

Dancesport.app Studio User Guide

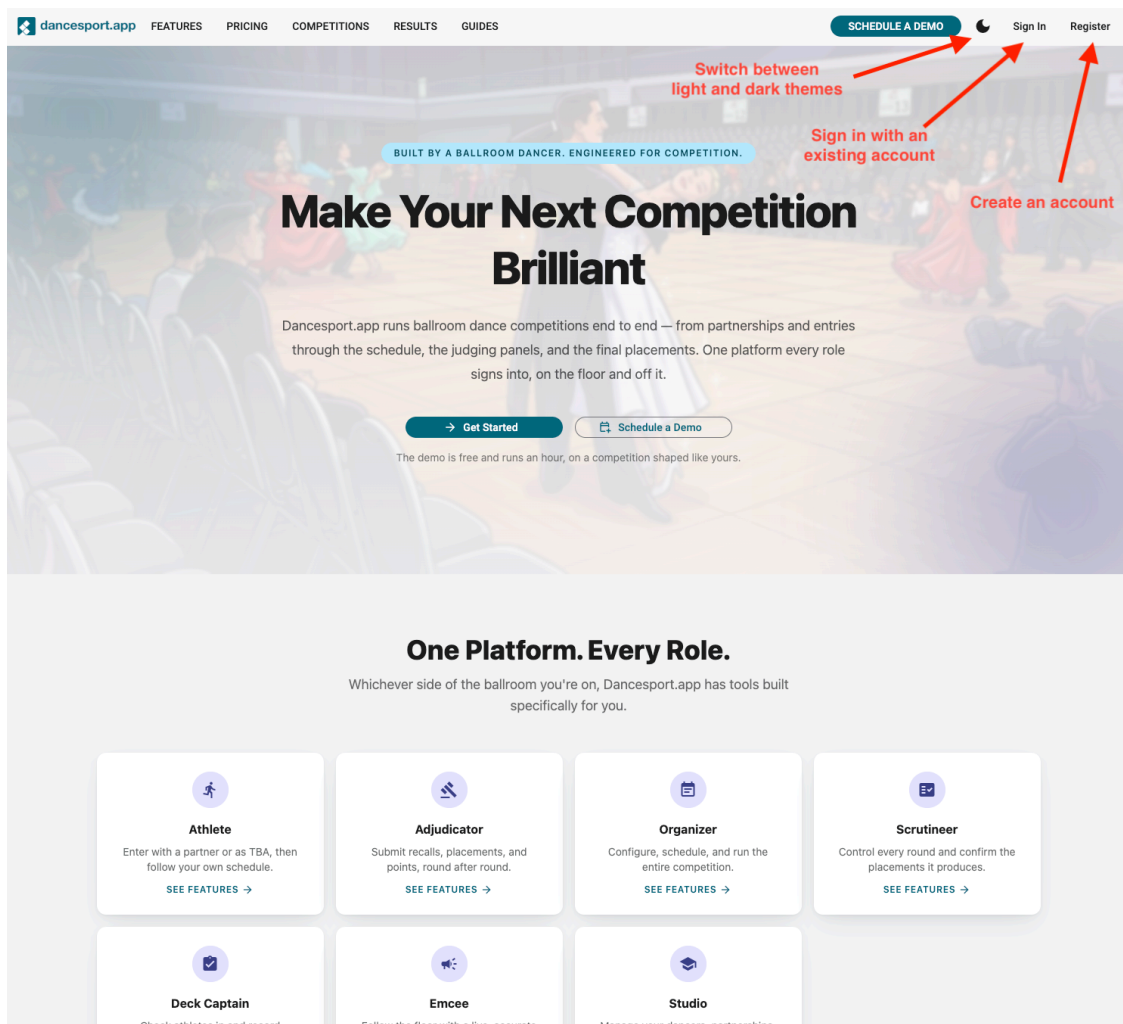
Introduction

Welcome to Dancesport.app, the platform designed to run ballroom dance competitions from end to end.

Landing Page

The landing page provides quick access to essential features:

- **Sign In:** Access your existing account using the "Sign In" button in the upper right corner.
- **Register:** Create a new account by clicking the "Register" button.
- **Theme Toggle:** Switch between light and dark themes using the icon next to the Sign In button.



Create a Studio Account

For studio owners or professionals, we ***strongly recommend*** signing up for a studio account to manage entries for you and your students. Please use your business email address (e.g., acmedancestudio@gmail.com or info@acmedancestudio.com) rather than a personal email. A studio account cannot be used to enter competitions directly; it functions as a manager account to register students for competitions hosted on Dancesport.app.

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Create Account

Choose the account type that best fits your role.

 Personal

 Studio

For studio owners and dance team captains.

Studio Name*

Demo Studio

Email*

Password*



Password must be at least 12 characters long and include letters, numbers, and symbols.

 Success!

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Create Account

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Sign In

Once your account is created, navigate to the Sign In page and log in with your email and password.

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[SCHEDULE A DEMO](#)  [Sign In](#) [Register](#)



Welcome back!

Email*

Password*

 Success!

[Privacy](#) [Help](#)

[Sign In](#)

[Forgot your password?](#)

Don't have an account? [Create Account](#)

Trouble signing in? Email support@dancesportsoftware.com



The premier platform for dance competition management and live results.

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support@dancesportsoftware.com

Studio Account

After signing in, you will arrive at your Account page. On the left side, you will see two sections: the Application section contains “Studio,” which allows you to switch to the Studio application to manage your dancers and entries. The Account section contains your Profile, Affiliation, and Security settings.

Account

Applications

Studio

Account

Profile

Affiliations

Security

Summary

Profile

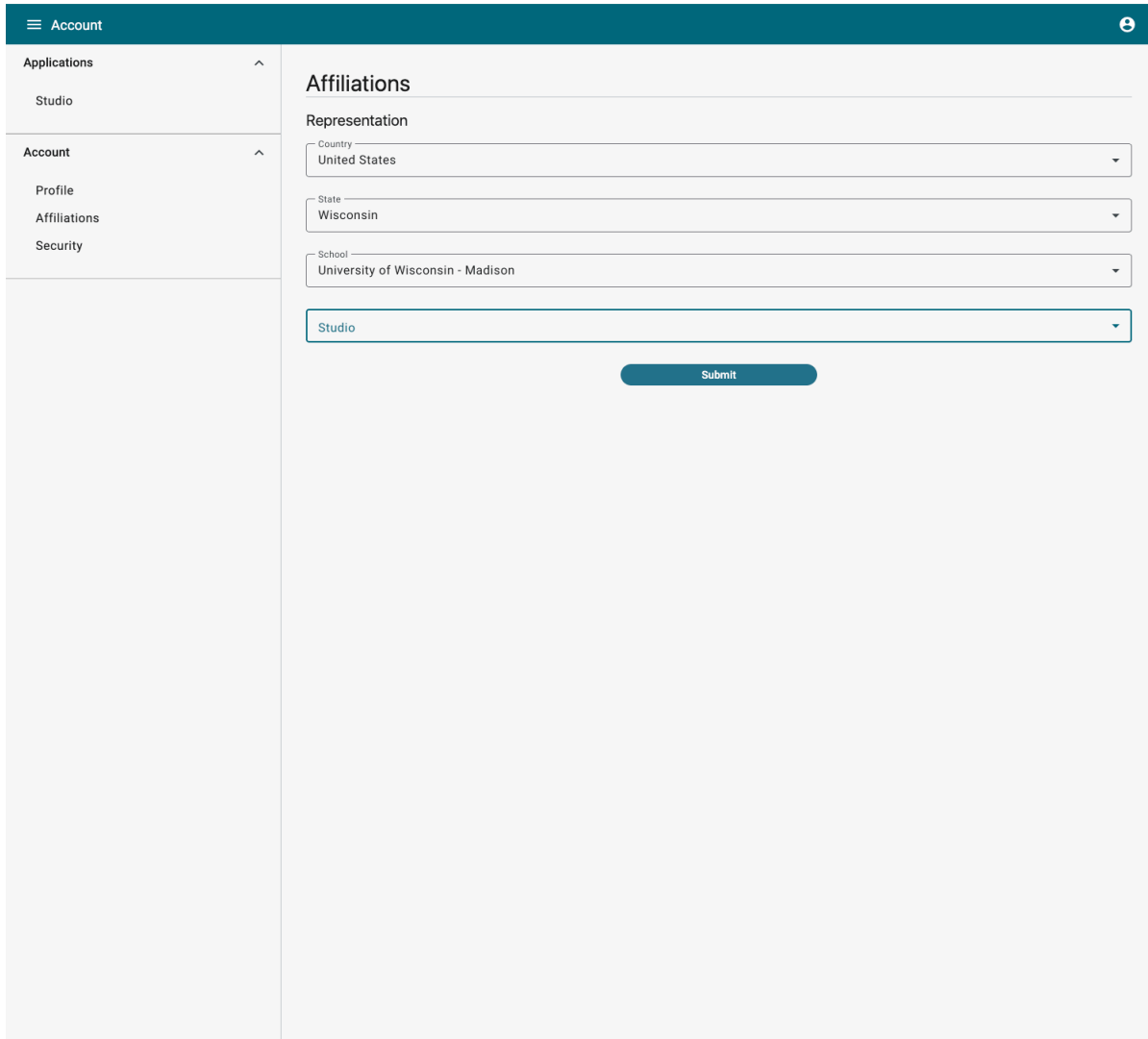
Name:

Email:

Affiliation

You can set up a studio affiliation so that all dancers at your studio share the same affiliation. Dancers you create are managed accounts. While the dancer may have access to their account, they cannot modify their affiliation information.

When setting up your affiliation, please start by selecting your Country, then your State. Once a state is selected, the list of Schools and Studios will be narrowed down to those within that state. If you do not see your studio listed, please contact support@dancesportsoftware.com, and we will add it as soon as possible.



The screenshot shows a web interface for managing an account. On the left is a sidebar with a dark teal header containing a hamburger menu icon and the text "Account". Below the header, the sidebar has two main sections: "Applications" with a sub-item "Studio", and "Account" with sub-items "Profile", "Affiliations", and "Security". The "Affiliations" item is currently selected. The main content area on the right is titled "Affiliations" and contains a "Representation" section. This section includes four dropdown menus: "Country" (set to "United States"), "State" (set to "Wisconsin"), "School" (set to "University of Wisconsin - Madison"), and "Studio" (set to "Studio"). A teal "Submit" button is located at the bottom of the form.

Account	
Applications	^
Studio	
Account	^
Profile	
Affiliations	
Security	

Affiliations

Representation

Country: United States

State: Wisconsin

School: University of Wisconsin - Madison

Studio: Studio

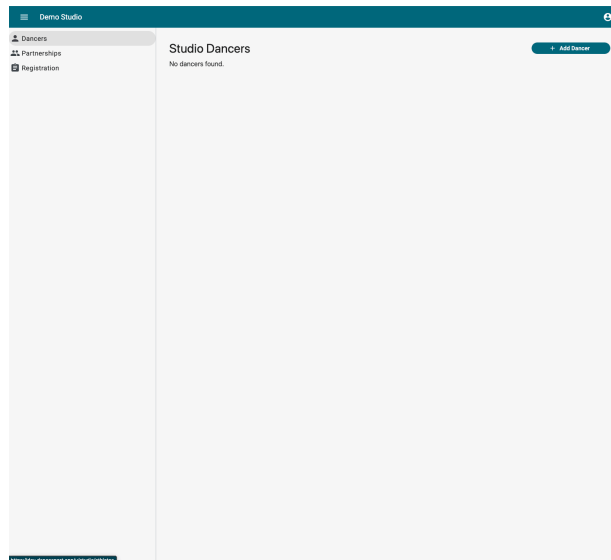
Submit

Manage Dancers

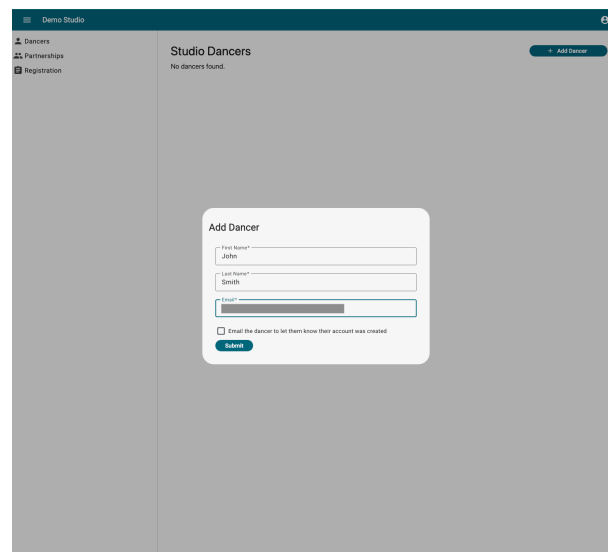
Next, move on to the Studio application, where you will find your studio Dashboard. If you have no competition entries yet, the dashboard will be empty. On the right side, there are three pages: Dancers, Partnerships, and Registration.

Create Dancers

When adding dancers, ensure you have their valid email addresses. These can be viewed by the organizers of any competitions they enter. To create a dancer, enter their full name and email address. You can also optionally send them a notification email letting them know an account has been created for them at Dancesport.app.



Create a dancer:



Manage a Dancer's Profile

You can update a dancer's first and last name, affiliation, professional and teaching status, and their membership numbers for major dancesport organizations in the United States.

Keeping this information updated helps competition organizers tremendously. They rely on it to identify your affiliation and professional status, group entries correctly, and assign the appropriate bib numbers to professional and amateur dancers.

≡ Demo Studio

Dancers

Partnerships

Registration

Studio Dancers

Total Dancers: 2

Jane Doe

John Smith

+

Add Dancer

Profile

First Name*

John

Last Name*

Smith

Save

Representation

Country

United States

State

Wisconsin

School

University of Wisconsin - Madison

Studio

Professional and Teacher Status

☒ Professional Dancer

☒ Dance Teacher

Dance Federation Memberships

For your own reference only. Dancesport Software is not affiliated with or endorsed by any governing body.

NDCA Membership ID

USA Dance Membership ID

Submit

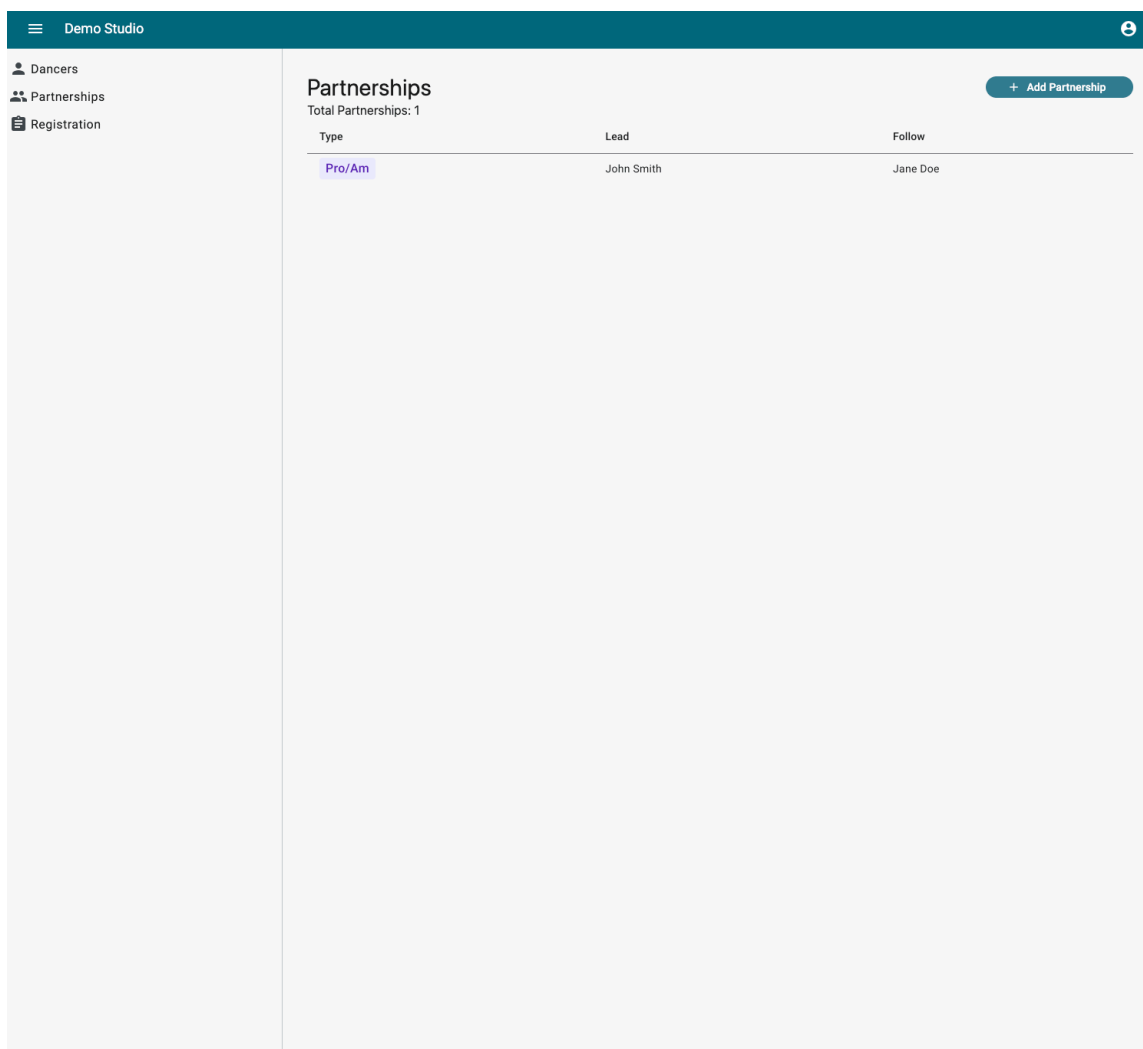
Create Partnership

Navigate to the Partnerships page and click the “+ Add Partnership” button. A dialog will appear for selecting a partnership. You may only create partnerships among dancers you manage. If a dancer needs to form a partnership with someone outside of your studio, they can log into their own account to do so (they may need to reset their password first if they haven't already).

The screenshot shows a web application interface for 'Demo Studio'. On the left is a sidebar with three menu items: 'Dancers', 'Partnerships', and 'Registration'. The main area is titled 'Partnerships' and contains a '+ Add Partnership' button in the top right corner. In the center of the main area is a 'Create Partnership' dialog box. This dialog has two dropdown menus: the first is labeled 'Lead*' and shows 'John Smith'; the second is labeled 'Follow*' and shows 'Jane Doe'. Below these dropdowns is a 'Submit' button.

Once partnerships are created, be sure to review their roles and type. Partnerships cannot be deleted, and the roles of Lead and Follow are strictly enforced. If Dancer A and Dancer B typically compete with A as the Lead and B as the Follow, but they need to enter an event where B is the Lead, a new partnership must be created with B as the Lead and A as the Follow.

Also, take this opportunity to ensure their professional status (type) is correct. Most Professional and Pro/Am competitions enforce specific partnership types: Pro/Pro events prohibit Amateur or Pro/Am couples, Pro/Am events require one Professional and one Amateur, and Amateur events require both the Lead and Follow to be Amateurs. Make sure these are configured correctly before registering for any events. If a dancer's professional status changes, update it promptly so you don't forget before the next competition.

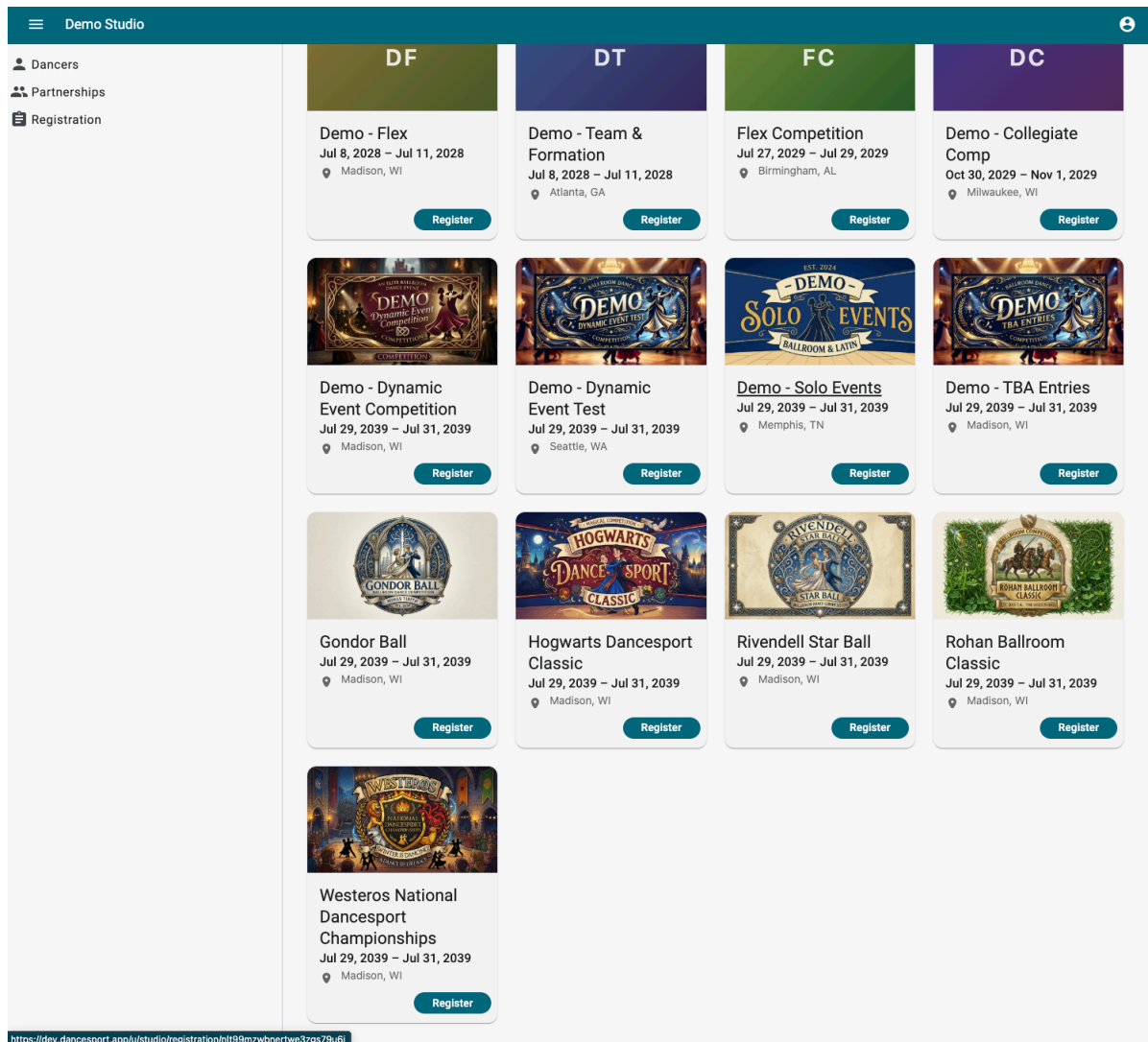


Demo Studio		
Dancers	Partnerships	
Partnerships	Total Partnerships: 1	
Registration	+ Add Partnership	
Type	Lead	Follow
Pro/Am	John Smith	Jane Doe

Registration

Now that you have created your dancers and partnerships, you are ready to register for competitions.

There may be many competitions in the system, so be sure to select the correct one. Once selected, you will be directed to the registration page for that specific competition. In this example, we'll select the Hogwarts Dancesport Classic.



Regular Events

The default events listed are Regular Events: these are offered regardless of how many people sign up. Collegiate competitions are mostly made up of regular events, as they often have a finite set of events specifically for Collegiate and Amateur dancers with no age differentiation. At Professional or Pro/Am competitions, Professional Rising Star and Open Professional are typically regular events. Organizers may also offer Show Dance, Cabaret, or Formation events as Regular Events.

Demo Studio

Dancers

Partnerships

Registration

Hogwarts DanceSport Classic

JUL 29 – JUL 31, 203946968 KYLE LOOP, MADISON, WI, USA

Regular Events

Single-dance Events

Multi-dance Events

Partnership

Event Filters

Available Events

Select a partnership to sign up for events.

Newcomer International Standard+

Newcomer International Latin+

Newcomer American Smooth+

Newcomer American Rhythm+

Bronze International Standard+

Bronze International Latin+

Bronze American Smooth+

Bronze American Rhythm+

Silver International Standard+

Silver International Latin+

Silver American Smooth+

Silver American Rhythm+

Gold International Standard+

Gold International Latin+

Gold American Smooth+

Gold American Rhythm+

Novice International Standard+

Novice International Latin+

Novice American Smooth+

Novice American Rhythm+

Pre-Championship International Standard+

Pre-Championship International Latin+

Pre-Championship American Smooth+

Pre-Championship American Rhythm+

Championship International+

Championship International Latin+

Championship American Smooth+

To sign up for a regular event, select the partnership you'd like to register and choose your events. If everything is correct, your entries will be saved. If not, an error message will explain what blocked the entry. If you run into an error, don't panic—you can always contact the competition organizer for help.

Dancers

Partnerships

Registration

Hogwarts Dancesport Classic

JUL 29 – JUL 31, 2039 46968 KYLE LOOP, MADISON, WI, USA

Regular Events
Single-dance Events
Multi-dance Events

Partnership
John Smith / Jane Doe

Event Filters

☒ Current Entries (2)

John Smith & Jane Doe 2

Newcomer International Standard

Bronze International Standard

☒ Available Events

Newcomer International Latin +	Newcomer American Smooth +	Newcomer American Rhythm +
Bronze International Latin +	Bronze American Smooth +	Bronze American Rhythm +
Silver International Standard +	Silver International Latin +	Silver American Smooth +
Silver American Rhythm +	Gold International Standard +	Gold International Latin +
Gold American Smooth +	Gold American Rhythm +	Novice International Standard +
Novice International Latin +	Novice American Smooth +	Novice American Rhythm +
Pre-Championship International +	Pre-Championship International +	Pre-Championship American +

Single-Dance Event

Switching to Single-Dance Events, you will likely find multiple forms for different categories. Find the one you need, click “+ Add Form,” select a partnership, and add them to each dance. You may select one or multiple dances for each style.

Demo Studio

Dancers

Partnerships

Registration

Hogwarts Dancesport Classic

JUL 29 – JUL 31, 2039

46968 KYLE LOOP, MADISON, WI, USA

Regular Events

Single-dance Events

Multi-dance Events

Smooth SD

Partnership*

John Smith / Jane Doe

Division*

Collegiate

Age*

Collegiate

Proficiency*

Newcomer

Style*

American Smooth

Dance*

Waltz, Tango, Foxtrot

Remove

Submit

+ Add Form

Manage Single-Dance Entries

Once successfully submitted, your entries will appear in the same section where the form was submitted. You can expand the view to see full details and drop entries if needed.

Demo Studio

Dancers

Partnerships

Registration

Hogwarts Dancesport Classic

JUL 29 – JUL 31, 2039 46968 KYLE LOOP, MADISON, WI, USA

Regular Events

Single-dance Events

Multi-dance Events

Smooth SD

Existing Entries (3)

John Smith / Jane Doe

Smooth SD Collegiate Col Collegiate... Drop

Smooth SD Collegiate Col Collegiate... Drop

Smooth SD Collegiate Col Collegiate... Drop

Partnership*

John Smith / Jane Doe

Division*

Collegiate

Age*

Collegiate

Proficiency*

Newcomer

Style*

American Smooth

Dance*

Waltz, Tango, Foxtrot

Multi-Dance Event

Like single-dance events, multi-dance events are divided into several sections. Choose the one you need, click '+ Add Form,' and select the partnership, division, age, and proficiency. The main difference is that while you can pick your own dances for single-dance events, dances for multi-dance events are pre-determined by the organizer.

Demo Studio

Dancers

Partnerships

Registration

Hogwarts Dancesport Classic

JUL 29 – JUL 31, 2039 46968 KYLE LOOP, MADISON, WI, USA

Regular Events

Single-dance Events

Multi-dance Events

Rhythm MD

Partnership*

John Smith / Jane Doe

Division*

Collegiate

Age*

Collegiate

Proficiency*

Bronze

Style*

American Rhythm

Dances

Cha Cha

Swing

Mambo

Remove

Submit

+ Add Form

Manage Multi-Dance Entries

Like single-dance events, multi-dance entries will appear in the section where the form was submitted, grouped by partnership. You can widen the screen or collapse the side navigation panel to view full details and drop entries.

≡ Demo Studio

Dancers

Partnerships

Registration



Regular Events

Single-dance Events

Multi-dance Events

Rhythm MD

Existing Entries (1)

John Smith / Jane Doe

Rhythm MD Collegiate Col Collegiate... Drop

Partnership*
John Smith / Jane Doe

Division*
Collegiate

Age*
Collegiate

Proficiency*
Bronze

Style*
American Rhythm

Dances

Cha Cha

Swing

Mambo

Remove Submit

+ Add Form

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Dashboard

Now, when you return to your dashboard, you will see all entries for the dancers and partnerships you manage in their upcoming competitions, grouped by competition and partnership.

≡ Demo Studio

Dancers

Partnerships

Registration

Dashboard

📅 07/29/2039 | Hogwarts Dancesport Classic

John Smith & Jane Doe

➤ Newcomer International Standard

➤ Bronze International Standard

➤ Smooth SD Collegiate Col
Collegiate Newcomer Smooth (W)

➤ Smooth SD Collegiate Col
Collegiate Newcomer Smooth (T)

➤ Smooth SD Collegiate Col
Collegiate Newcomer Smooth (F)

➤ Rhythm MD Collegiate Col
Collegiate Bronze Rhythm (S/M/C)