



Dear Studio Owner,

Welcome to elev8.dance. Please take a moment to review and walk through the following information as you go to access and enter an event with elev8.dance for the first time.

Logging in to elev8.dance studio dashboard for the 1st time

- Go to register.elev8.dance

DON'T HAVE AN ACCOUNT?

[SIGN UP](#)

- Complete & save the "Create New Studio" Form
- Complete & save the "Studio Director" Form

While logged in to Register.elev8.Dance, if at any point you would like to return to the main page, click the elev8 logo at the top of the page.

When reviewing any of the following items, rather than just 'clicking a button', you may always 'right-click' and choose to "open in a new tab", that way you will always be able to have your home/ admin dashboard open to easily refer to.

How to complete entries for the Festival is next:



Festival: Creating & Uploading Entries

Here is a summary of *important* tips to save time, to ensure entries are complete and to avoid upload errors.

Whether entries are uploaded using a workbook/csv or if adding entries manually:

- Do not use ALL CAPS unless required for a Routine Name
- Do not skip lines in the workbook/csv template
- Be sure to use the same format for all birthdates.

★ The best and most efficient way to enter the festival via elev8.dance is to complete a workbook/csv. A template can be downloaded directly from the software.

For help or for any questions pertaining to completing entries for the festival, please contact support@elev8.dance

★ To save time and to ensure entries will be correctly uploaded, please note the following when completing the workbook/csv template:

Note: Each line in the workbook represents a dancer in a routine. For groups, each student within the group will be listed on their own line.

Class Name

This is what the class is referred to at the studio.

This can also be what the entry name will be in the festival program.

Entry Name

This is what the entry or routine name will be in the festival program.

- For this festival, please use the song/ preferred entry name.

Discipline

Please indicate which category the routine will be entered.

- For this festival, please choose from the following:
 - Tap, Jazz, Ballet, Lyrical, Street Style, Modern, Contemporary, Musical Theatre, Acro, Open, Improv

Hrs per class per week

- For this festival, please leave this field blank.

First Name - Dancer's first name

Please do not use nicknames in this field.

- Example, while Victoria prefers to be called Tori, please enter her as Victoria.

Last Name - Dancer's last name

Where a dancer's last name is hyphenated, please do not use spaces before or after the hyphen

- Example: Smith-Jones (correct) Smith- Jones (the space before Jones is not correct)

Gender Identity

When known, on each line and for each dancer, please indicate:

F = Female M = Male X = Nonbinary

Birthdate

MM/DD/YYYY

- Be sure to use the same format for every birthdate in the workbook

Years

Entry levels will be automatically calculated and determined using this information.

This is the age of the dancer as of December 31st, 2023.

EXCEPTION: for dancers entering 'Recreational' please enter 0 in this column

Choreographer and/or Instructor

Please do not include the names of assistant teachers, who are competing.

- Please use the following formats:

One Choreographer/ Instructor	First Last
Two Choreographers/ Instructors	First Last,First Last
Three Choreographers/ Instructors	First Last,First Last,First Last

Your entries are now ready to be uploaded.

After uploading entries, the following warning message may be at the top of the entries page:

Some of the dancer profiles in your studio might be duplicates. Please review and merge any duplicate profiles before finalizing your entries.

This error may appear due to inconsistent spelling of names or because dancer names are very similar.

- Duplicate accounts must be reviewed and updated before entries are finalized.
- 1. From **Your Festival Entries** page, click **Click Here to View**. Or from the **Dancers** page click **Merge Profiles**.
- 2. A list of dancers flagged as potential duplicates will be displayed.
 - a. If the dancers were flagged incorrectly, and they are separate dancers, click **Ignore**, and then **Delete** to remove the notification.
 - b. To keep only one account, click either **Keep Existing Profile** or **Keep New Profile** and **OK** to confirm. Click **Delete** to confirm that you are deleting the incorrect profile. The data from the deleted profile will be copied over to the profile that is being kept.

Once entries have been reviewed for accuracy, you are now ready to:

[CLICK HERE TO REVIEW AND SUBMIT YOUR ENTRIES](#)

How to complete entries for the Masterclasses is next:



Masterclass Schedule

SATURDAY		
Room 1: Junior & Teen		
9:00-10:00	Molly Gerhmann	Theater Jazz
10:00-11:00	Jared Baker	Contemporary
11:00-12:00	Papa Kobina Brewoo	Street Styles
Room 2: Senior & Professional		
9:00-10:00	Jared Baker	Contemporary
10:00-11:00	Papa Kobina Brewoo	Street Styles
11:00-12:00	Molly Gerhmann	Theater Jazz
SUNDAY		
Room 1: Junior & Teen		
9:00-10:00	Papa Kobina Brewoo	Street Styles
10:00-11:00	Molly Gerhmann	Theater Jazz
11:00-12:00	Sarah Clark	Ballet
Room 2: Senior & Professional		
9:00-10:00	Molly Gerhmann	Contemporary
10:00-11:00	Sarah Clark	Ballet
11:00-12:00	Papa Kobina Brewoo	Street Styles



Masterclasses: Creating & Uploading Entries

Here is a summary of *important* tips to save time, to ensure entries are complete and to avoid upload errors.

Whether entries are uploaded using a workbook/csv or if adding entries manually:

- Do not use ALL CAPS unless required for a Routine Name
- Do not skip lines in the workbook/csv template
- Be sure to use the same format for all birthdates.

★ The best and most efficient way to enter the masterclasses via elev8.dance is to complete a workbook/csv. A template can be downloaded directly from the software.

For help or for any questions pertaining to completing entries for the festival, please contact support@elev8.dance

★ To save time and to ensure entries will be correctly uploaded, please note the following when completing the workbook/csv template:

Note: Each line in the workbook represents an entry in a masterclass. If a dancer is registering to take more than 1 class, copy and paste the data of the prior entry for that dancer to the next line, and update the discipline.

Class Name

This is the dancer's first & last name.

Entry Name

This is also the dancer's first & last name.

Discipline

Please indicate which class the dancer would like to take. Choices are:

Contemporary (Sat)

Street Styles (Sat)

Theater Jazz (Sat)

Ballet (Sun)

Contemporary (Sat)

Street Styles (Sat)

Theater Jazz (Sat)

Hrs per class per week

- For the masterclass entries, please leave this field blank.

First Name - Dancer's first name

Please do not use nicknames in this field.

- Example, while Victoria prefers to be called Tori, please enter her as Victoria.

Last Name - Dancer's last name

Where a dancer's last name is hyphenated, please do not use spaces before or after the hyphen

- Example: Smith-Jones (correct) Smith- Jones (the space before Jones is not correct)

Gender Identity

When known, on each line and for each dancer, please indicate:

F = Female M = Male X = Nonbinary

Birthdate

MM/DD/YYYY

- Be sure to use the same format for every birthdate in the workbook

Years

Entry levels will be automatically calculated and determined using this information.

This is the age of the dancer as of December 31st, 2023.

Choreographer

- For the masterclass entries, please leave this field blank.

Your entries are now ready to be uploaded.

Once entries have been reviewed for accuracy, you are now ready to:

[CLICK HERE TO REVIEW AND SUBMIT YOUR ENTRIES](#)



Have questions? Need Help?

Email support@elev8.dance

- For clarification on any of the above information
- To have someone review your workbook for completeness/ errors/ accuracy before uploading
- If you experience difficulty with registering for the festival using register.elev8.dance

Want to save yourself, your manager or your administrator the headache of entering the festival? or masterclasses?

elev8.dance can format and upload your entries for you!*

- 0 to 20 entries: \$15.00^{CAD} per entry (~\$11.00^{USD} per entry)
- 21 to 50 entries: \$13.00^{CAD} per entry (~\$9.50^{USD} per entry)
- 51 to 100 entries: \$11.00^{CAD} per entry (~\$8.00^{USD} per entry)
- 101+ entries: \$9.00^{CAD} per entry (~\$6.50^{USD} per entry)

** includes formatting entry data information for upload only. Does not include making changes, indicating props or uploading music.*

For more information, email support@elev8.dance

Thank you for joining Festival For A Cause!

