C O M P A N Y   O F   D A N C E   A R T S

New Jersey's Premier Pre-Professional Ballet Company

70 Apple Street, Suite A, Tinton Falls, New Jersey 07724 (732) 842-4015

companyofdancearts@gmail.com

A Guide to CODA Dance Studio Pro Portal

Company of Dance Arts has implemented Dance Studio Pro (DSP) software to manage many aspects of our upcoming Nutcracker season and all productions going forward. The following guide will help you navigate your initial set-up, seasonal productions, schedules, volunteer opportunities, ticketing and more. Our main goal in choosing DSP is to improve and streamline all communications between CODA, the Artistic Staff, and our families. We hope DSP will add to your memorable production experience with CODA by having everything in one portal.

1. **Sign up and make a login for CODA DSP**
   https://dancestudio-pro.com/online/codanj
   - Please note that you will need to create a DSP account specifically for CODA. Your existing ADA account will <u>NOT</u> work for the CODA Portal.
   - **NOTE**: **For those utilizing the DSP app:**
     If you have an existing DSP account for ADA, please register in CODA using the same email and password. Doing so will allow you to easily switch between your CODA and ADA accounts in the app without continually logging in.
     - Unfortunately, this feature is not available from a desktop.
     - The "Switch Accounts" option can be found in the "More" menu. Once you set up your CODA account, please log out and back in to see both ADA and CODA accounts (see screenshot below).
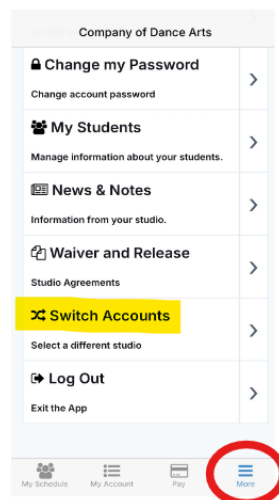
2. **Registering for the auditions.**
   ○ Audition groups can be found under "Register for Classes" in the More section of the app and "Register -> Classes" on a desktop.
   ○ Please only register for <u>one</u> audition. Based on birthdate, you may see more than one option.
      ■ If you are an ADA student, choose based on your dancer's level.
      ■ If you study at a different studio, choose the youngest age bracket your child fits into.
   ○ You must agree and accept Medical and Media waivers with your registration.
   ○ In order for your audition registration to be considered <u>complete</u>, a google form for <u>all</u> date conflicts **must** be filled out and submitted <u>prior</u> to auditions.
      ■ The google form link to submit all Date Conflicts can be found in your audition registration confirmation email that you will receive after your DSP registration is complete.

3. **Once the cast list is released via email, you will then need to "Accept Casting."**
   ○ Accept Casting can be found under "Register for Classes" in the More section of the app and "Register -> Classes" on a desktop.
   ○ The Production Fee is included with your cast acceptance.
   ○ You must read and accept all agreements and waivers.
      ■ **Note:** Please be sure to read <u>all</u> of the waivers thoroughly as they contain a great deal of valuable information about the production processes.
   ○ For your records and easier reference, all waivers and agreements will be emailed to you, and will also be available under Shared Files (in the app) or Documents & Files (desktop) within DSP.

4. **After all waivers have been signed and registration is complete**, CODA will place all dancers into their individual roles, and they will appear in DSP as "classes." You will be able to access this information prior to first rehearsals.

5. **Schedules will appear in DSP weekly for your dancer(s).**
   ○ Dancers' rehearsal schedules will appear in your DSP account based on their roles.
   ○ Any changes to your schedule will be reflected in the portal, as well as communicated via email and text.
   ○ A complete production schedule for all dancers will be available under Shared Files (app) or Documents & Files (desktop) within DSP.

6. **Throughout the season,** you will be able to select volunteer jobs, purchase personal ads for the journal, and buy show tickets all within DSP. Further information will be released as we progress through the season.

Questions?
Please contact us at 732-842-4015 or via email at companyofdancearts@gmail.com.