricing   Account   Support   Logout

STEP 2 - Dancers Roster

Back   1   2   3   4   5   Next

Awesome Dance - Super Event • May 20, 2015 - May 23, 2015 • Winnepeg Manitoba Canada

Dancers

View List | Create New Dancer | Import Dancers

Dancers #: 52   Search Danc   Search Dancers

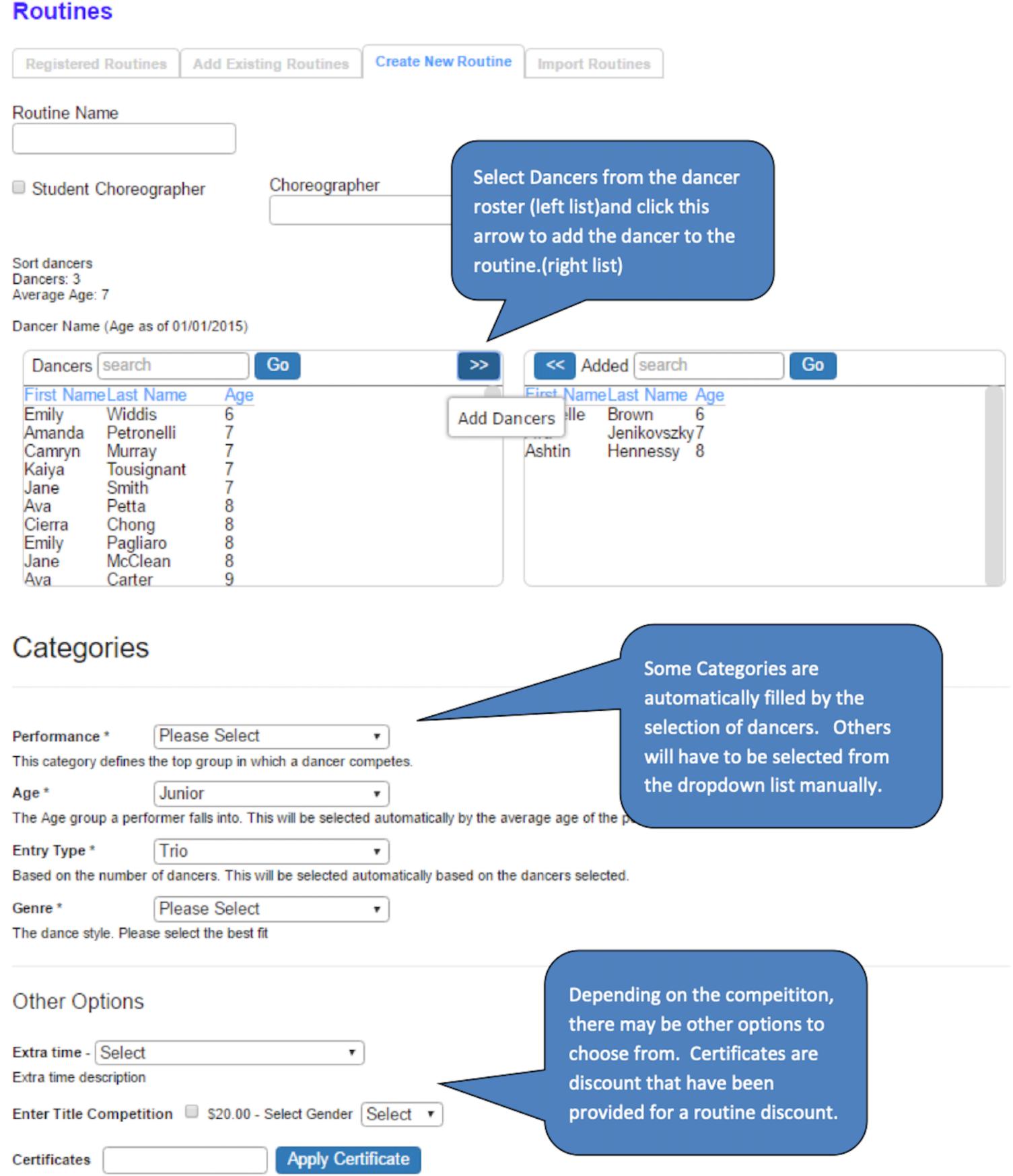| First Name	Last Name	DOB	Gender	
Alex	Cherutti	February 28, 2005	Male ▾	Retire
Alicia	Bain	April 02, 2005	Female ▾	Retire
Amanda	Petronelli	January 01, 2008	Female ▾	Retire
Ashtin	Hennessy	September 19, 2006	Female ▾	Retire

You can search, sort, or delete dancers from this list.

Step 3: Routines

Now that you have entered all of your dancers you can move on to Step 3: Routines. The dancers list you created in Step 2 is available on the routines page (see below). This image shows the entire page and all the options. Not all are used by all competitions

Routines

| Registered Routines | Add Existing Routines | Create New Routine | Import Routines |

Routine Name

[   ]

☐ Student Choreographer   Choreographer

[   ]

> Select Dancers from the dancer roster (left list)and click this arrow to add the dancer to the routine.(right list)

Sort dancers
Dancers: 3
Average Age: 7

Dancer Name (Age as of 01/01/2015)

Dancers [search] Go   >>   << Added [search] Go

First Name	Last Name	Age
Emily	Widdis	6
Amanda	Petronelli	7
Camryn	Murray	7
Kaiya	Tousignant	7
Jane	Smith	7
Ava	Petta	8
Cierra	Chong	8
Emily	Pagliaro	8
Jane	McClean	8
Ava	Carter	9

Add Dancers

First Name	Last Name	Age
elle	Brown	6
	Jenikovszky	7
Ashtin	Hennessy	8

Categories

> Some Categories are automatically filled by the selection of dancers. Others will have to be selected from the dropdown list manually.

Performance * [Please Select ▼]
This category defines the top group in which a dancer competes.

Age * [Junior ▼]
The Age group a performer falls into. This will be selected automatically by the average age of the p

Entry Type * [Trio ▼]
Based on the number of dancers. This will be selected automatically based on the dancers selected.

Genre * [Please Select ▼]
The dance style. Please select the best fit

Other Options

> Depending on the compeititon, there may be other options to choose from. Certificates are discount that have been provided for a routine discount.

Extra time - [Select ▼]
Extra time description

Enter Title Competition ☐ $20.00 - Select Gender [Select ▼]

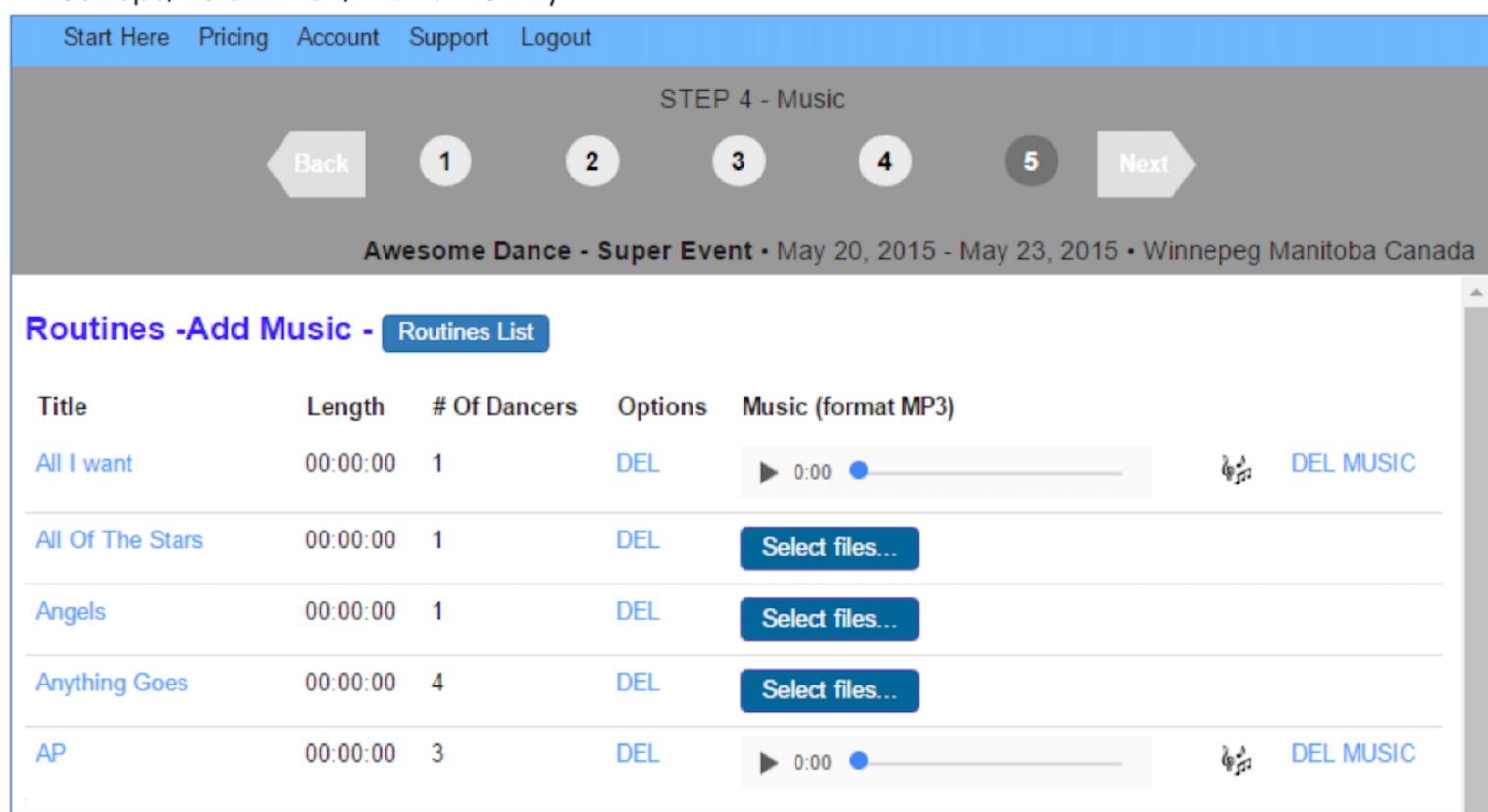**Certificates** [   ] Apply Certificate

After you save a routine, you can click on the Routine Name in the Routine List page to edit the details. You can also see the price of the routine if you have saved it. Saving Routines makes them available to register with another competition (if they also use DanceBUG.com registration). To do this use the "Add Existing Routines" button and select the routines to add.
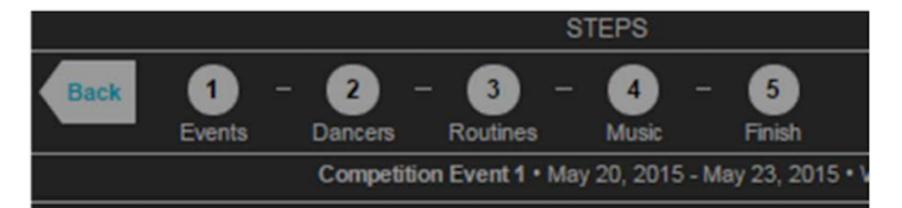
Step 4 Music (Optional)

If your competition has enabled this feature, you can upload music directly to the competition. The music must be in MP3 format and should be of high quality. (Stereo, ~256Kbps, 16 or 24 bit, 44.1 or 48kHz)

Simply click "Select Files", select the MP3 for that routine from your computer, and click OK. After the files upload you can play the file using the play button (▶).

Step 5: Finish

The final page in the Registration Wizard allows you to review your registration and see the prices and totals. If the competition uses coupons you may enter them at this time. Competitions may also apply other discounts on this page automatically and you may see previous payments like deposits showing here too.

Back 1 – 2 – 3 – 4 – 5
Events Dancers Routines Music Finish

Competition Event 1 • May 20, 2015 - May 23, 2015 • V

Title (click to edit)	# Of Dancers	Price	
Funky Town	2	$80.00	D

Routines Total:	$80.00
demo registration fee:	$20.00
Competition total:	$100.00
Early Bird Discount 1 (- 10.00 %):	$-8.00
Subtotal:	$92.00
Tax (13%):	$11.96
Total:	$103.96 USD
Paid:	$50.00
Total Outstanding:	$53.96 USD
Tax #	HST # 8928394RT0001

Coupons: [   ] Apply Coupon

Notes / Comments For Registration:
[   ]

View Detailed Invoice

I agree to terms and conditions ☐ (Display)

⦿ Pay by Check

● Credit Card Partial Payment

● Credit Card Full Payment

Complete Registration

Routine List: this registration has only one routine.

Total Section: This section shows the for the registration. It can include registration fees, discounts, tax, payments. The total or the total outstanding is the balance owed.

You must agree (check the box) to the terms and conditions which can be viewed by selecting "Display"

Enter comments for the competition like availability of dancers or other concerns

Payment Section: Only visible if the competition accepts Credit Card payments.

Click "View Detailed Invoice" to see the full details of the registration. This detailed invoice will be emailed to you upon submission.

If everything looks correct and you have agreed to the conditions, click "Complete Registration" to submit the registration.

After you submit the registration, you are only able to make changes to the textual information like dancer and routine names, and to change birthdates. If you need to add or remove dancers or add routines, please contact the competition to unlock your registration.

alison@cdo-online.org