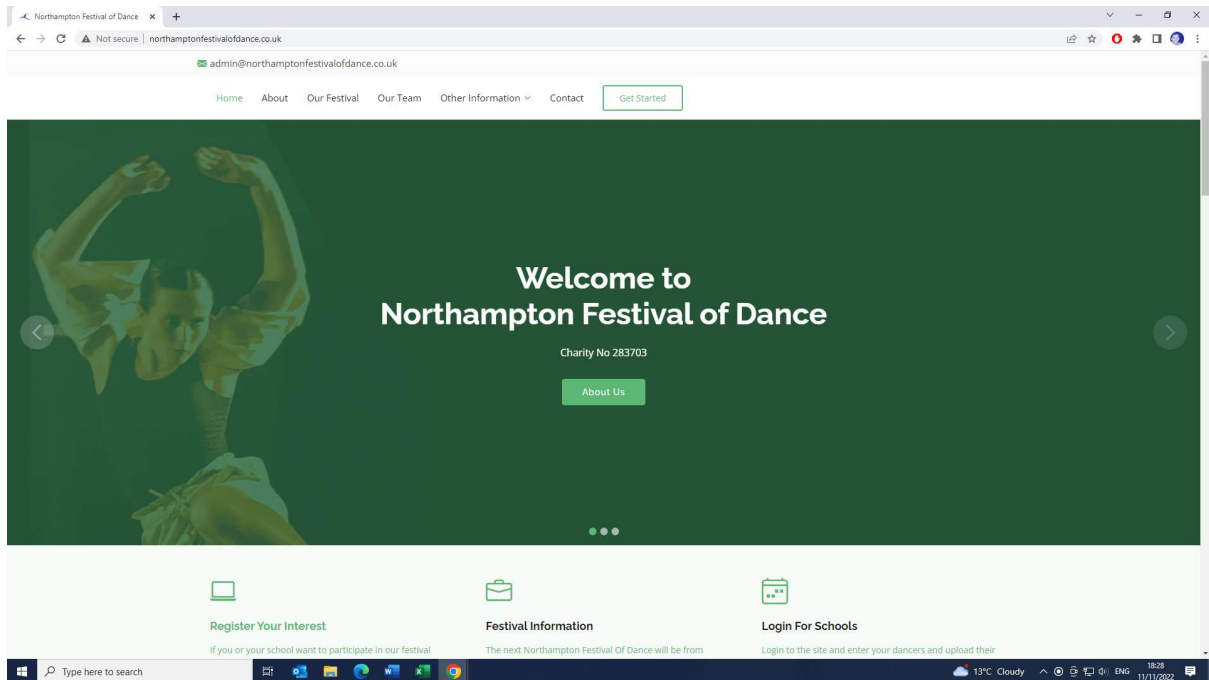


## Festival Of Dance Instruction Manual / Guidance

Festival Of Dance Instruction Manual / Guidance .....	1
Home Page .....	2
Register .....	3
Sample Email.....	4
Login.....	5
Change Password.....	6
Competitors .....	7
Individual Competitor Entry.....	7
Batch Insert.....	10
Entering Ensembles – Duets to Groups .....	16
Groups.....	16
Duets, Trios and Quartets .....	18
View Payment Details .....	22
View all Competitors and Download .....	23
Music Upload .....	26
Music Upload Solos.....	26
Music Upload Ensembles .....	34

## Home Page

<http://www.northamptonfestivalofdance.co.uk/>



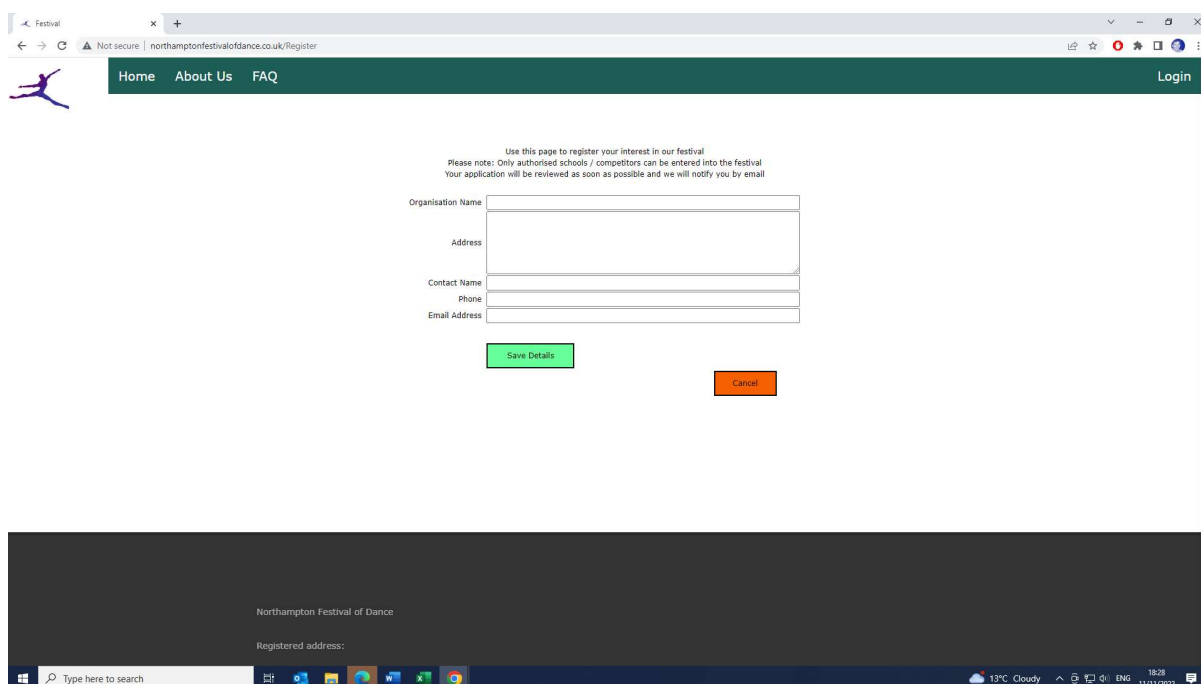
## Register

To be able to enter students into the festival your school must be registered

Click on register your interest.

Type in your organisation (School) name, address, a contact name, phone number and email address then click on the Save Button

If you make a mistake and want to clear the screen, then click the Cancel Button to return to the home page.

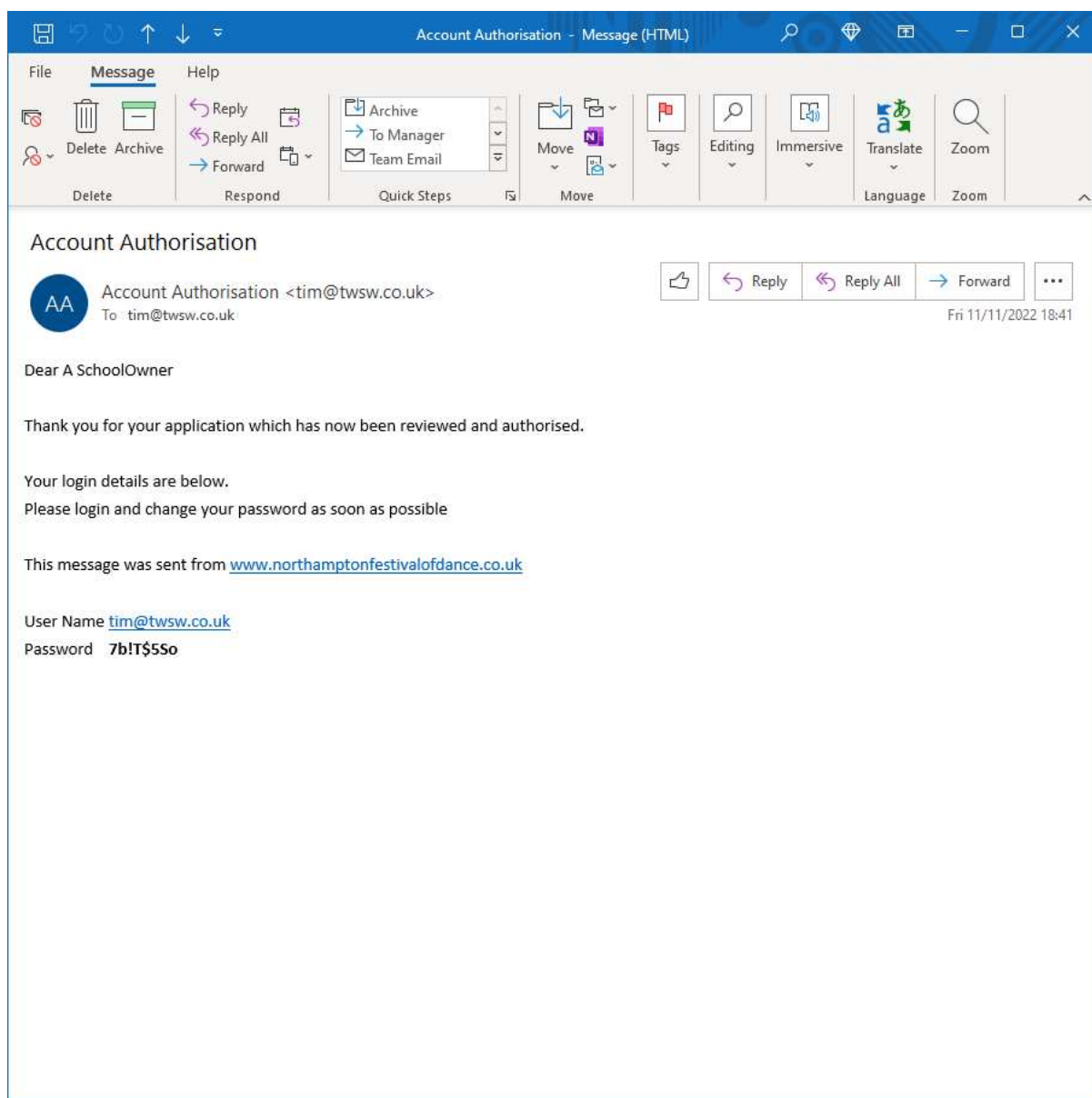


The screenshot shows a web browser window with the URL [northamptonfestivalofdance.co.uk/register](http://northamptonfestivalofdance.co.uk/register). The page has a dark green header with a logo on the left and navigation links for 'Home', 'About Us', 'FAQ', and 'Login' on the right. The main content area is white and contains a registration form. At the top of the form, it says 'Use this page to register your interest in our festival' and 'Please note: Only authorised schools / competitors can be entered into the festival. Your application will be reviewed as soon as possible and we will notify you by email'. The form fields are: 'Organisation Name' (a single line), 'Address' (a multi-line text area), 'Contact Name' (a single line), 'Phone' (a single line), and 'Email Address' (a single line). Below the form are two buttons: a green 'Save Details' button and an orange 'Cancel' button. At the bottom of the page, there is a dark footer with the text 'Northampton Festival of Dance' and 'Registered address:'. The Windows taskbar is visible at the very bottom of the screenshot.

Your application will be reviewed and if you meet the entry criteria you will be sent and username and password.

After you receive your password you will be able to login by clicking on Logon For Schools on the home page.

## Sample Email



# Login

The screenshot shows a web browser window with the URL `northamptonfestivalofdance.co.uk/festival/`. The page has a dark green header with a logo on the left and navigation links: [Home](#), [About Us](#), [FAQ](#), and [Login](#). The main content area features a dark green login box with the title "Login" and the message "Unauthorised access is forbidden". Inside the box are input fields for "Email:" and "Password:", a "Login" button, a "Forgotten your password" button, and a "I want to register" button. The footer is dark grey and contains the text "Northampton Festival of Dance", "Registered address:", and "6 Ansell Way". The Windows taskbar at the bottom shows the search bar and various application icons.

Type in your User Name and password then click on the Login Button

If you have forgotten your password you can receive your password by typing in your email address then clicking Forgotten Your Password.

The screenshot shows the "Main Menu" page of the Northampton Festival of Dance website. The header is dark green with navigation links: [Home](#), [About Us](#), [FAQ](#), [Competitors](#), and [Ensembles](#). On the right side of the header are links for [Change Password](#) and [Logout](#). The main content area is titled "Demonstration School Of Dance" and contains a table with the following structure:

Competitors Details and Solo Entries	Payment Details
<a href="#">Ensembles - Duets to Groups</a>	<p>You can then create duets, trios, quartets and groups and identify which competitors belong in each entry</p> <p>Finally upload the music for each entry (Solos up to groups)</p>
<a href="#">Music Upload - Solos</a>	
<a href="#">Music Upload - Duets to Groups</a>	

Below the table, there are two large yellow boxes. The left box is titled "Competitors" and contains a [View All Competitors](#) button. The right box is titled "Ensembles - Duets to Groups". The Windows taskbar at the bottom shows the search bar and various application icons.

## Change Password

Click on Change Password

Type in your current password.

Type in your new password

Re Type your new password

Then click on the Change Password button.

You will then be logged in at the Festival Schools Home Page

The screenshot shows a web browser window with the URL [northamptonfestivalofdance.co.uk/Festival/LoginOK](http://northamptonfestivalofdance.co.uk/Festival/LoginOK). The page has a green navigation bar with links: Home, About Us, FAQ, Competitors, Ensembles, Change Password, and Logout. A purple logo of a dancer is on the left. The main content area is titled "Demonstration School Of Dance" and contains a table with the following rows:

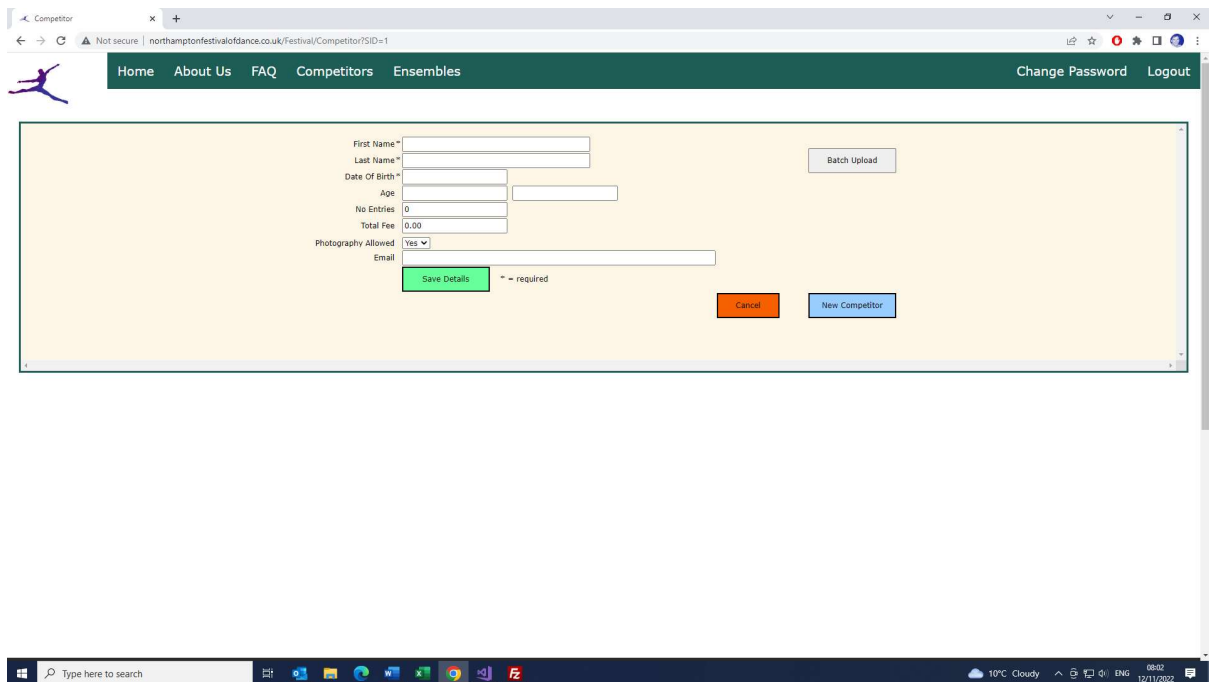
Competitors Details and Solo Entries	<p>All competitors should be entered first.</p> <p>You can then create duets, trios, quartets and groups and identify which competitors belong in each entry</p> <p>Finally upload the music for each entry (Solos up to groups)</p>	<p>Payment Details</p>
Ensembles - Duets to Groups		
Music Upload - Solos		
Music Upload - Duets to Groups		

Below the table are two large empty boxes labeled "Competitors" and "Ensembles - Duets to Groups". The "Competitors" box has a "View All Competitors" button. The browser's address bar shows "Not secure".

## Competitors

Competitors can be entered either individually or by importing them in a batch.

### Individual Competitor Entry



The screenshot shows a web browser window with the URL `northamptonfestivalofdance.co.uk/festival/Competitor?SID=1`. The page has a dark green header with navigation links: Home, About Us, FAQ, Competitors, and Ensembles. On the right of the header are links for Change Password and Logout. The main content area is a light yellow form titled 'Competitor'. It contains the following fields and controls:

- First Name \* (text input)
- Last Name \* (text input)
- Date Of Birth \* (text input)
- Age (text input, calculated)
- No Entries (text input, value 0)
- Total Fee (text input, value 0.00)
- Photography Allowed (dropdown menu, value Yes)
- Email (text input)
- Batch Upload (button)
- Save Details (green button)
- Cancel (orange button)
- New Competitor (blue button)

A note below the Save Details button states: \* = required. The Windows taskbar at the bottom shows the date as 12/11/2022 and the time as 09:02.

Type in the Competitor's First Name

Type in the Competitor's Last Name

Type in the Competitor's Date of Birth

The Competitor's Age will be calculated and the classes they can enter will be identified.

The Number of Entries and Total Fee fields are protected and you cannot change them

Photography is allowed by default but you can change this if the Competitor should not be photographed.

You can enter the email address of the Competitor if you want and the system will then be able to email the competitor directly, but this is not required.

Click on the Save Details button to save the Competitor's details.

#### NOTE

The only required information is the Competitor's First Name, Last Name and Date of Birth

Competitor

Not secure | northamptonfestivalofdance.co.uk/festival/Competitor/?ID=208&SID=1

Home About Us FAQ Competitors Ensembles Change Password Logout

First Name: Jane  
Last Name: Doe  
Date Of Birth: 12/11/2016  
Age: 6  
No Entries: 0  
Total Fee: 0.00  
Photography Allowed: Yes  
Email:

Batch Upload

Save Details \* = required

Cancel Delete New Competitor

Solo Entries: No Solo Entries Yet

Ensemble Entries: No Group Entries Yet

Available Solo Sections

PRE-JUNIOR CLASS ALL

ID	Age Category	Style	Solo Duet	Name	Date Time	Min Age	Max Age
137	Pre-Junior Class	Musical Theatre	Musical Theatre Solos	Musical Theatre	0	6	
119	Pre-Junior Class	Classical Ballet	Solos	Classical Ballet	0	6	
120	Pre-Junior Class	Character	Solos	Character	0	6	
121	Pre-Junior Class	National	Solos	National	0	6	
122	Pre-Junior Class	Greek	Solos	Greek	0	6	
123	Pre-Junior Class	Tap	Solos	Tap	0	6	
124	Pre-Junior Class	Jazz / Modern	Solos	Jazz / Modern	0	6	

Once saved you will see the classes that the competitor can enter.

Click on the Enter Section button for the relevant class for which you want the entry to be made.

Competitor

Not secure | northamptonfestivalofdance.co.uk/festival/Competitor/?ID=208&SID=1

Home About Us FAQ Competitors Ensembles Change Password Logout

First Name: Jane  
Last Name: Doe  
Date Of Birth: 12/11/2016  
Age: 6  
No Entries: 1  
Total Fee: 7.00  
Photography Allowed: Yes  
Email:

Batch Upload

Save Details \* = required

Cancel New Competitor

Solo Entries

ID	Age Category	Genre	Solo/Duet	Fee Due
106	Pre-Junior Class	Classical Ballet	Solos	7.00

View Details

Ensemble Entries: No Group Entries Yet

Available Solo Sections

PRE-JUNIOR CLASS ALL

ID	Age Category	Style	Solo Duet	Name	Date Time	Min Age	Max Age
137	Pre-Junior Class	Musical Theatre	Musical Theatre Solos	Musical Theatre	0	6	
119	Pre-Junior Class	Classical Ballet	Solos	Classical Ballet	0	6	
120	Pre-Junior Class	Character	Solos	Character	0	6	
121	Pre-Junior Class	National	Solos	National	0	6	
122	Pre-Junior Class	Greek	Solos	Greek	0	6	
123	Pre-Junior Class	Tap	Solos	Tap	0	6	
124	Pre-Junior Class	Jazz / Modern	Solos	Jazz / Modern	0	6	

In the Available Solo Sections window if you click on the “All” radio button you will see all sections (beyond their specific age range) that the competitor may be eligible to enter. This is how you will find the non-standard age group solos such as novice (junior) and improvisation and choreography (inter & senior).

The screenshot shows a web application for managing dance competitors. The top navigation bar includes links for Home, About Us, FAQ, Competitors, and Ensembles, along with Change Password and Logout options. The main content area is divided into three sections:

- Competitor Form:** A form for adding a new competitor. Fields include First Name (Jane), Last Name (Doe), Date of Birth (12/11/2016), Age (6), No Entries (1), Total Fee (7.00), Photography Allowed (Yes), and Email. A "Batch Upload" button is also present. A "Save Details" button is highlighted in green, with a note that the email field is required. "Cancel" and "New Competitor" buttons are also visible.
- Solo Entries:** A table showing the competitor's current entries. It has columns for ID, Age Category, Genre, Solo/Duet, and Fee Due. One entry is listed: ID 106, Pre-Junior Class, Classical Ballet, Solos, Fee Due 7.00. A "View Details" button is next to the entry.
- Available Solo Sections:** A table listing all available solo sections. It has columns for ID, Age Category, Style, Solo Duet, Name, Date Time, Min Age, and Max Age. The "ALL" radio button is selected, showing all sections regardless of age range. The sections include:
 

ID	Age Category	Style	Solo Duet	Name	Date Time	Min Age	Max Age
137	Pre-Junior Class	Musical Theatre	Musical Theatre Solos	Musical Theatre		0	6
119	Pre-Junior Class	Classical Ballet	Solos	Classical Ballet		0	6
120	Pre-Junior Class	Character	Solos	Character		0	6
121	Pre-Junior Class	National	Solos	National		0	6
122	Pre-Junior Class	Greek	Solos	Greek		0	6
123	Pre-Junior Class	Tap	Solos	Tap		0	6
124	Pre-Junior Class	Jazz / Modern	Solos	Jazz / Modern		0	6
140	Novice	Novice Classical	Solos	Novice Classical		0	10
141	Novice	Novice Stage	Solos	Novice Stage		0	10

To insert another individual competitor click on New Competitor button

## Batch Insert

The batch upload option allows the import of a **.CSV file (comma-separated values)**

The format of the file is very specific.

There can be only 4 (four) columns in the file.

The first row must contain these titles.

First Name	Last Name	Date of Birth dd/mm/yyyy	Photo Allowed (Y/N)
------------	-----------	--------------------------	---------------------

Each record must have the following fields completed

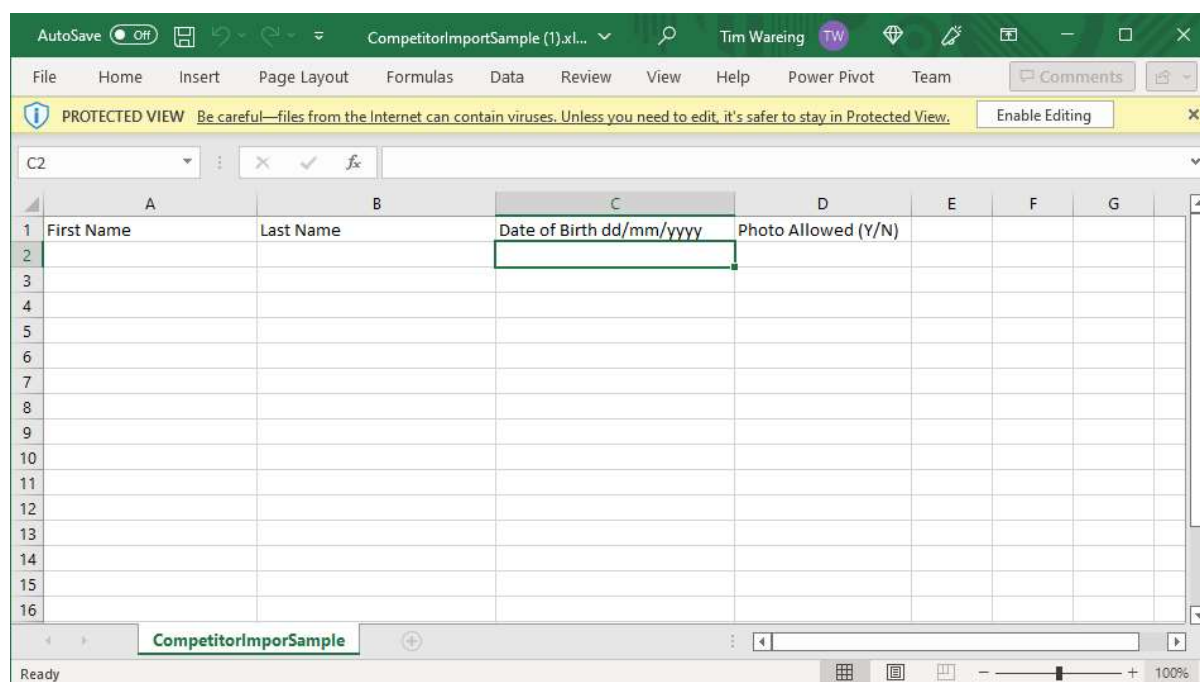
First Name - Maximum size 50 Characters

Last Name - Maximum size 50 Characters

Date of Birth - In the format dd/mm/yyyy

Photography allowed - which must be either Y or N

You can download a sample file by clicking on the download links on this page



Click on the Enable Editing Button to allow you to insert data.

Type in or paste in your data

The screenshot shows the Microsoft Excel interface with the following data in the spreadsheet:

	A	B	C	D	E	F	G
1	First Name	Last Name	Date of Birth dd/mm/yyyy	Photo Allowed (Y/N)			
2	Jane	Smith	12/10/2014	Y			
3	Susan	Luck	24/10/2012	Y			
4	Davina	Williams	01/02/2009	Y			
5	Catherine	O'Brien	12/02/2010	Y			
6	Gina	Flintoff	10/10/2014	Y			
7	Sarah	Smith	12/03/2016	Y			
8	Jacob	Jones	20/05/2009	Y			
9	Freddie	McKeith	01/01/2010	Y			
10	Davina	Davidson	15/06/2008	Y			
11	Stacey	Bloggs	15/07/2017	Y			
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							

Then to save in the correct format:

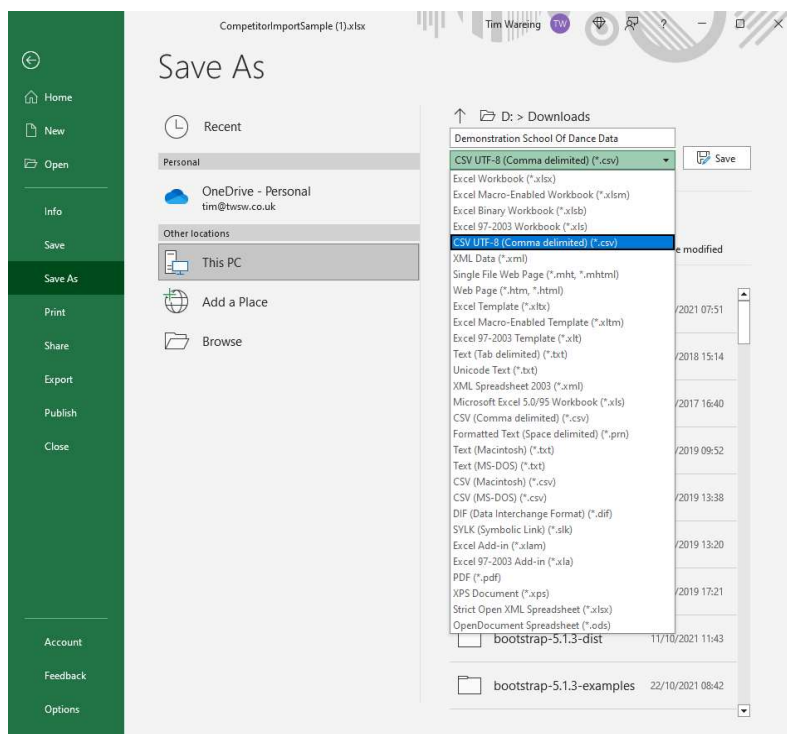
File

Save As

Type in a file Name

Change File type to CSV (Comma delimited) (\*.csv)

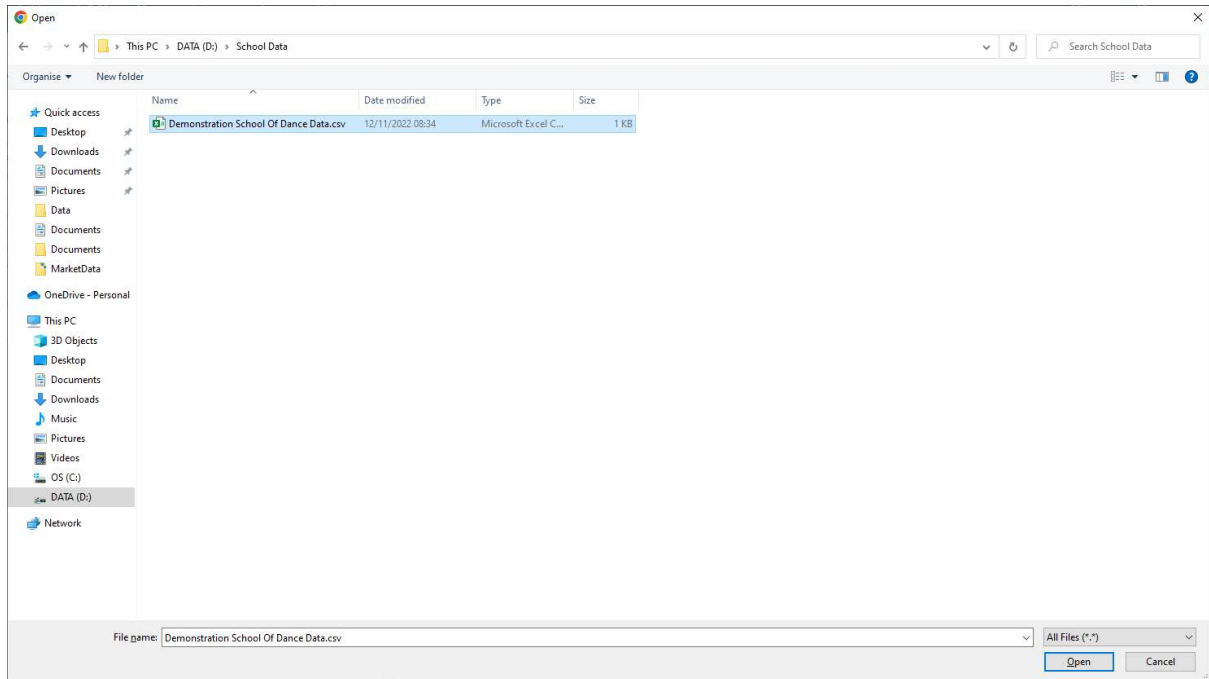
Save



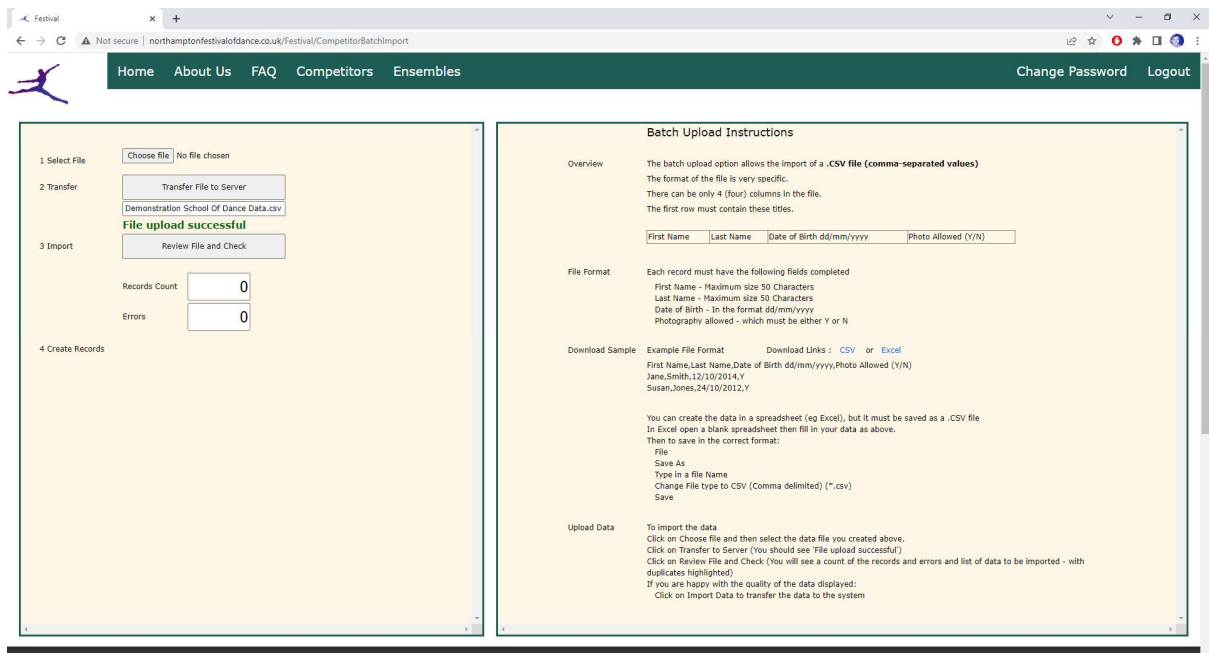
To import the data, in your school's Home Screen click on Batch Import

Click on the Choose file button in the left pane.

Then navigate to and select the data file you created above by clicking on the file name and then the Open button.



Click on Transfer to Server (You should see 'File upload successful')



Click on Review File and Check

(You will see a count of the records and errors and list of data to be imported - with duplicates highlighted)

**Batch Upload Instructions**

**Overview**  
The batch upload option allows the import of a **CSV file (comma-separated values)**.  
The format of the file is very specific.  
There can be only 4 (four) columns in the file.  
The first row must contain these titles.

First Name	Last Name	Date of Birth dd/mm/yyyy	Photo Allowed (Y/N)
Jane	Smith	12/10/2014	Y
Susan	Luck	24/10/2012	Y
Davina	Williams	01/02/2009	Y
Catherine	O'Brien	12/02/2010	Y
Gina	Flintoff	10/10/2014	Y
Sarah	Smith	12/03/2016	Y
Jacob	Jones	20/05/2009	Y
Freddie	McKeith	01/01/2010	Y
Davina	Davidson	15/06/2008	Y
Stacey	Bloggs	15/07/2017	Y

**File Format**  
Each record must have the following fields completed  
First Name - Maximum size 50 Characters  
Last Name - Maximum size 50 Characters  
Date of Birth - In the format dd/mm/yyyy  
Photography allowed - which must be either Y or N

**Download Sample**  
Example File Format: First Name, Last Name, Date of Birth dd/mm/yyyy, Photo Allowed (Y/N)  
Jane, Smith, 12/10/2014, Y  
Susan, Jones, 24/10/2012, Y

You can create the data in a spreadsheet (eg Excel), but it must be saved as a .CSV file  
In Excel open a blank spreadsheet then fill in your data as above.  
Then to save in the correct format:  
File  
Save As  
Type in a file name  
Change File type to CSV (Comma delimited) (\*.csv)  
Save

**Upload Data**  
To import the data  
Click on Choose file and then select the data file you created above.  
Click on Transfer to Server (You should see 'File upload successful')  
Click on Review File and Check (You will see a count of the records and errors and list of data to be imported - with duplicates highlighted)  
If you are happy with the quality of the data displayed:  
Click on Import Data to transfer the data to the system

If you are happy with the quality of the data displayed:  
Click on Import Data to transfer the data to the system

You should then see the competitors on your home page

**Demonstration School Of Dance**

Competitors Details and Solo Entries | Ensembles - Duets to Groups | Music Upload - Solos | Music Upload - Duets to Groups | Payment Details

All competitors should be entered first.  
You can then create duets, trios, quartets and groups and identify which competitors belong in each entry  
Finally upload the music for each entry (Solos up to groups)

**Competitors** | View All Competitors

ID	First Name	Last Name	Date Of Birth	Age	No Entries	Total Fee
20	Jane	Doe	12/11/2016	6	1	7.00
21	Jane	Smith	12/10/2014	8	0	0.00
22	Susan	Luck	24/10/2012	10	0	0.00
23	Davina	Williams	01/02/2009	14	0	0.00
24	Catherine	O'Brien	12/02/2010	13	0	0.00
25	Gina	Flintoff	10/10/2014	8	0	0.00
26	Sarah	Smith	12/03/2016	7	0	0.00
27	Jacob	Jones	20/05/2009	13	0	0.00
28	Freddie	McKeith	01/01/2010	13	0	0.00
29	Davina	Davidson	15/06/2008	14	0	0.00
30	Stacey	Bloggs	15/07/2017	5	0	0.00

**Ensembles - Duets to Groups**

You can view the details of any competitor by clicking on the Edit Details Button. This will open up the screen showing you their details in the top pane, and their solo options in the bottom right.

Competitor

Not secure | northamptonfestivalofdance.co.uk/Festival/Competitor/?ID=208&SID=1

Home About Us FAQ Competitors Ensembles Change Password Logout

First Name Jane  
Last Name Doe  
Date Of Birth 12/11/2016  
Age 6 Pre-Junior Class  
No Entries 0  
Total Fee 0.00  
Photography Allowed Yes  
Email  
Batch Upload  
Save Details \* = required  
Cancel Delete New Competitor

Solo Entries  
No Solo Entries Yet

Ensemble Entries  
No Group Entries Yet

Available Solo Sections PRE-JUNIOR CLASS ALL

	ID	Age	Category	Style	Solo Duet	Name	Date Time	Min Age	Max Age
Enter Section	117	Pre-Junior Class	Musical Theatre	Musical Theatre Solos	Musical Theatre		0	6	
Enter Section	119	Pre-Junior Class	Classical Ballet	Solos	Classical Ballet		0	6	
Enter Section	120	Pre-Junior Class	Character	Solos	Character		0	6	
Enter Section	121	Pre-Junior Class	National	Solos	National		0	6	
Enter Section	122	Pre-Junior Class	Greek	Solos	Greek		0	6	
Enter Section	123	Pre-Junior Class	Tap	Solos	Tap		0	6	
Enter Section	124	Pre-Junior Class	Jazz / Modern	Solos	Jazz / Modern		0	6	

Type here to search

SBRY News Bearish 08:15 12/11/2022

You can enter solos for each individual from here (see Individual Competitor Entry pages)

## Entering Ensembles – Duets to Groups

On your Home Screen click on Ensembles – duets to groups. This will take you to this page:

The screenshot shows a web browser window with the URL [northamptonfestivalofdance.co.uk/festival/Groups](http://northamptonfestivalofdance.co.uk/festival/Groups). The navigation bar includes links for Home, About Us, FAQ, Competitors, and Ensembles, along with Change Password and Logout options. The main content area is divided into two panels. The left panel, titled 'Available Sections', displays a table with columns for ID, Age Category, Genre, Duet etc., Name, Date Time, and Entries. The right panel contains a form for entering section details, including fields for Section, Number Of Competitors, Total Fee, Music, and Notes, with a 'Save Details' button and a 'Cancel' button. Below the form is a section for 'Ensemble Entries'.

ID	Age Category	Genre	Duet etc.	Name	Date Time	Entries
Enter Section	170 Junior	Classical Ballet	Duets	Classical Ballet		170
Enter Section	171 Junior	Classical Ballet	Trios	Classical Ballet		171
Enter Section	172 Junior	Classical Ballet	Quartets	Classical Ballet		172
Enter Section	173 Junior	Classical Ballet	Small Groups	Classical Ballet		173
Enter Section	174 Junior	Classical Ballet	Groups	Classical Ballet		174
Enter Section	175 Junior	Character	Duets	Character		175
Enter Section	176 Junior	Character	Trios	Character		176
Enter Section	177 Junior	Character	Quartets	Character		177
Enter Section	178 Junior	Character	Small Groups	Character		178
Enter Section	179 Junior	Character	Groups	Character		179
Enter Section	180 Junior	National	Duets	National		180
Enter Section	181 Junior	National	Trios	National		181
Enter Section	182 Junior	National	Quartets	National		182
Enter Section	183 Junior	National	Small Groups	National		183
Enter Section	184 Junior	National	Groups	National		184
Enter Section	185 Junior	Greek	Duets	Greek		185
Enter Section	186 Junior	Greek	Trios	Greek		186
Enter Section	187 Junior	Greek	Quartets	Greek		187
Enter Section	188 Junior	Greek	Small Groups	Greek		188
Enter Section	189 Junior	Greek	Groups	Greek		189
Enter Section	190 Junior	Tap	Duets	Tap		190
Enter Section	191 Junior	Tap	Trios	Tap		191

The competitors in Duets, Trios and Quartets are identified whereas groups only require the number of competitors. There are therefore two slightly different methods for entering ensembles.

## Groups

You can filter the available sections by age group, dance genre, and dance type by clicking the arrow for the drop down boxes at the top of the left pane. Click on enter section next to the relevant group.

The screenshot shows the Northampton Festival of Dance website. The top navigation bar includes links for Home, About Us, FAQ, Competitors, Ensembles, Change Password, and Logout. The main content area is divided into two panels. The left panel, titled 'Available Sections', displays a table of dance sections with columns for ID, Age Category, Genre, Duet etc., Name, Date Time, and Entries. The right panel contains a form for entering details for a selected section, including fields for Section, Number Of Competitors, Total Fee, Music, and Notes. A 'Save Details' button and a 'Cancel' button are at the bottom of the form.

ID	Age Category	Genre	Duet etc.	Name	Date Time	Entries
Enter Section	170	Junior	Classical Ballet	Duets	Classical Ballet	170
Enter Section	171	Junior	Classical Ballet	Trios	Classical Ballet	171
Enter Section	172	Junior	Classical Ballet	Quartets	Classical Ballet	172
Enter Section	173	Junior	Classical Ballet	Small Groups	Classical Ballet	173
Enter Section	174	Junior	Classical Ballet	Groups	Classical Ballet	174
Enter Section	175	Junior	Character	Duets	Character	175
Enter Section	176	Junior	Character	Trios	Character	176
Enter Section	177	Junior	Character	Quartets	Character	177
Enter Section	178	Junior	Character	Small Groups	Character	178
Enter Section	179	Junior	Character	Groups	Character	179
Enter Section	180	Junior	National	Duets	National	180
Enter Section	181	Junior	National	Trios	National	181
Enter Section	182	Junior	National	Quartets	National	182
Enter Section	183	Junior	National	Small Groups	National	183
Enter Section	184	Junior	National	Groups	National	184
Enter Section	185	Junior	Greek	Duets	Greek	185
Enter Section	186	Junior	Greek	Trios	Greek	186
Enter Section	187	Junior	Greek	Quartets	Greek	187
Enter Section	188	Junior	Greek	Small Groups	Greek	188
Enter Section	189	Junior	Greek	Groups	Greek	189
Enter Section	190	Junior	Tap	Duets	Tap	190
Enter Section	191	Junior	Tap	Trios	Tap	191

The details will be entered in the top right hand window.

Type in the number of competitors

Click the Save button

This screenshot shows the same website as the previous one, but with data entered in the 'Ensemble Entries' form. The 'Number Of Competitors' field is now populated with '15'. The 'Save Details' button is highlighted in green. Below the form, the 'Ensemble Entries' table is visible, showing the entry for section 178.

ID	Actual Section ID	Age Category	Genre	Duets etc.	Named Competitors	Number Of Competitors	Music	Notes
View Details	16	178	Junior	Character	Small Groups	15		

The details on entered ensembles will appear in the bottom right hand window

Notes and music are entered later.

## Duets, Trios and Quartets

If it helps, filter again using the drop down boxes at the top of the left pane. Click on enter section next to the relevant duet, trio or quartet.

The screenshot shows the Northampton Festival of Dance website. The top navigation bar includes links for Home, About Us, FAQ, Competitors, Ensembles, Change Password, and Logout. The main content area is divided into two panes. The left pane, titled 'Available Sections', displays a table with columns: ID, Age Category, Genre, Duets etc., Name, Date Time, and Entries. The table lists various dance sections, including Junior Classical Ballet Duets, Trios, Quartets, and Small Groups. The right pane contains a form for entering section details. The form includes fields for Section (Junior), Classical Ballet, Duets, Number Of Competitors (2), Total Fee (10.00), Music, and Notes. A 'Save Details' button is visible. Below the form is a section titled 'Ensemble Entries' with a table showing details for section 16 178, including Age Category (Junior), Genre (Character), Duets etc. (Small Groups), and Number Of Competitors (15).

ID	Age Category	Genre	Duets etc.	Name	Date Time	Entries
Enter Section 170	Junior	Classical Ballet	Duets	Classical Ballet		170
Enter Section 171	Junior	Classical Ballet	Trios	Classical Ballet		171
Enter Section 172	Junior	Classical Ballet	Quartets	Classical Ballet		172
Enter Section 173	Junior	Classical Ballet	Small Groups	Classical Ballet		173
Enter Section 174	Junior	Classical Ballet	Groups	Classical Ballet		174
Enter Section 175	Junior	Character	Duets	Character		175
Enter Section 176	Junior	Character	Trios	Character		176
Enter Section 177	Junior	Character	Quartets	Character		177
Enter Section 178	Junior	Character	Small Groups	Character		178
Enter Section 179	Junior	Character	Groups	Character		179
Enter Section 180	Junior	National	Duets	National		180
Enter Section 181	Junior	National	Trios	National		181
Enter Section 182	Junior	National	Quartets	National		182
Enter Section 183	Junior	National	Small Groups	National		183
Enter Section 184	Junior	National	Groups	National		184
Enter Section 185	Junior	Greek	Duets	Greek		185
Enter Section 186	Junior	Greek	Trios	Greek		186
Enter Section 187	Junior	Greek	Quartets	Greek		187
Enter Section 188	Junior	Greek	Small Groups	Greek		188
Enter Section 189	Junior	Greek	Groups	Greek		189
Enter Section 190	Junior	Tap	Duets	Tap		190
Enter Section 191	Junior	Tap	Trios	Tap		191

The details will be entered in the top right hand window.

Click the Save button

The screenshot shows the Northampton Festival of Dance website. The top navigation bar includes links for Home, About Us, FAQ, Competitors, Ensembles, Change Password, and Logout. The main content area is divided into two panes. The left pane, titled 'Enter Section', displays a form for entering section details. The form includes fields for Section (Junior Classical Ballet Duets), Number Of Competitors (2), Total Fee (10.00), Competitors Identified (0), Music, and Notes. A 'Save Details' button is visible. The right pane, titled 'Add Selected Competitors', displays a table with columns: First Name, Last Name, Age, and ID. The table lists several competitors, including Stacey Bloggs, Jane Doe, Sarah Smith, Gina Flintoff, Jane Smith, and Susan Luck. A 'New Group' button is visible at the bottom of the right pane.

First Name	Last Name	Age	ID
Stacey	Bloggs	5	30
Jane	Doe	6	20
Sarah	Smith	7	26
Gina	Flintoff	8	25
Jane	Smith	8	21
Susan	Luck	10	22

A new screen allowing you to select competitors will be displayed.

Section: Junior Classical Ballet Duets

Number Of Competitors: 2 per Dancer

Total Fee: 10.00

Competitors Identified: 0 Min 0 Max 10

Music:

Notes:

Save Details

Cancel Delete New Group

Add Selected Competitors

First Name	Last Name	Age	ID
<input type="checkbox"/>	Stacey	Bloggs	5 30
<input type="checkbox"/>	Jane	Doe	6 20
<input checked="" type="checkbox"/>	Sarah	Smith	7 26
<input type="checkbox"/>	Gina	Flintoff	8 25
<input type="checkbox"/>	Jane	Smith	8 21
<input checked="" type="checkbox"/>	Susan	Luck	10 22

Partners / Fellow Competitors

Select the competitors by clicking in the check box to the left of the competitor's name

When all competitors are identified click the Add Selected Competitors button

Section: Junior Classical Ballet Duets

Number Of Competitors: 2 per Dancer

Total Fee: 10.00

Competitors Identified: 2 Min 0 Max 10

Music:

Notes:

Save Details

Cancel New Group

Add Selected Competitors

First Name	Last Name	Age	ID
<input type="checkbox"/>	Stacey	Bloggs	5 30
<input type="checkbox"/>	Jane	Doe	6 20
<input checked="" type="checkbox"/>	Sarah	Smith	7 26
<input type="checkbox"/>	Gina	Flintoff	8 25
<input type="checkbox"/>	Jane	Smith	8 21
<input checked="" type="checkbox"/>	Susan	Luck	10 22

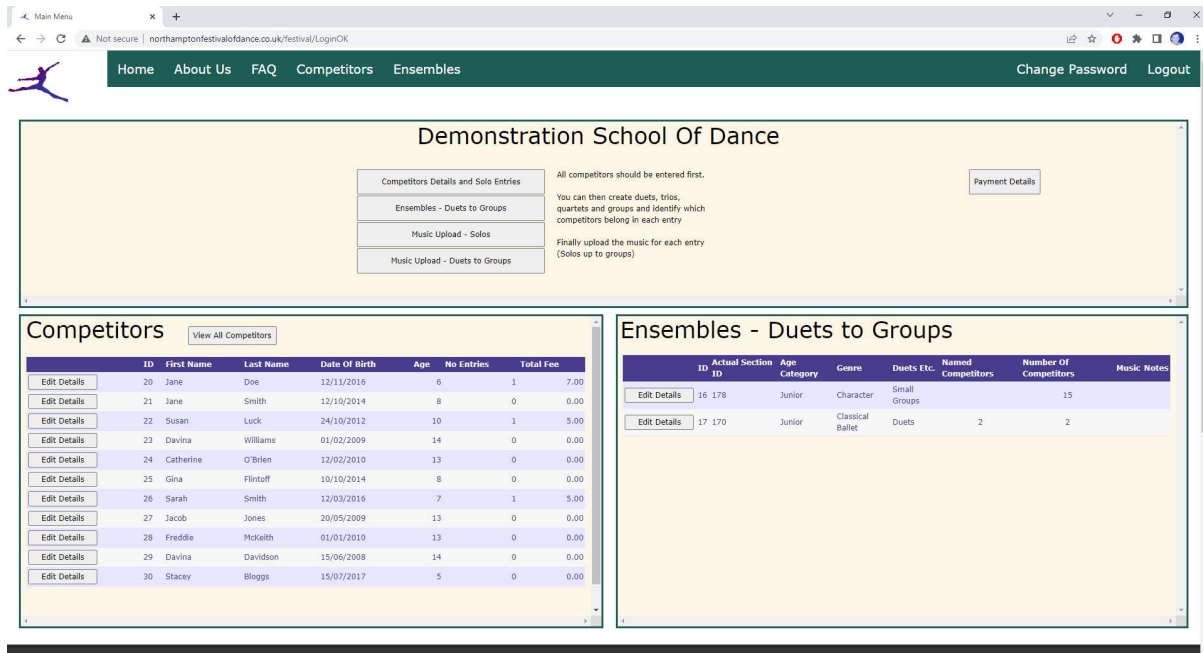
Partners / Fellow Competitors

First Name	Last Name	Entry ID
Delete	Sarah	Smith 26
Delete	Susan	Luck 22

The competitors will be entered in the bottom left window.

To add a new ensemble – duet, trio, quartet - click on the New Group button

Click on home to view the ensembles on your home page.



**Demonstration School Of Dance**

Home About Us FAQ Competitors Ensembles Change Password Logout

Competitors Details and Solo Entries All competitors should be entered first.

Ensembles - Duets to Groups You can then create duets, trios, quartets and groups and identify which competitors belong in each entry

Music Upload - Solos Finally upload the music for each entry (Solos up to groups)

Music Upload - Duets to Groups

Payment Details

**Competitors** View All Competitors

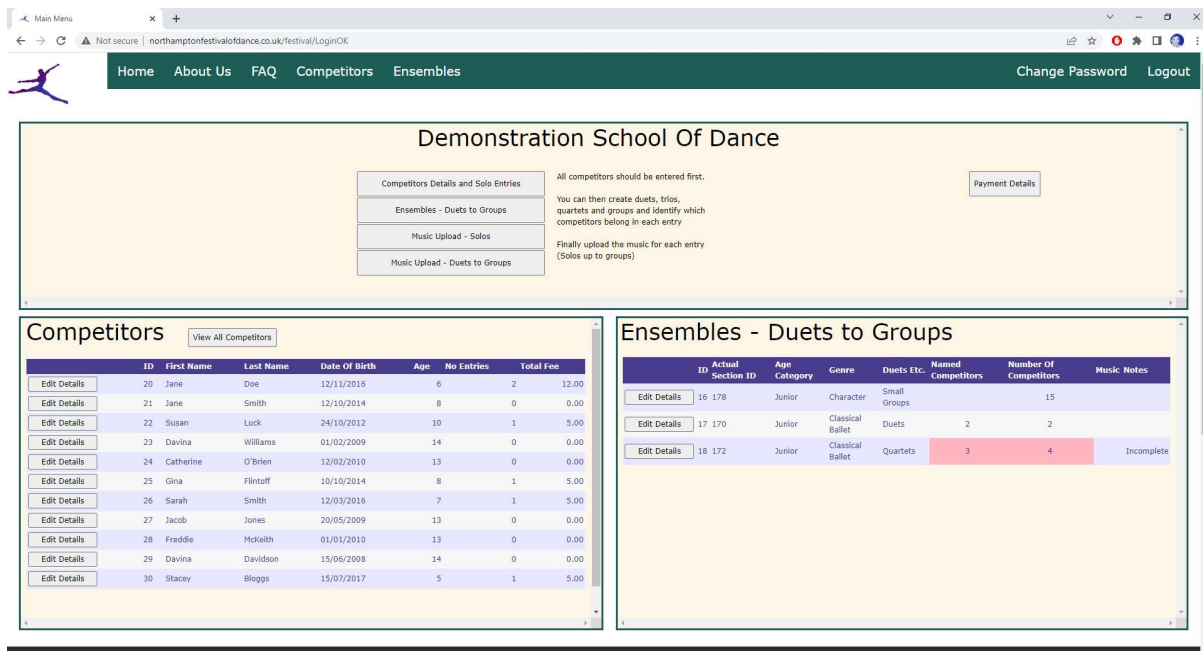
ID	First Name	Last Name	Date Of Birth	Age	No Entries	Total Fee	
Edit Details	20	Jane	Doe	12/11/2016	6	1	7.00
Edit Details	21	Jane	Smith	12/10/2014	8	0	0.00
Edit Details	22	Susan	Luck	24/10/2012	10	1	5.00
Edit Details	23	Davina	Williams	01/02/2009	14	0	0.00
Edit Details	24	Catherine	O'Brien	12/02/2010	13	0	0.00
Edit Details	25	Gina	Flintoff	10/10/2014	8	0	0.00
Edit Details	26	Sarah	Smith	12/03/2016	7	1	5.00
Edit Details	27	Jacob	Jones	20/05/2009	13	0	0.00
Edit Details	28	Freddie	McKeith	01/01/2010	13	0	0.00
Edit Details	29	Davina	Davidson	15/06/2008	14	0	0.00
Edit Details	30	Stacey	Bloggs	15/07/2017	5	0	0.00

**Ensembles - Duets to Groups**

ID	Actual Section ID	Age Category	Genre	Duets Etc.	Named Competitors	Number Of Competitors	Music Notes
Edit Details	16	178	Junior	Character	Small Groups	15	
Edit Details	17	170	Junior	Classical Ballet	Duets	2	2

You can view or change just by clicking on the Edit details button

If you create a duet trio or group and do not identify all competitors it will be highlighted on the Home page and the Ensembles page



**Demonstration School Of Dance**

Home About Us FAQ Competitors Ensembles Change Password Logout

Competitors Details and Solo Entries All competitors should be entered first.

Ensembles - Duets to Groups You can then create duets, trios, quartets and groups and identify which competitors belong in each entry

Music Upload - Solos Finally upload the music for each entry (Solos up to groups)

Music Upload - Duets to Groups

Payment Details

**Competitors** View All Competitors

ID	First Name	Last Name	Date Of Birth	Age	No Entries	Total Fee	
Edit Details	20	Jane	Doe	12/11/2016	6	2	12.00
Edit Details	21	Jane	Smith	12/10/2014	8	0	0.00
Edit Details	22	Susan	Luck	24/10/2012	10	1	5.00
Edit Details	23	Davina	Williams	01/02/2009	14	0	0.00
Edit Details	24	Catherine	O'Brien	12/02/2010	13	0	0.00
Edit Details	25	Gina	Flintoff	10/10/2014	8	1	5.00
Edit Details	26	Sarah	Smith	12/03/2016	7	1	5.00
Edit Details	27	Jacob	Jones	20/05/2009	13	0	0.00
Edit Details	28	Freddie	McKeith	01/01/2010	13	0	0.00
Edit Details	29	Davina	Davidson	15/06/2008	14	0	0.00
Edit Details	30	Stacey	Bloggs	15/07/2017	5	1	5.00

**Ensembles - Duets to Groups**

ID	Actual Section ID	Age Category	Genre	Duets Etc.	Named Competitors	Number Of Competitors	Music Notes	
Edit Details	16	178	Junior	Character	Small Groups	15		
Edit Details	17	170	Junior	Classical Ballet	Duets	2	2	
Edit Details	18	172	Junior	Classical Ballet	Quartets	3	4	Incomplete

Festival
northamptonfestivalofdance.co.uk/festival/Groups
Home
About Us
FAQ
Competitors
Ensembles
Change Password
Logout

Available Sections
No. to display: 20
Select Code
Select Code
Select Code

	ID	Age	Category	Genre	Duet etc.	Name	Date Time	Entries
Enter Section	170	Junior	Classical Ballet	Duets	Classical Ballet			170
Enter Section	171	Junior	Classical Ballet	Trios	Classical Ballet			171
Enter Section	172	Junior	Classical Ballet	Quartets	Classical Ballet			172
Enter Section	173	Junior	Classical Ballet	Small Groups	Classical Ballet			173
Enter Section	174	Junior	Classical Ballet	Groups	Classical Ballet			174
Enter Section	175	Junior	Character	Duets	Character			175
Enter Section	176	Junior	Character	Trios	Character			176
Enter Section	177	Junior	Character	Quartets	Character			177
Enter Section	178	Junior	Character	Small Groups	Character			178
Enter Section	179	Junior	Character	Groups	Character			179
Enter Section	180	Junior	National	Duets	National			180
Enter Section	181	Junior	National	Trios	National			181
Enter Section	182	Junior	National	Quartets	National			182
Enter Section	183	Junior	National	Small Groups	National			183
Enter Section	184	Junior	National	Groups	National			184
Enter Section	185	Junior	Greek	Duets	Greek			185
Enter Section	186	Junior	Greek	Trios	Greek			186
Enter Section	187	Junior	Greek	Quartets	Greek			187
Enter Section	188	Junior	Greek	Small Groups	Greek			188
Enter Section	189	Junior	Greek	Groups	Greek			189
Enter Section	190	Junior	Tap	Duets	Tap			190
Enter Section	191	Junior	Tap	Trios	Tap			191

Section \*
Number Of Competitors \*
Total Fee
Music
Notes
Save Details
\* = required
Cancel

Ensemble Entries

	ID	Actual Section ID	Age	Category	Genre	Duet's etc	Named Competitors	Number Of Competitors	Music	Notes
View Details	18	172	Junior	Classical Ballet	Quartets		3	4		Incomplete
View Details	17	170	Junior	Classical Ballet	Duets		2	2		
View Details	16	178	Junior	Character	Small Groups			15		

## View Payment Details

From the Home page click on the Payment Details button

The screenshot shows a web browser window with the URL [northamptonfestivalofdance.co.uk/festival/PaymentDetails](http://northamptonfestivalofdance.co.uk/festival/PaymentDetails). The page has a dark green navigation bar with links: Home, About Us, FAQ, Competitors, Ensembles, Change Password, and Logout. A purple logo is on the left. The main content area is yellow and divided into two sections.

### Payment Summary

Demonstration School Of Dance

Name	Entries	Fees
Solos	6	£32.00
Ensembles	3	£75.00
<b>Total</b>	<b>9</b>	<b>£107.00</b>

Payments to be made to

### Solo Entry Details

First Name	Last Name	No Entries	Fee
Jane	Doe	2	12.00
Jane	Smith	0	0.00
Susan	Luck	1	5.00
Davina	Williams	0	0.00
Catherine	O'Brien	0	0.00
Gina	Flintoff	1	5.00
Sarah	Smith	1	5.00
Jacob	Jones	0	0.00
Freddie	McKeith	0	0.00
Davina	Davidson	0	0.00
Stacey	Bloggs	1	5.00

### Ensemble Entry Details

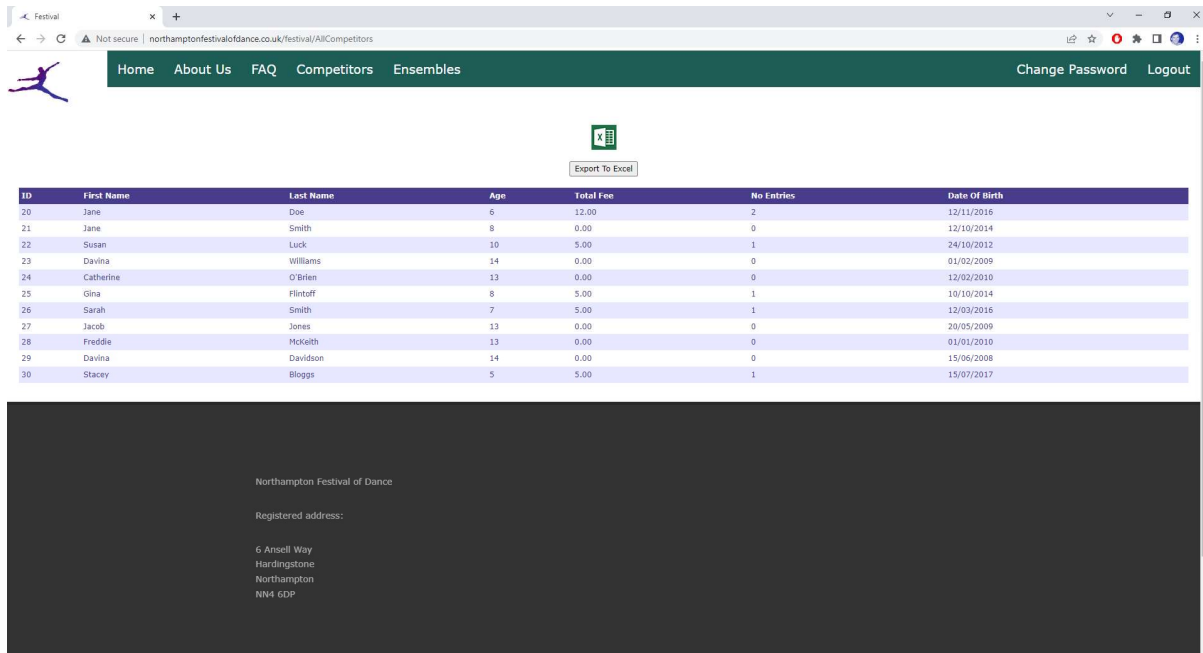
Ensemble	Solo Duets etc.	Age	Fee
Classical Ballet	Duets	Junior	10.00
Classical Ballet	Quartets	Junior	20.00
Character	Small Groups	Junior	45.00

### NOTE

Bank details will be shown on the live system

## View all Competitors and Download

From the Home page click on the View All Competitors button



The screenshot shows a web browser window with the URL [northamptonfestivalofdance.co.uk/festival/AllCompetitors](http://northamptonfestivalofdance.co.uk/festival/AllCompetitors). The website has a green navigation bar with links: Home, About Us, FAQ, Competitors, Ensembles, Change Password, and Logout. A purple logo is on the left. Below the navigation bar, there is a green Excel icon and a button labeled 'Export To Excel'. The main content is a table of competitors:

ID	First Name	Last Name	Age	Total Fee	No Entries	Date Of Birth
20	Jane	Doe	6	12.00	2	12/11/2016
21	Jane	Smith	8	0.00	0	12/10/2014
22	Susan	Luck	10	5.00	1	24/10/2012
23	Davina	Williams	14	0.00	0	01/02/2009
24	Catherine	O'Brien	13	0.00	0	12/02/2010
25	Gina	Flintoff	8	5.00	1	10/10/2014
26	Sarah	Smith	7	5.00	1	12/03/2016
27	Jacob	Jones	13	0.00	0	20/05/2009
28	Freddie	McKeith	13	0.00	0	01/01/2010
29	Davina	Davidson	14	0.00	0	15/06/2008
30	Stacey	Bloggs	5	5.00	1	15/07/2017

Below the table, the festival's registered address is shown:

Northampton Festival of Dance  
Registered address:  
6 Ansell Way  
Hardingstone  
Northampton  
NN4 6DP

If you want to download this information for future use, click on the Export to Excel Button and the file will be created and downloaded. The file name will usually appear at the bottom left hand side of your screen

Please note that the Fee column does not show the fees for groups.

Northampton Festival of Dance

Registered address:

6 Ansell Way  
Hardingstone  
Northampton  
NN4 6DP

ID	First Name	Last Name	Age	Total Fee	No Entries	Date Of Birth
20	Jane	Doe	6	12.00	2	12/11/2016
21	Jane	Smith	8	0.00	0	12/10/2014
22	Susan	Luck	10	5.00	1	24/10/2012
23	Davina	Williams	14	0.00	0	01/02/2009
24	Catherine	O'Brien	13	0.00	0	12/02/2010
25	Gina	Flintoff	8	5.00	1	10/10/2014
26	Sarah	Smith	7	5.00	1	12/03/2016
27	Jacob	Jones	13	0.00	0	20/05/2009
28	Freddie	McKeith	13	0.00	0	01/01/2010
29	Davina	Davidson	14	0.00	0	15/06/2008
30	Stacey	Bloggs	5	5.00	1	15/07/2017

AllCompetitors.xls

Double Click on the file name

Microsoft Excel

The file format and extension of 'AllCompetitors.xls' don't match. The file could be corrupted or unsafe. Unless you trust its source, don't open it. Do you want to open it anyway?

Yes No Help

Click the Yes button to allow the file to be loaded

AutoSave ON

AllCompetitors.xls - Protected View

Search (Alt+Q)

Tim Wareing

File Home Insert Page Layout Formulas Data Review View Help Power Pivot Team

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

ID	First Name	Last Name	Age	Total Fee	No Entries	Date Of Birth
20	Jane	Doe	6	12.00	2	12/11/2016
21	Jane	Smith	8	0.00	0	12/10/2014
22	Susan	Luck	10	5.00	1	24/10/2012
23	Davina	Williams	14	0.00	0	01/02/2009
24	Catherine	O'Brien	13	0.00	0	12/02/2010
25	Gina	Flintoff	8	5.00	1	10/10/2014
26	Sarah	Smith	7	5.00	1	12/03/2016
27	Jacob	Jones	13	0.00	0	20/05/2009
28	Freddie	McKeith	13	0.00	0	01/01/2010
29	Davina	Davidson	14	0.00	0	15/06/2008
30	Stacey	Bloggs	5	5.00	1	15/07/2017

AllCompetitors

Ready

Click the enable editing button to allow editing

AutoSave

On

File

Home

Insert

Page Layout

Formulas

Data

Review

View

Help

Power Pivot

Team

Clipboard

Font

Alignment

Number

Styles

Cell Styles

Cells

Editing

Comments

Share

Conditional Formatting

Format as Table

Insert

Delete

Format

AutoSum

Fill

Clear

Sort & Filter

Find & Select

Analyze Data

Analysis

A1

ID

	A	B	C	D	E	F	G	H
1								
2	20	Jane	Doe	6	12	2	12/11/2016	
3	21	Jane	Smith	8	0	0	12/10/2014	
4	22	Susan	Luck	10	5	1	24/10/2012	
5	23	Davina	Williams	14	0	0	01/02/2009	
6	24	Catherine	O'Brien	13	0	0	12/02/2010	
7	25	Gina	Flintoff	8	5	1	10/10/2014	
8	26	Sarah	Smith	7	5	1	12/03/2016	
9	27	Jacob	Jones	13	0	0	20/05/2009	
10	28	Freddie	McKeith	13	0	0	01/01/2010	
11	29	Davina	Davidson	14	0	0	15/06/2008	
12	30	Stacey	Bloggs	5	5	1	15/07/2017	
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								

AllCompetitors

Ready

Accessibility: Unavailable

100%

# Music Upload

A date will be set 2-3 weeks before the start of the festival for all music to be uploaded.

## Music Upload Solos

Click on Music Upload – Solos on the Home Page

Festival

Not secure | northamptonfestivalofdance.co.uk/Festival/MusicUpload

HomeAbout UsFAQCompetitorsEnsemblesChange PasswordLogout

Name

Sections

Genre

Age Category

Time Limit

Props

Notes / Title / Description

Stage Direction

Music File

Choose file

No file chosen

Upload

Delete Entry

Awaiting Upload

ID	Entry ID	Age Categories	Name	Genre	Description	Date Time	First Name	Last Name	Music	Time Limit	Notes	Fee Due
Select	20	106	Pre-Junior Class	Classical Ballet Solos	Jane Doe					1:50		7.00

Click on Select next to the relevant solo in the lower window

The screenshot shows a web browser window with the URL <http://www.northamptonfestivalofdance.co.uk/Festival/MusicUpload>. The page has a navigation bar with links: Home, About Us, FAQ, Competitors, Ensembles, Change Password, and Logout. The main content area is divided into two windows.

The top window contains a form for entering details for a solo entry. The form fields are:

- Name: Jane Doe
- Sections: Classical Ballet
- Genre: Solos
- Age Category: Pre-Junior Class
- Time Limit: 1.50
- Props: N
- Notes / Title / Description: (empty text area)
- Stage Direction: (empty text area)
- Music File: Choose file (No file chosen)
- Upload: (button)
- Delete Entry: (button)

The bottom window displays a table of existing entries. The table has the following columns: ID, Entry ID, Age Categories, Name, Genre, Description, Date Time, First Name, Last Name, Music, Time Limit, Notes, and Fee Due. The table contains one entry with the following details:

ID	Entry ID	Age Categories	Name	Genre	Description	Date Time	First Name	Last Name	Music	Time Limit	Notes	Fee Due
20	106	Pre-Junior Class	Classical Ballet	Solos	Jane Doe		Jane	Doe		1.50		7.00

Below the table, there is a 'Select' button next to the entry.

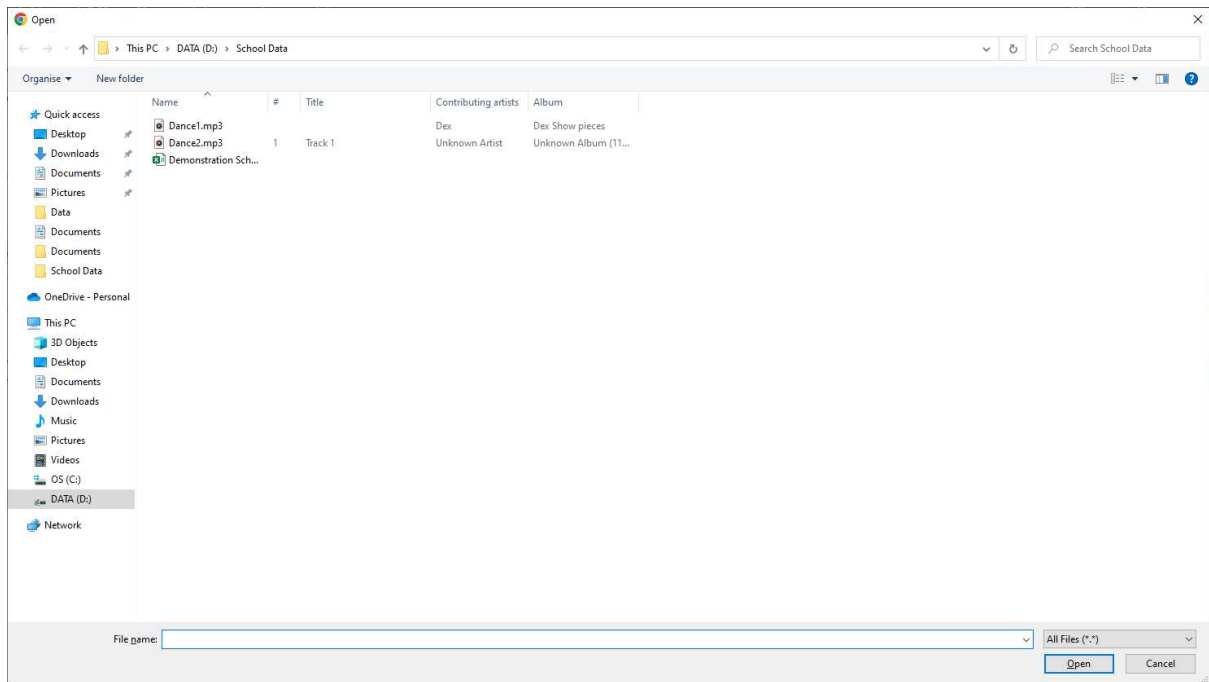
The Solo details will be displayed In the top window

If there are props then change the prop drop down list to Y

If there are any notes, such as title or description type them in.

If there are any stage direction comments type them in (quiet music at beginning etc.)

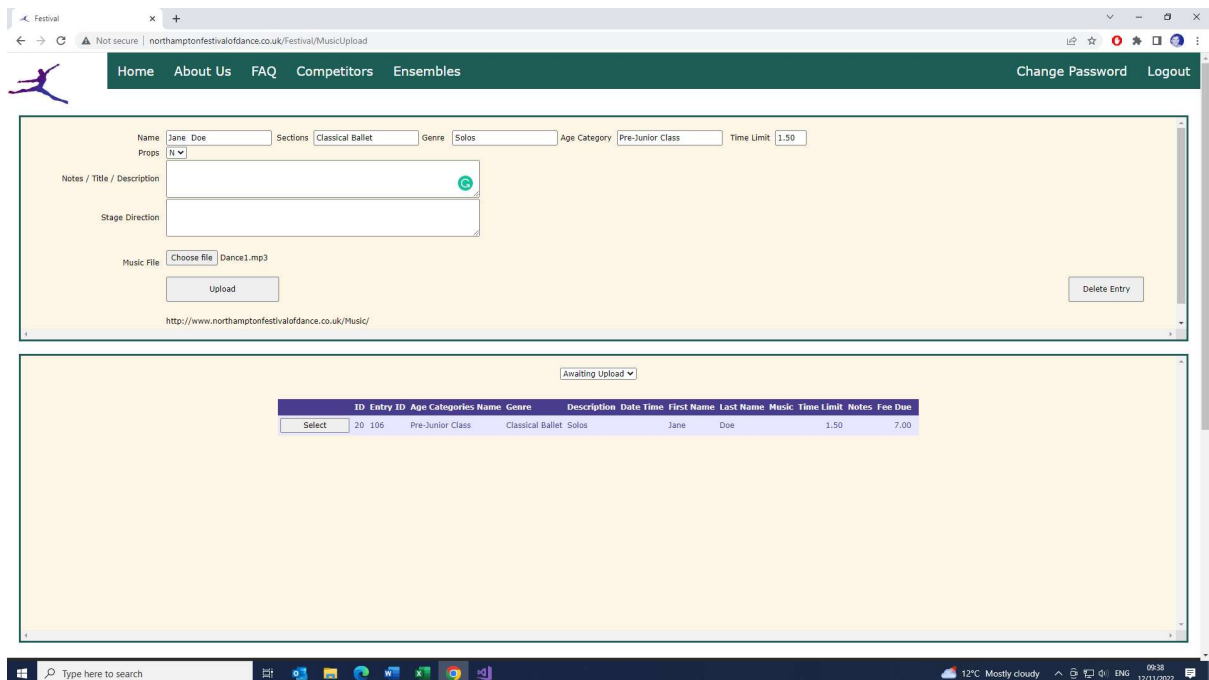
Click on the Choose file button



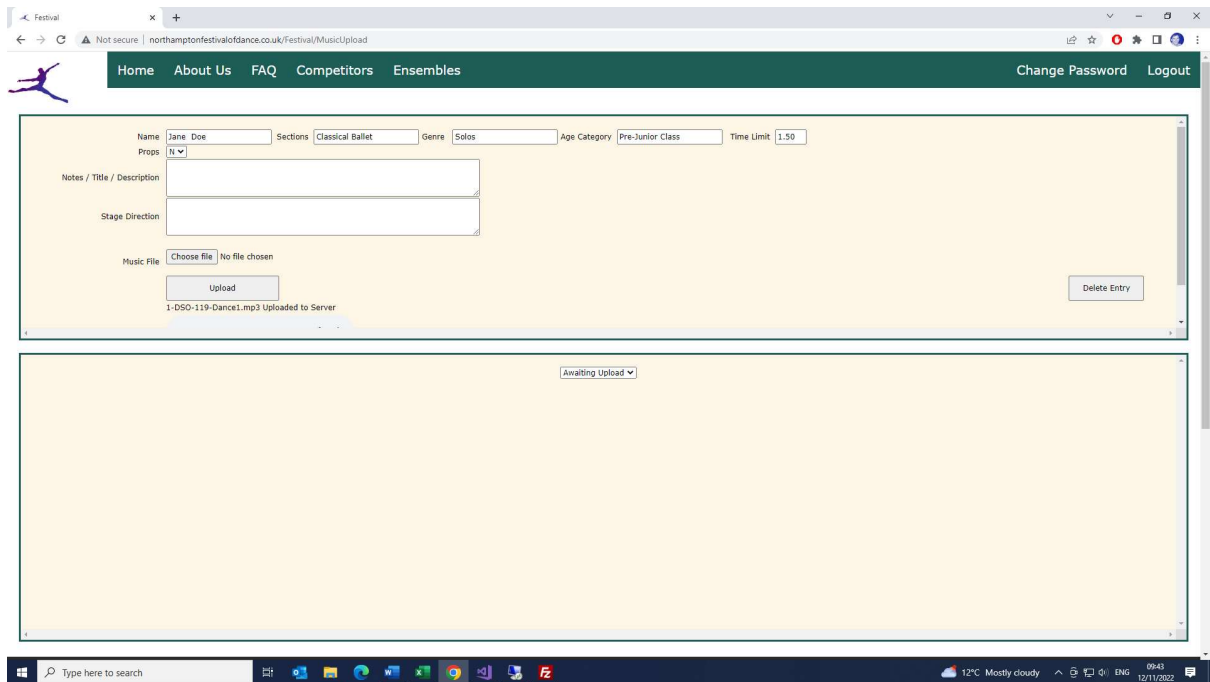
Select the relevant file then click open,

We can accept .mp3, .mp4, .wav, .aiff, .caf and .aac files.

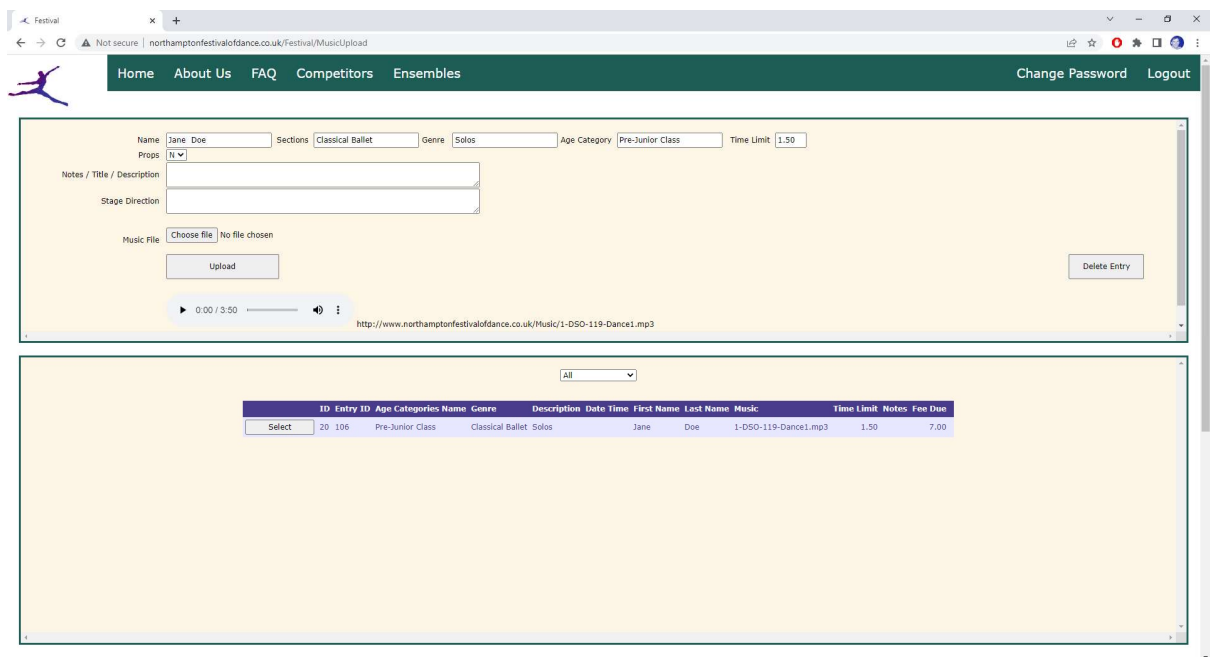
Please note, WAV files are very space hungry and should be avoided if possible



If the correct file name is displayed click the Upload button



To listen to the music upload click on the play icon on the media player displayed



To Edit a record click on Select next to the relevant solo in the lower window

The screenshot shows a web browser window with the URL <http://www.northamptonfestivalofdance.co.uk/Festival/MusicUpload>. The page has a dark green header with navigation links: Home, About Us, FAQ, Competitors, Ensembles, Change Password, and Logout. The main content area is divided into two sections. The top section is a form for uploading music, with fields for Name (Jane Doe), Sections (Classical Ballet), Genre (Solos), Age Category (Pre-Junior Class), Time Limit (1.50), Props (N), Notes / Title / Description, Stage Direction, and Music File (Choose file, No file chosen). There is an Upload button and a Delete Entry button. The bottom section is a table titled "Awaiting Upload" with a "Select" button and a table of entries. The table has columns: ID, Entry ID, Age Categories, Name, Genre, Description, Date Time, First Name, Last Name, Music, Time Limit, Notes, and Fee Due. The table contains one entry with ID 20, Entry ID 106, Age Categories Pre-Junior Class, Name Jane Doe, Genre Classical Ballet Solos, Description, Date Time, First Name Jane, Last Name Doe, Music, Time Limit 1.50, Notes, and Fee Due 7.00.

ID	Entry ID	Age Categories	Name	Genre	Description	Date Time	First Name	Last Name	Music	Time Limit	Notes	Fee Due
20	106	Pre-Junior Class	Jane Doe	Classical Ballet Solos			Jane	Doe		1.50		7.00

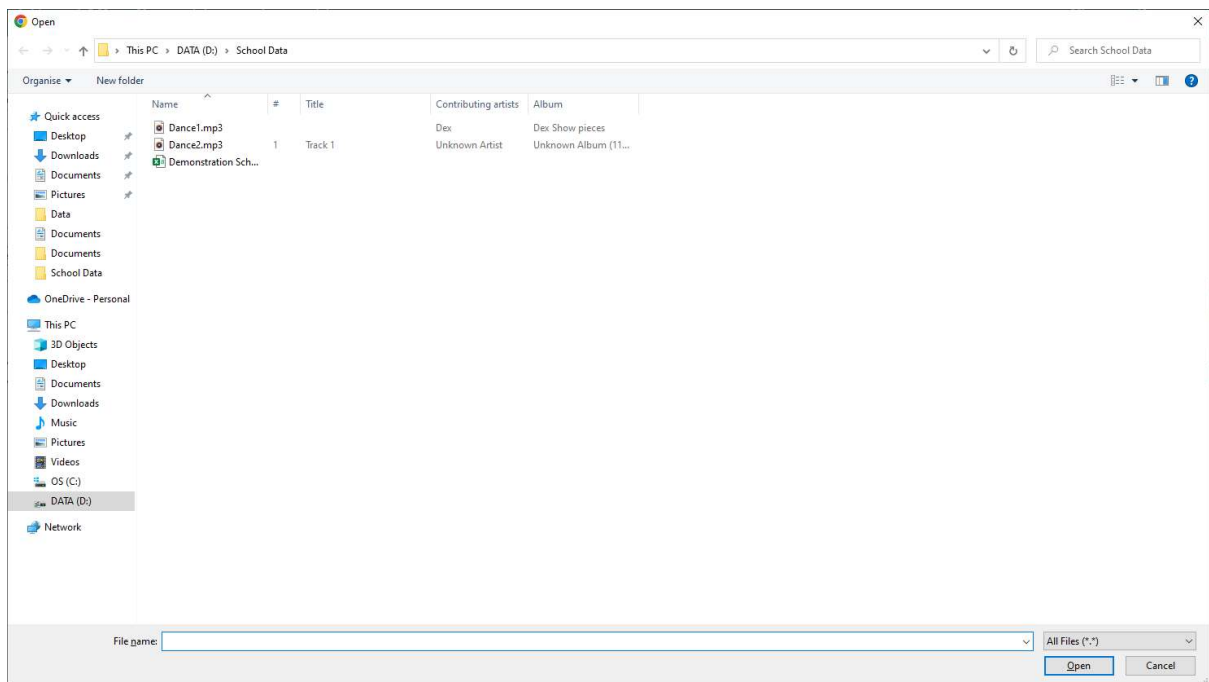
The Solo details will be displayed in the top window

If there are props then change the prop drop down list to Y

The there are any notes title or description type them in.

If there are any stage direction comments type them in (quiet music at beginning etc.)

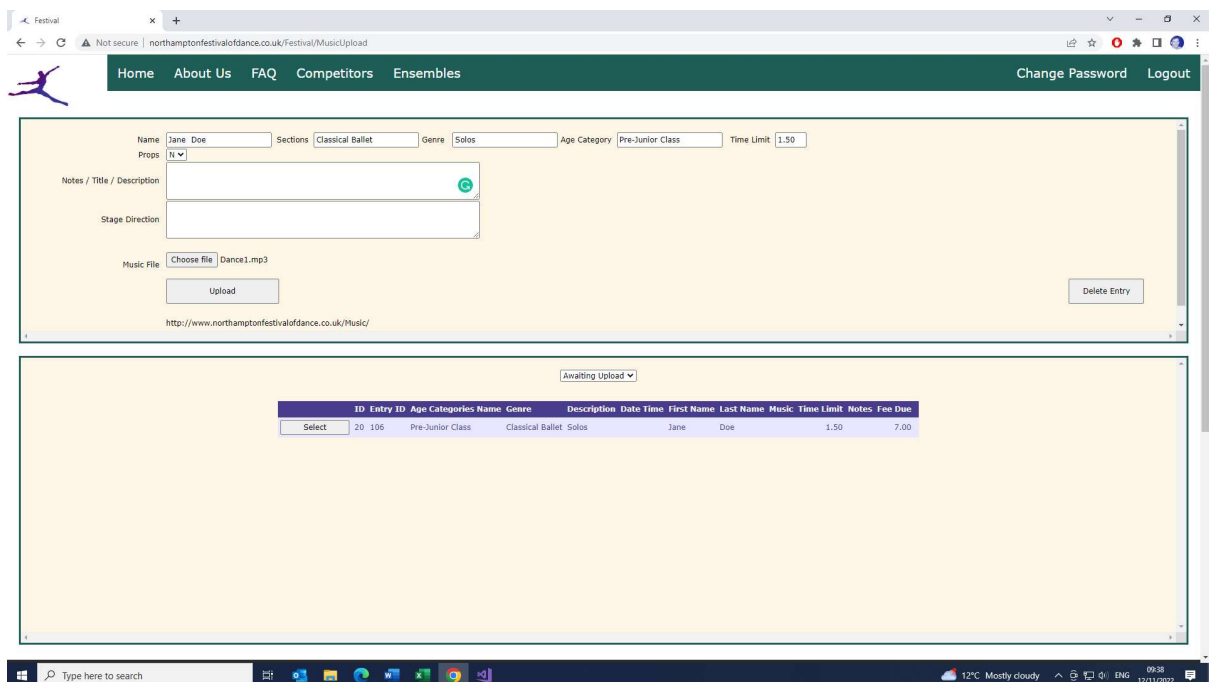
Click on the Choose file button



Select the relevant file then click open.

We can accept .mp3, .mp4, .wav, .aiff, .caf and .aac files.

Please note, WAV files are very space hungry and should be avoided if possible



If the correct file name is displayed click the Upload button

Festival

Not secure northamptonfestivalofdance.co.uk/Festival/MusicUpload

Home About Us FAQ Competitors Ensembles Change Password Logout

NameJane DoeSectionsClassical BalletGenreSolosAge CategoryPre-Junior ClassTime Limit1.50

PropsN

Notes / Title / Description

Stage Direction

Music FileChoose fileNo file chosen

Upload

1-D50-119-Dance1.mp3 Uploaded to Server

Delete Entry

Awaiting Upload

To listen to the music upload click on the play icon on the media player displayed

Festival

Not secure northamptonfestivalofdance.co.uk/Festival/MusicUpload

Home About Us FAQ Competitors Ensembles Change Password Logout

NameJane DoeSectionsClassical BalletGenreSolosAge CategoryPre-Junior ClassTime Limit1.50

PropsN

Notes / Title / Description

Stage Direction

Music FileChoose fileNo file chosen

Upload

0:00 / 3:50

http://www.northamptonfestivalofdance.co.uk/Music/1-D50-119-Dance1.mp3

Delete Entry

All

	ID	Entry ID	Age Categories	Name	Genre	Description	Date Time	First Name	Last Name	Music	Time Limit	Notes	Fee Due
Select	20	106	Pre-Junior Class	Classical Ballet	Solos	Jane Doe		Jane	Doe	1-D50-119-Dance1.mp3	1.50	7.00	

32

To Review the music of details on any Solo which has the music uploaded

The screenshot shows the 'Festival' website's 'MusicUpload' page. The top navigation bar includes 'Home', 'About Us', 'FAQ', 'Competitors', 'Ensembles', 'Change Password', and 'Logout'. The main form area contains fields for 'Name', 'Sections', 'Genre', 'Age Category', and 'Time Limit'. Below these are 'Props' (a dropdown menu), 'Notes / Title / Description', and 'Stage Direction'. A 'Music File' section has a 'Choose file' button and 'No file chosen' text. An 'Upload' button is at the bottom left of the form, and a 'Delete Entry' button is at the bottom right. Below the form is a large empty box with a dropdown menu set to 'Awaiting Upload'.

Change the drop down list in the bottom pane to All or Uploaded

The screenshot shows the same 'MusicUpload' page, but the dropdown menu in the bottom pane is now set to 'Uploaded'. Below the dropdown is a table with the following data:

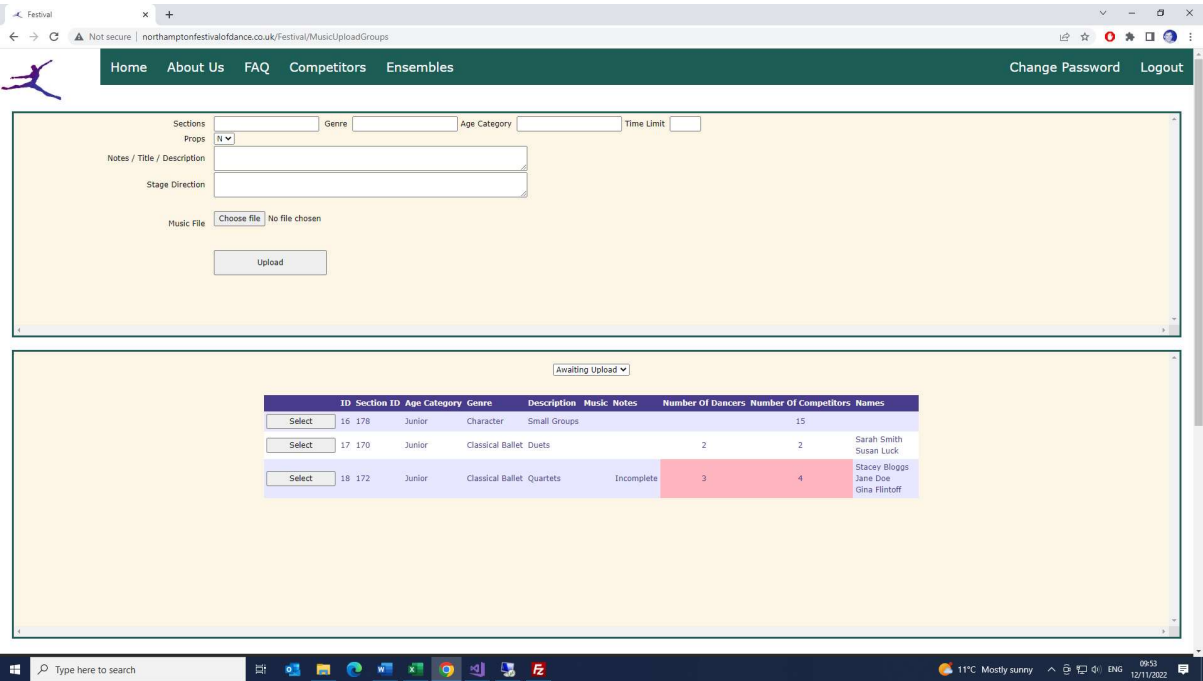
ID	Entry ID	Age Categories	Name	Genre	Description	Date Time	First Name	Last Name	Music	Time Limit	Notes	Fee Due
Select	20	106	Pre-Junior Class	Classical Ballet	Solos		Jane	Doe	1-D50-119-Dance1.mp3	1.50	7.00	0:00 / 3:50

You will be able to select the details or click on the play icon.

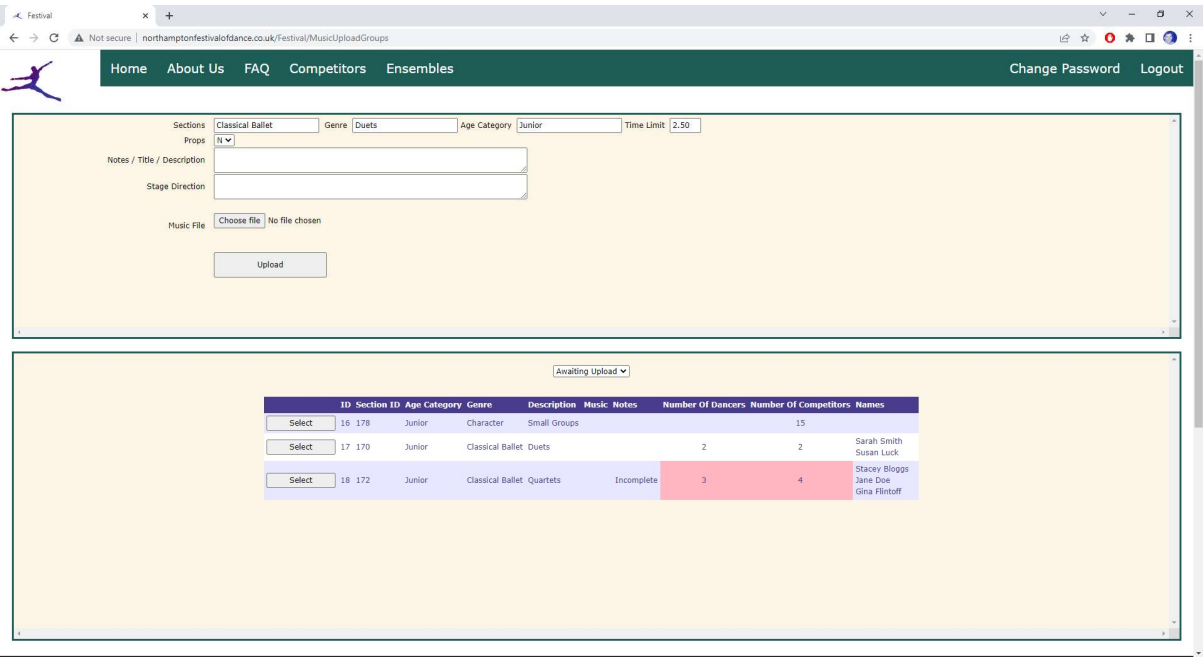
If the wrong file has been uploaded please upload the correct file by clicking the select button for the entry, which moves the details to the top of the screen for editing.

# Music Upload Ensembles

Click on Music Upload – Duets to Groups on the Home Page



Click on Select next to the relevant ensemble in the lower window



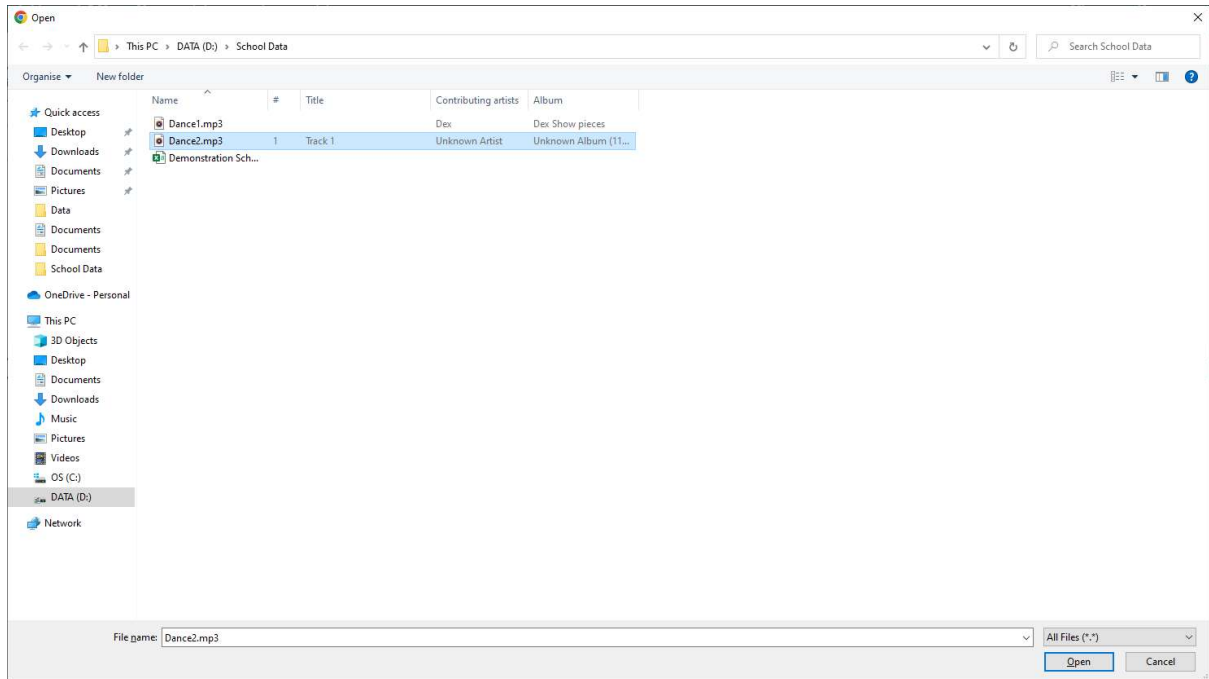
The Ensemble details will be displayed In the top window

If there are props then change the prop drop down list to Y

If there are any notes, ie title or description type them in.

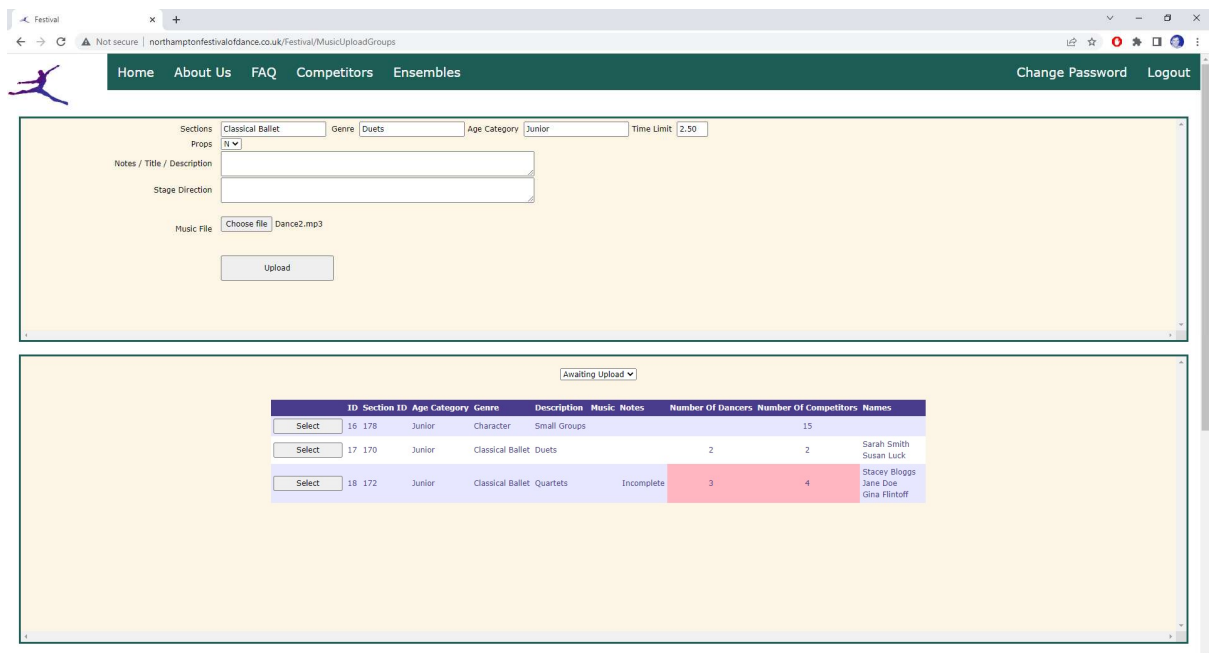
If there are any stage direction comments type them in (quiet music at beginning etc.)

Click on the Choose file button



We can accept .mp3, .mp4, .wav, .aiff, .caf and .aac files.

Please note, WAV files are very space hungry and should be avoided if possible



If the correct file name is displayed click the Upload button

Festival

Not secure | northamptonfestivalofdance.co.uk/Festival/MusicUploadGroups

Home About Us FAQ Competitors Ensembles Change Password Logout

Sections: Classical Ballet Genre: Duets Age Category: Junior Time Limit: 2.50

Props: N

Notes / Title / Description:

Stage Direction:

Music File: Choose file No file chosen

Upload

1-D50-170-Dance2.mp3 Uploaded to Server

0:00 / 0:00

All

ID	Section ID	Age Category	Genre	Description	Music	Notes	Number Of Dancers	Number Of Competitors	Names
Select	16	178	Junior	Character	Small Groups			15	
Select	17	170	Junior	Classical Ballet	Duets	0:00 / 2:01	2	2	Sarah Smith Susan Luck
Select	18	172	Junior	Classical Ballet	Quartets	Incomplete	3	4	Stacey Bloggs Jane Doe Gina Flintoff

To listen to the music upload click on the play icon on the media player displayed

Festival

Not secure | northamptonfestivalofdance.co.uk/Festival/MusicUpload

Home About Us FAQ Competitors Ensembles Change Password Logout

Name: Jane Doe Sections: Classical Ballet Genre: Solos Age Category: Pre-Junior Class Time Limit: 1.50

Props: N

Notes / Title / Description:

Stage Direction:

Music File: Choose file No file chosen

Upload

Delete Entry

0:00 / 3:50

http://www.northamptonfestivalofdance.co.uk/Music/1-D50-119-Dance1.mp3

All

ID	Entry ID	Age Categories	Name	Genre	Description	Date Time	First Name	Last Name	Music	Time Limit	Notes	Fee Due
Select	20	196	Pre-Junior Class	Classical Ballet	Solos		Jane	Doe	1-D50-119-Dance1.mp3	1.50	7.00	

Click on Select next to the relevant Ensemble in the lower window

Festival

Not secure | northamptonfestivalofdance.co.uk/festival/MusicUploadGroups

HomeAbout UsFAQCompetitorsEnsemblesChange PasswordLogout

Sections

Genre

Age Category

Time Limit

Props

N

Notes / Title / Description

Stage Direction

Music File

Choose file

No file chosen

Upload

Awaiting Upload

	ID	Section ID	Age Category	Genre	Description	Music Notes	Number Of Dancers	Number Of Competitors	Names
Select	16	178	Junior	Character	Small Groups			15	
Select	18	172	Junior	Classical Ballet	Quartets	Incomplete	3	4	Stacey Bloggs Jane Doe Gina Flintoff

To Review the music of details on any Ensemble which has the music uploaded

Change the drop down list to All or Uploaded

The screenshot shows a web browser window with the URL `northamptonfestivalofdance.co.uk/Festival/MusicUploadGroups`. The page has a green navigation bar with links: Home, About Us, FAQ, Competitors, Ensembles, Change Password, and Logout. Below the navigation bar is a form for adding a new ensemble. The form includes fields for Sections, Props (a dropdown menu), Genre, Age Category, Time Limit, Notes / Title / Description, Stage Direction, and Music File (with a 'Choose file' button and 'No file chosen' text). An 'Upload' button is at the bottom of the form. Below the form is a table with a dropdown menu set to 'Awaiting Upload'. The table has columns: ID, Section ID, Age Category, Genre, Description, Music, Notes, Number Of Dancers, Number Of Competitors, and Names. The table contains two rows of data.

ID	Section ID	Age Category	Genre	Description	Music	Notes	Number Of Dancers	Number Of Competitors	Names
Select	16	178	Junior	Character	Small Groups			15	
Select	18	172	Junior	Classical Ballet	Quartets	Incomplete	3	4	Stacey Bloggs Jane Doe Gina Flintoff

You will be able to select the details or click on the play icon.

The screenshot shows the same web browser window as the previous one, but the dropdown menu is now set to 'Uploaded'. The table now contains one row of data with a music player interface. The music player shows a play button, a progress bar at 0:00 / 2:01, and a volume icon. The table columns are the same as in the previous screenshot.

ID	Section ID	Age Category	Genre	Description	Music	Notes	Number Of Dancers	Number Of Competitors	Names
Select	17	170	Junior	Classical Ballet	Duets		2	2	Sarah Smith Susan Luck 1-D50-170-Dance2.mp3

If the wrong file has been uploaded please upload the correct file by clicking the select button for the entry, which moves the details to the top of the screen for editing.