Festival Of Dance Instruction Manual / Guidance

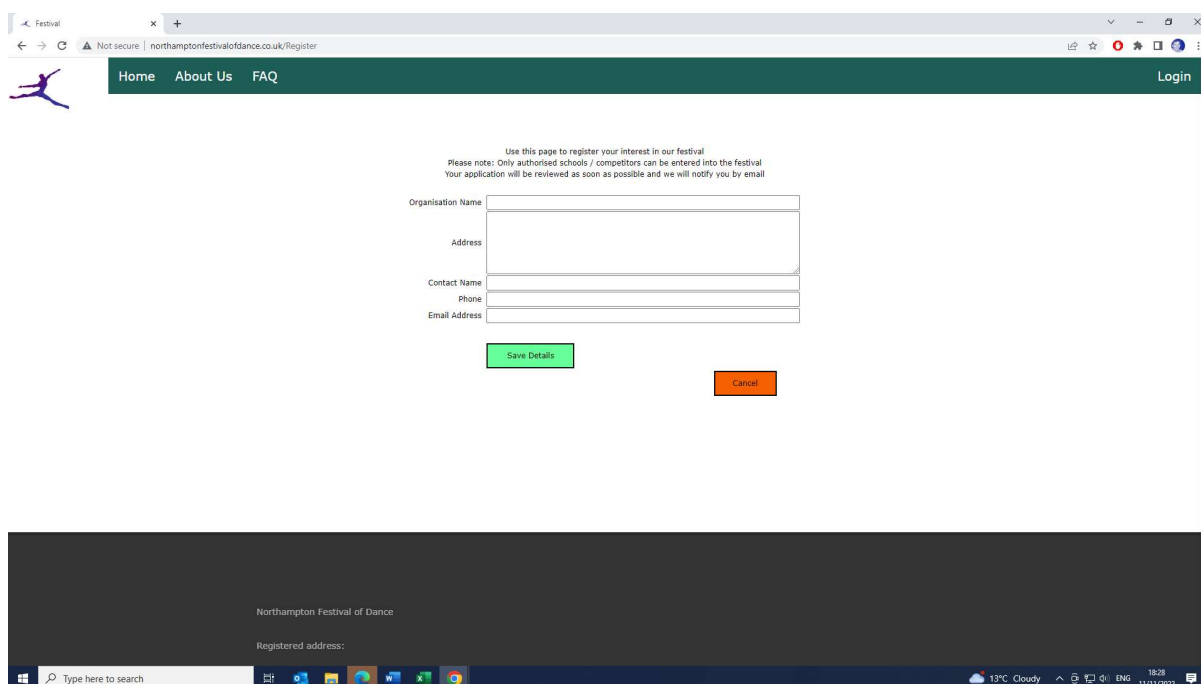# Home Page

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.
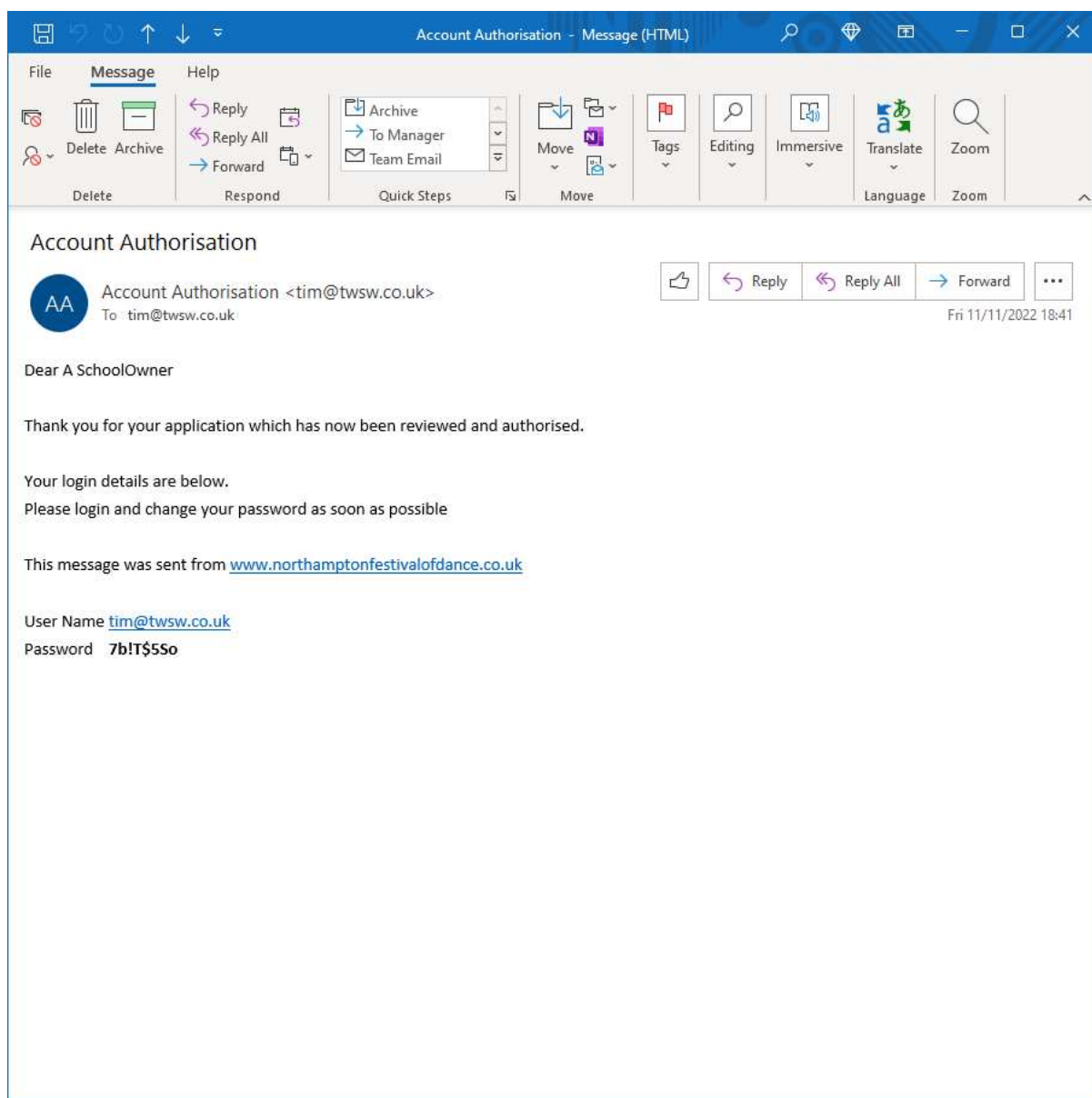

Your application will be reviewed and if you meet the entry criteria you will be sent and username and password.

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

Sample Email

Account Authorisation

AA Account Authorisation <tim@twsw.co.uk>
To tim@twsw.co.uk

👍 ↩ Reply   ↩ Reply All   → Forward   •••
Fri 11/11/2022 18:41

Dear A SchoolOwner

Thank you for your application which has now been reviewed and authorised.

Your login details are below.
Please login and change your password as soon as possible

This message was sent from www.northamptonfestivalofdance.co.uk

User Name tim@twsw.co.uk
Password   7b!T$5So

Login

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.

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

Competitors

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

Individual Competitor Entry

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

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.

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).

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
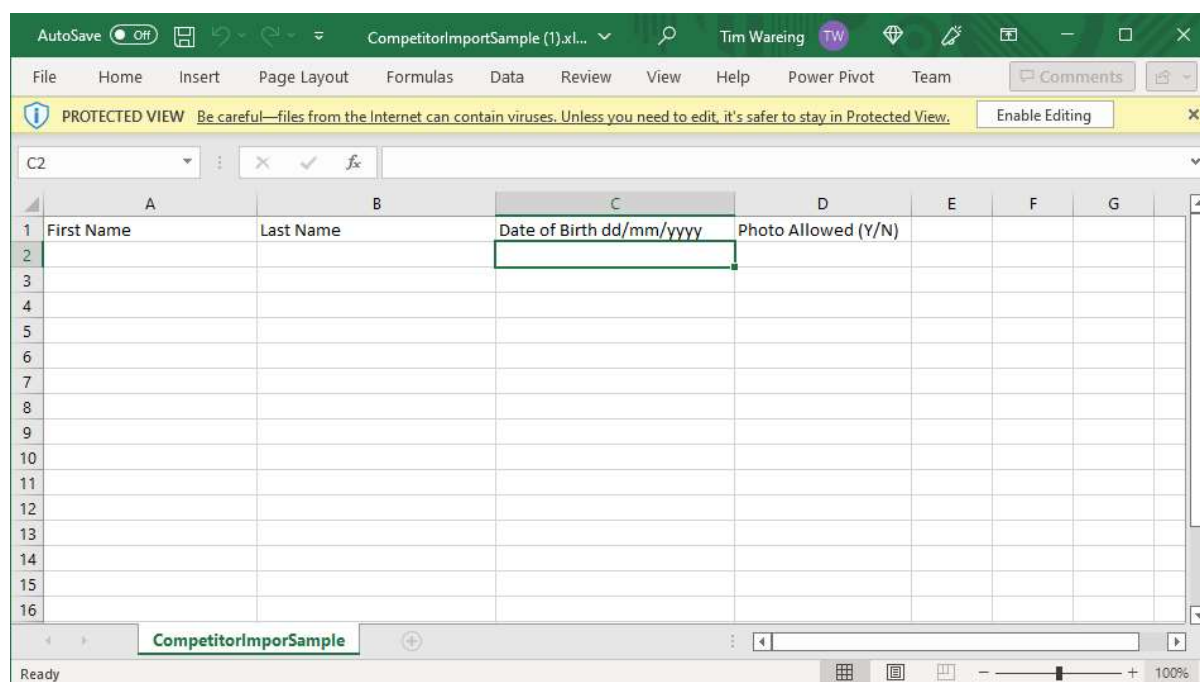
      First Name - Maximum size 50 Characters
      Last Name - Maximum size 50 Characters
      Date of Birth - In the format dd/mm/yyyy
      Photography allowed - which must be either Y or N

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
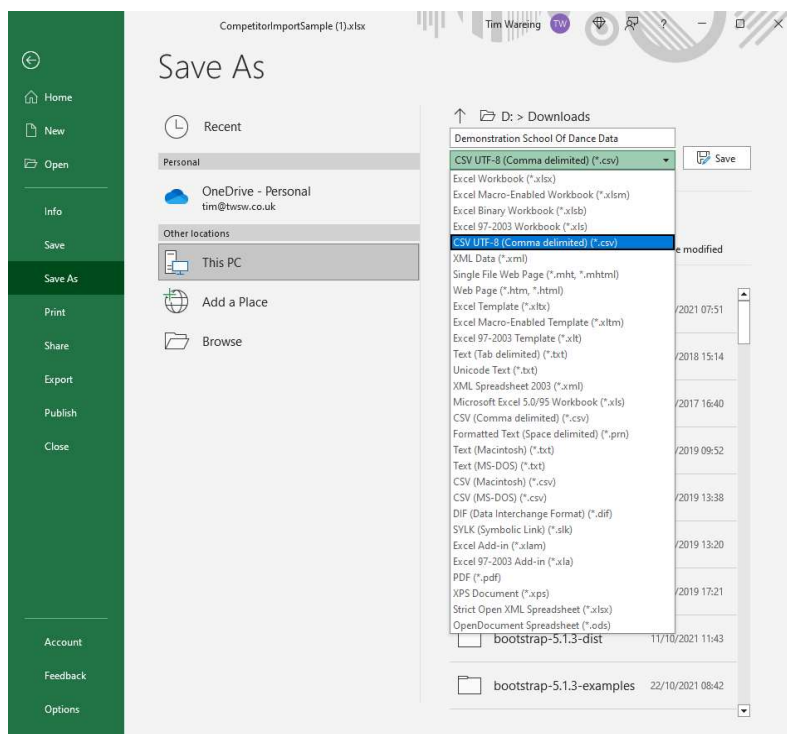
Then to save in the correct format:
  File
  Save As
  Type in a file Name
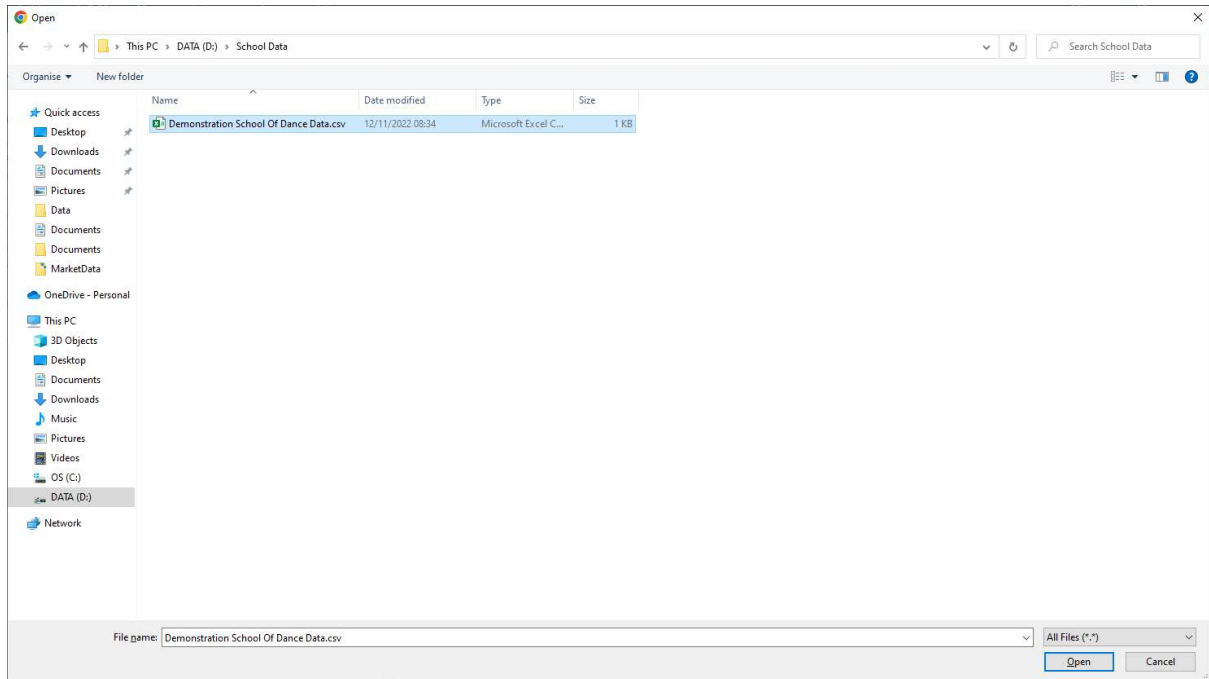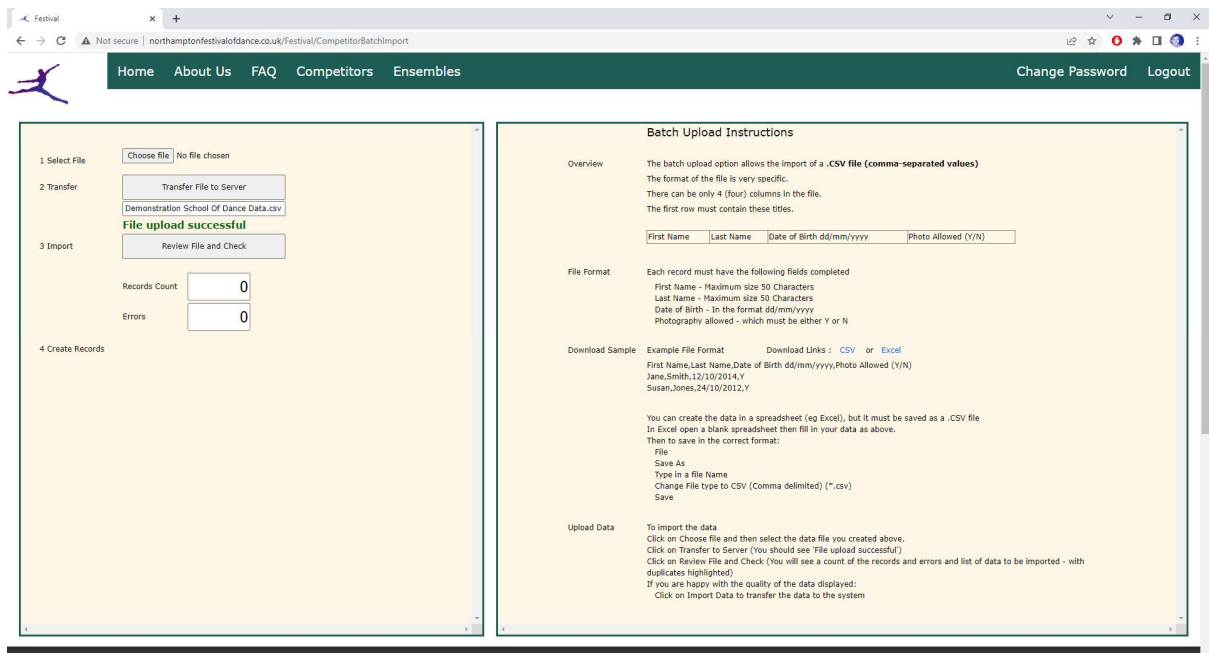 Change File type to CSV (Comma delimited) (*.csv)
  Save

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)

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

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.

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 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 details will be entered in the top right hand window.

Type in the number of competitors

Click the Save button

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 details will be entered in the top right hand window.

Click the Save button

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

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
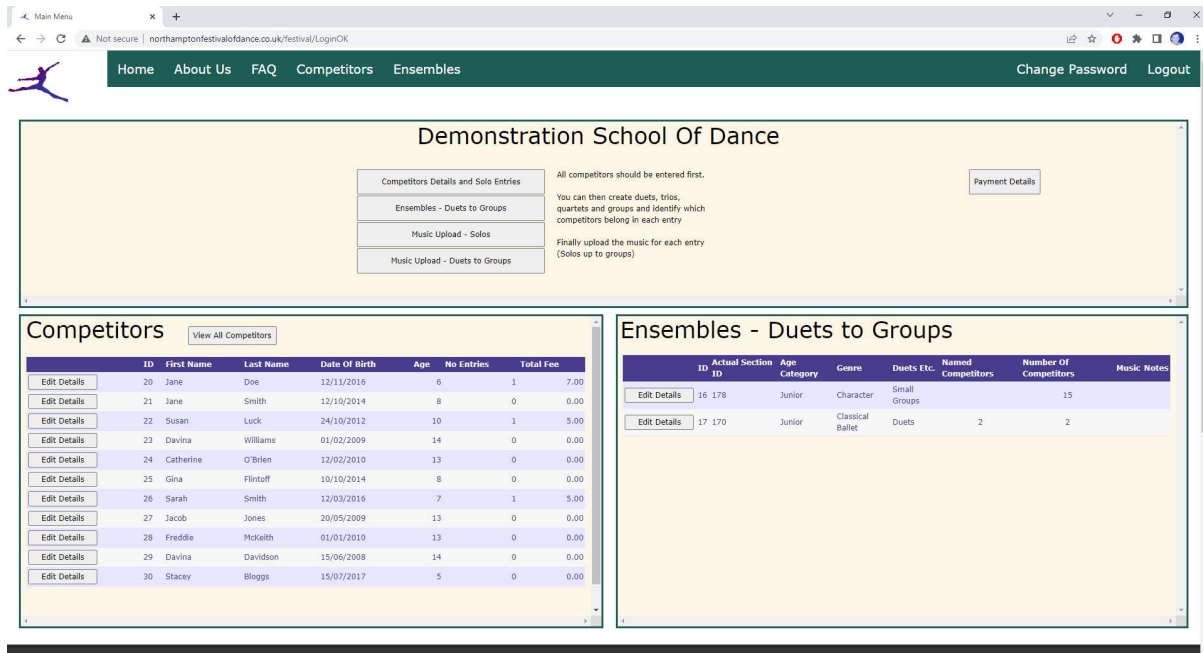
The competitors will be entered in the bottom left window.

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.

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

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 * [   ]   @ [   ] per [   ]
Total Fee [   ]
Music [   ]
Notes [   ]

[Save Details]   * = required   [Cancel]

Ensemble Entries

	ID	Actual Section ID	Age Category	Genre	Duets 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

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

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.

Double Click on the file name

Click the Yes button to allow the file to be loaded

Click the enable editing button to allow editing

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

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

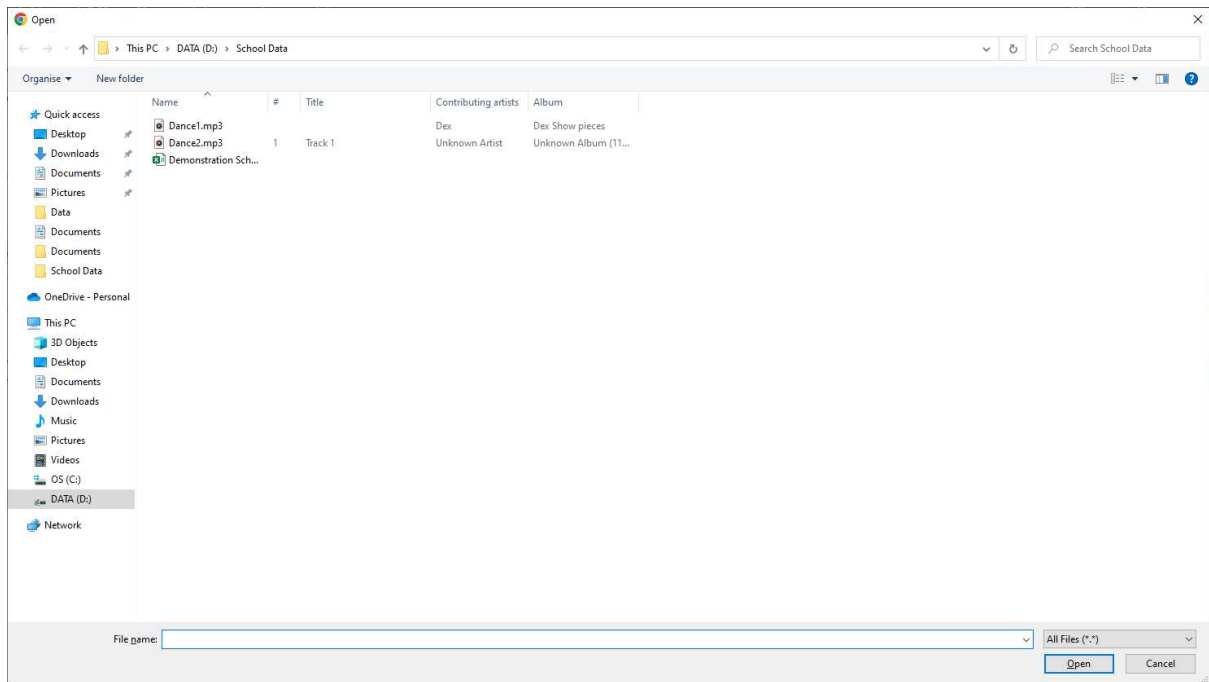Click on Select next to the relevant solo in the lower window

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.

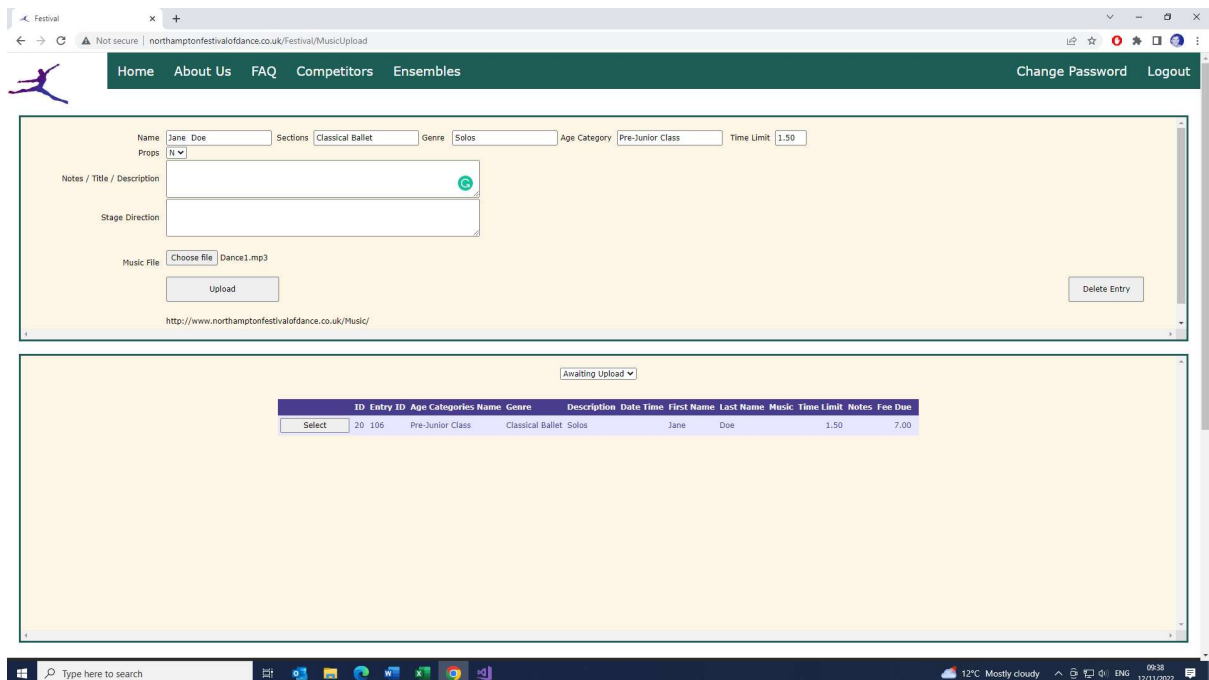If there are any stage direction comments type them in (quiet music at beginning etc.)
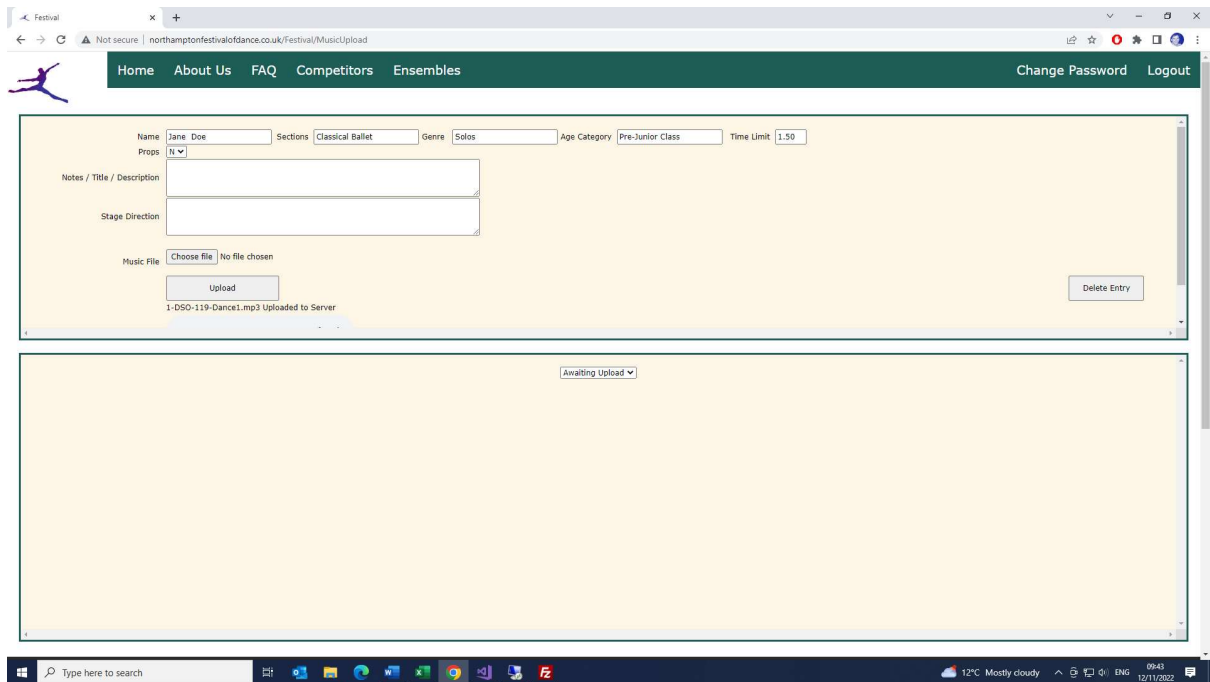
Click on the Choose file button

Select the relevant file then click open,

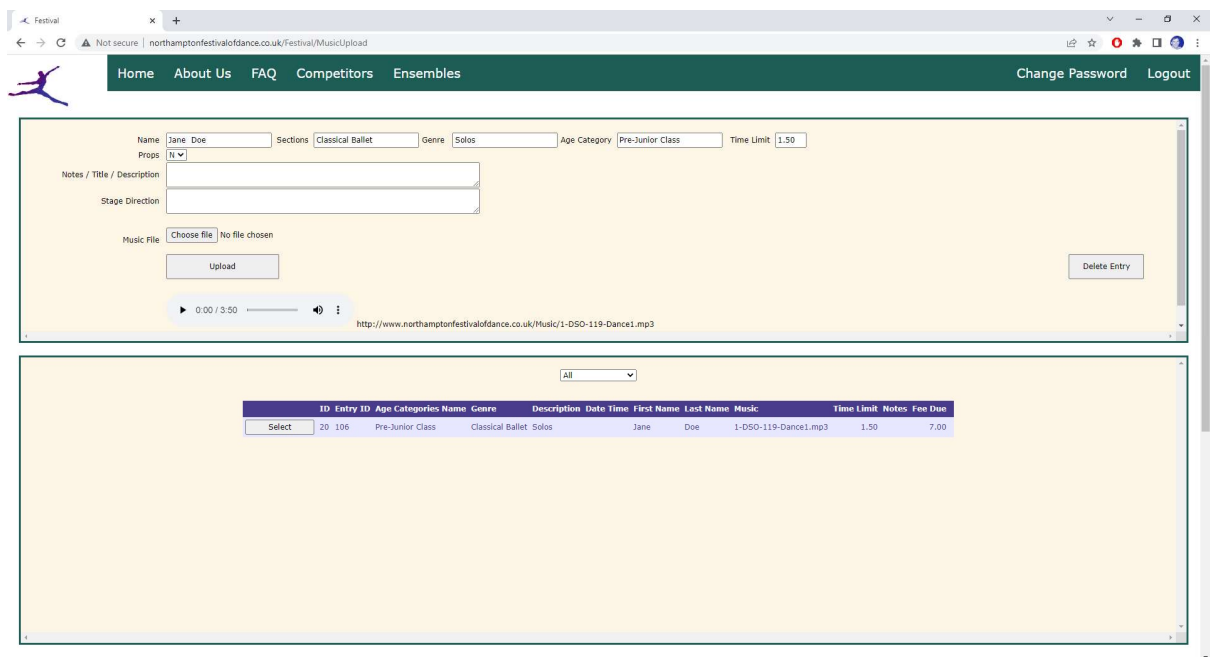We can accept .mp3, .mp4, .wav, .aiff, .caf and .aac files.

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
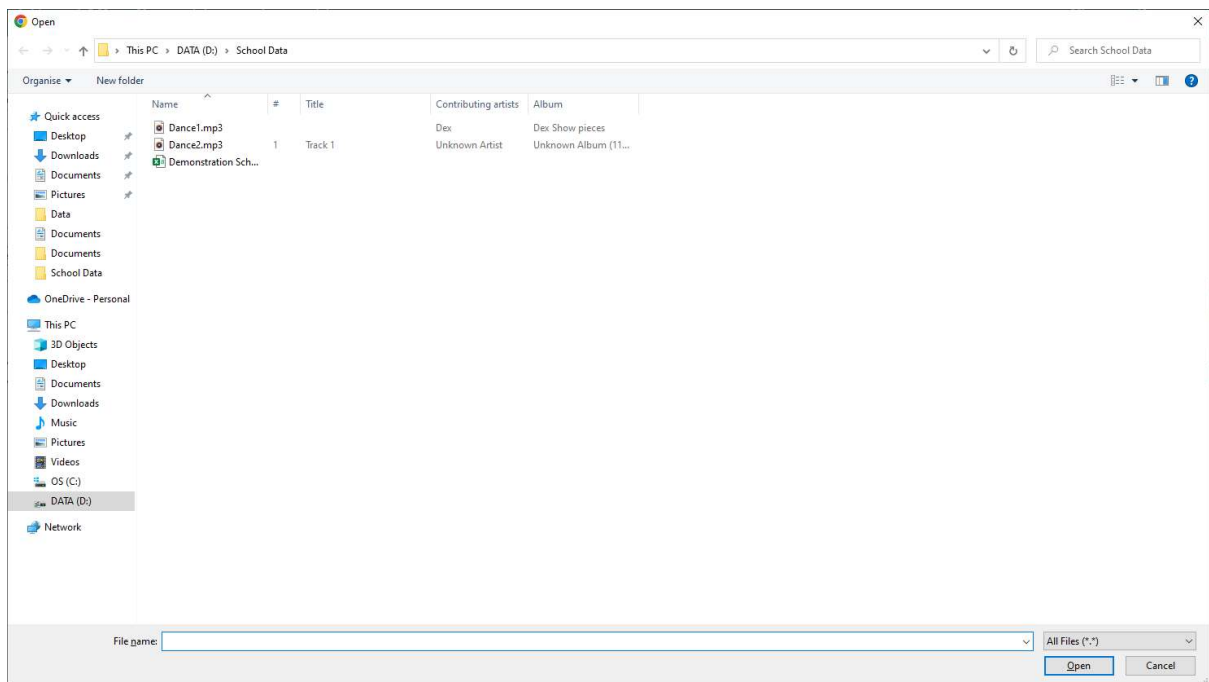

The Solo details will be displayed in the top window

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

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

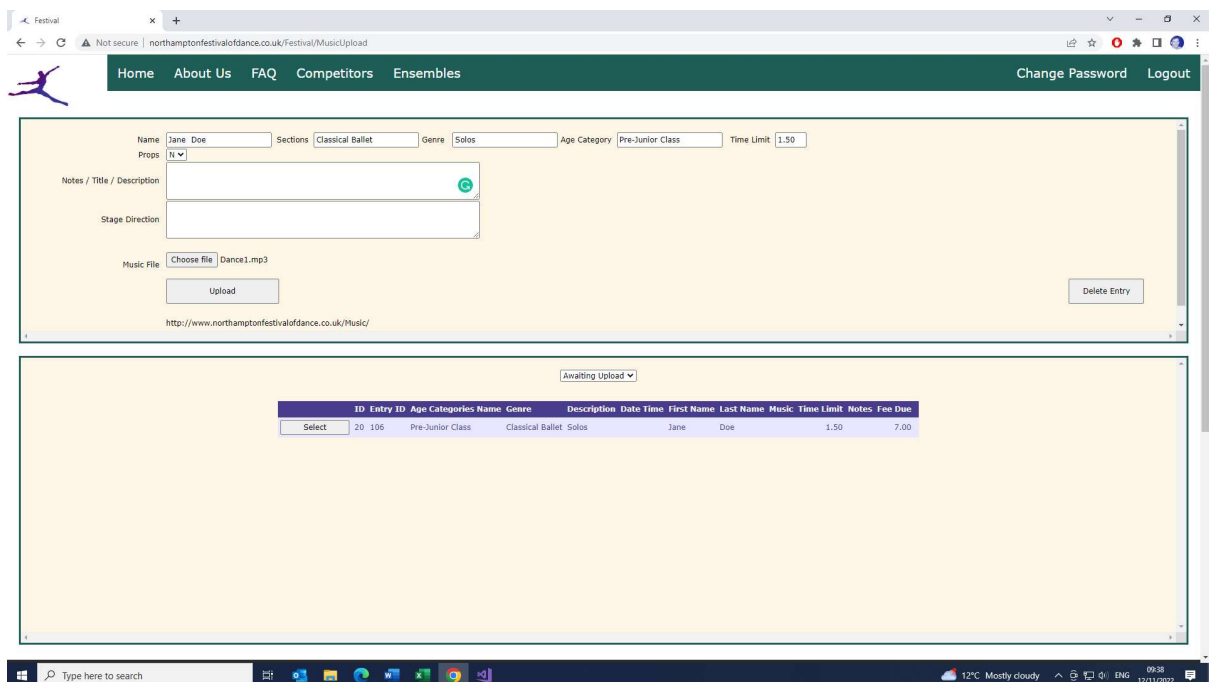If there are any stage direction comments type them in (quiet music at beginning etc.)

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

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

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

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

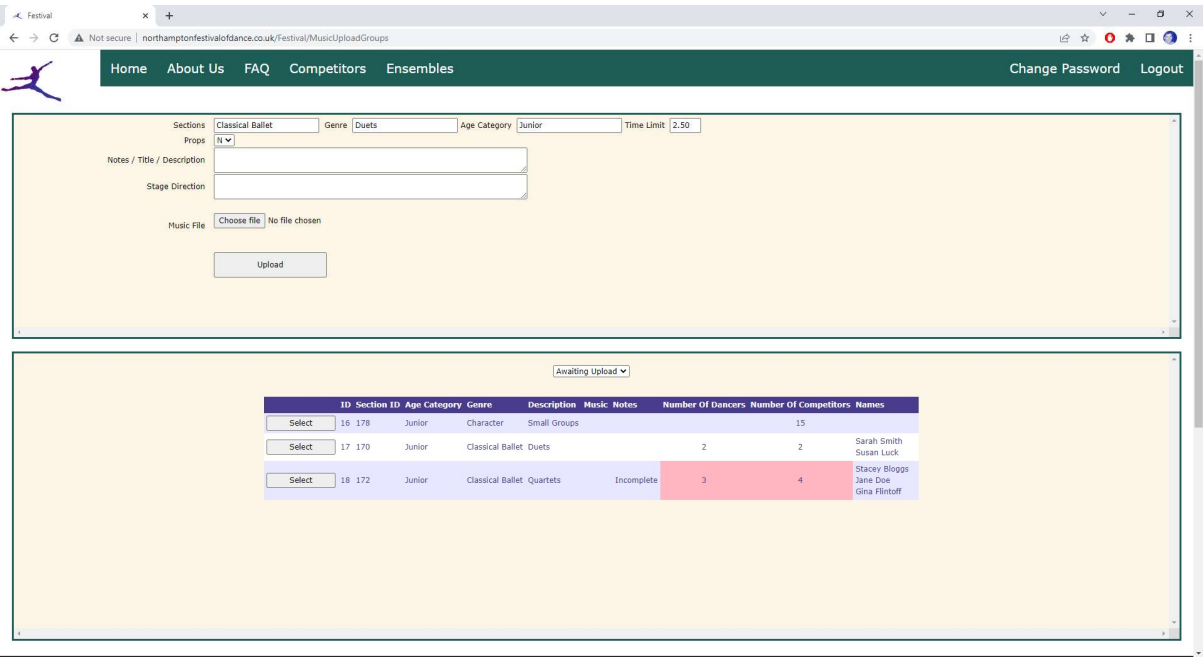You will be able to select the details or click on the play icon.

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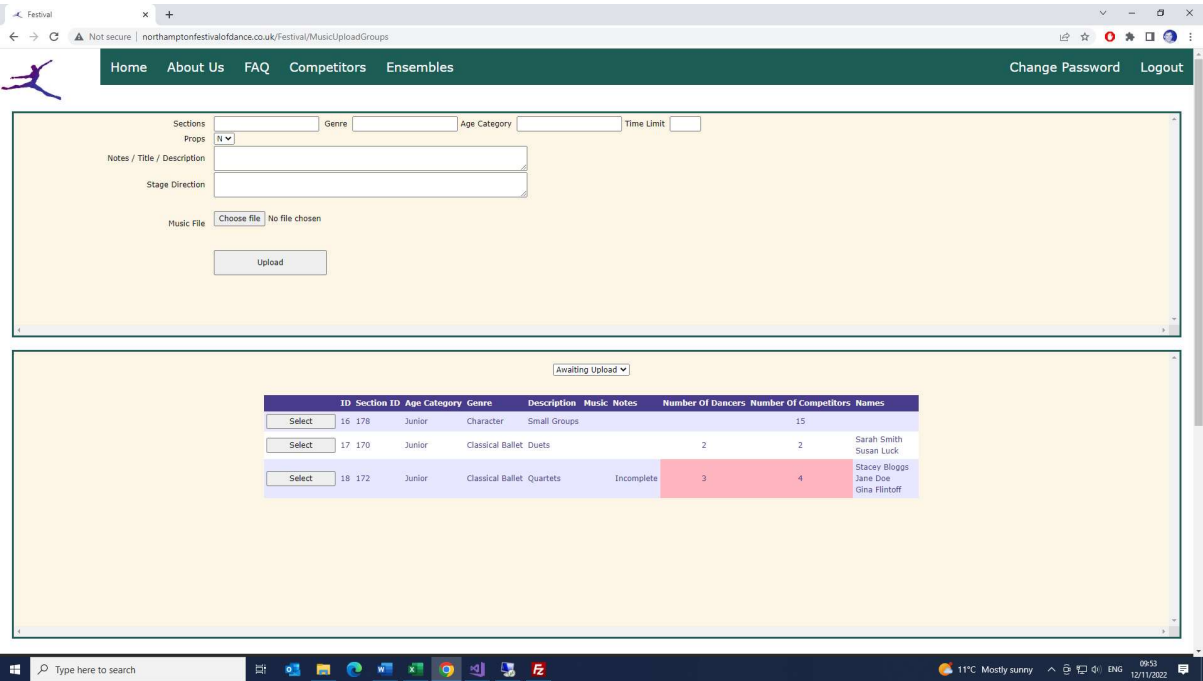
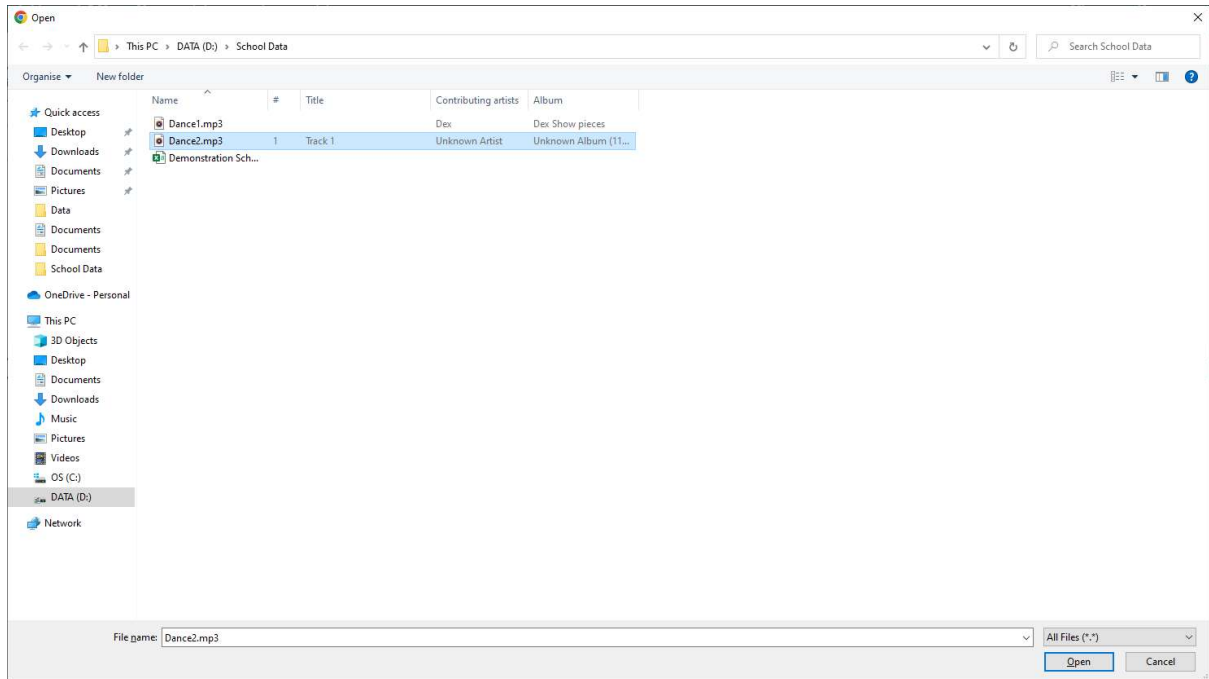Click on Select next to the relevant ensemble in the lower window

The Ensemble details will be displayed In the top window

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

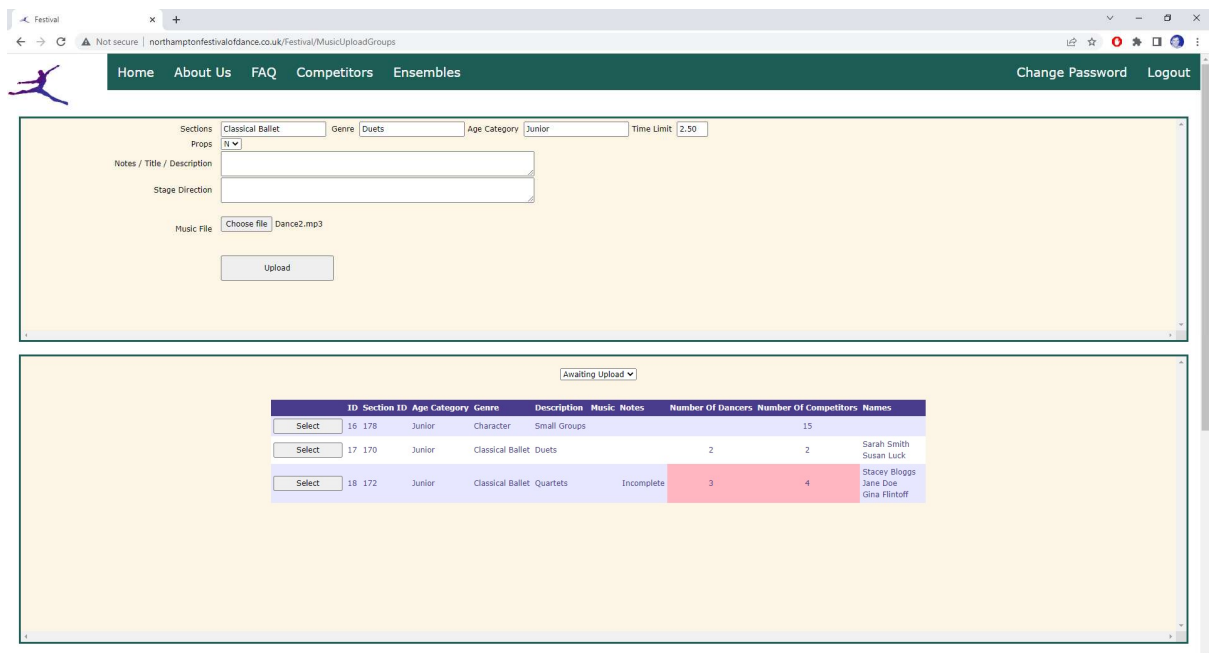If there are any notes, ie title or description type them in.

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

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

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

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

Change the drop down list to All or Uploaded

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.