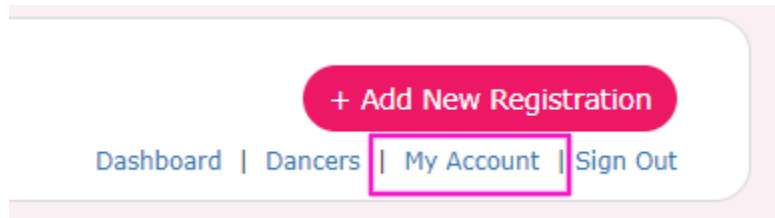# Introduction to Studio Dashboard

➢ **My Account:**



Studios can update login, studio information here.

➢ **Fees and rules:**



Studios can access competition's fees and rules information from dashboard by clicking on these buttons on the top right corner.

➢ **How to add Dancers:**

Click on dancer's tab on your dashboard, click on create new button to add a new dancer or teacher. Enter dancer's details and save the dancer.
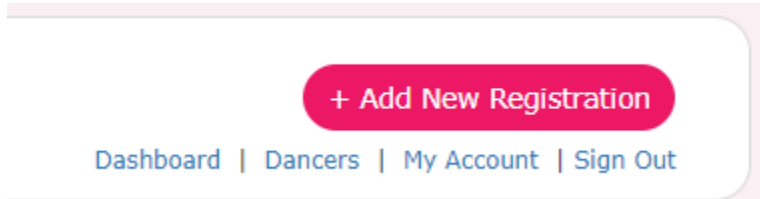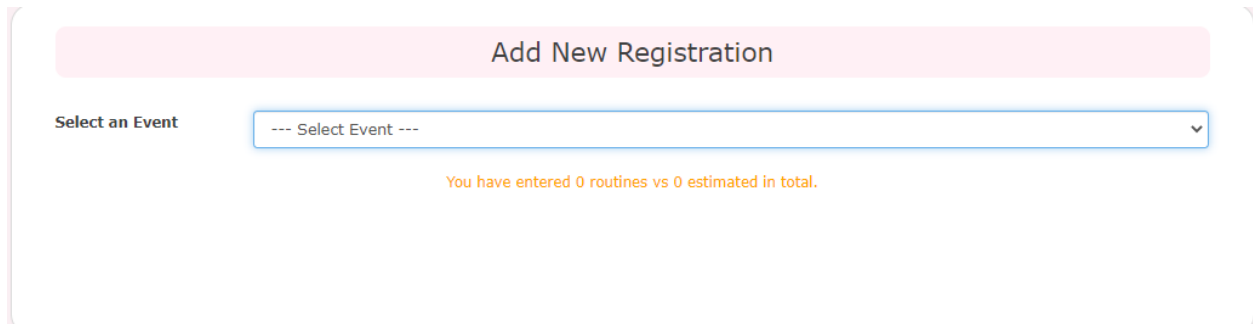


If new dancers are added or existing dancers are updated, make sure to click on submit season dancers to save the changes.
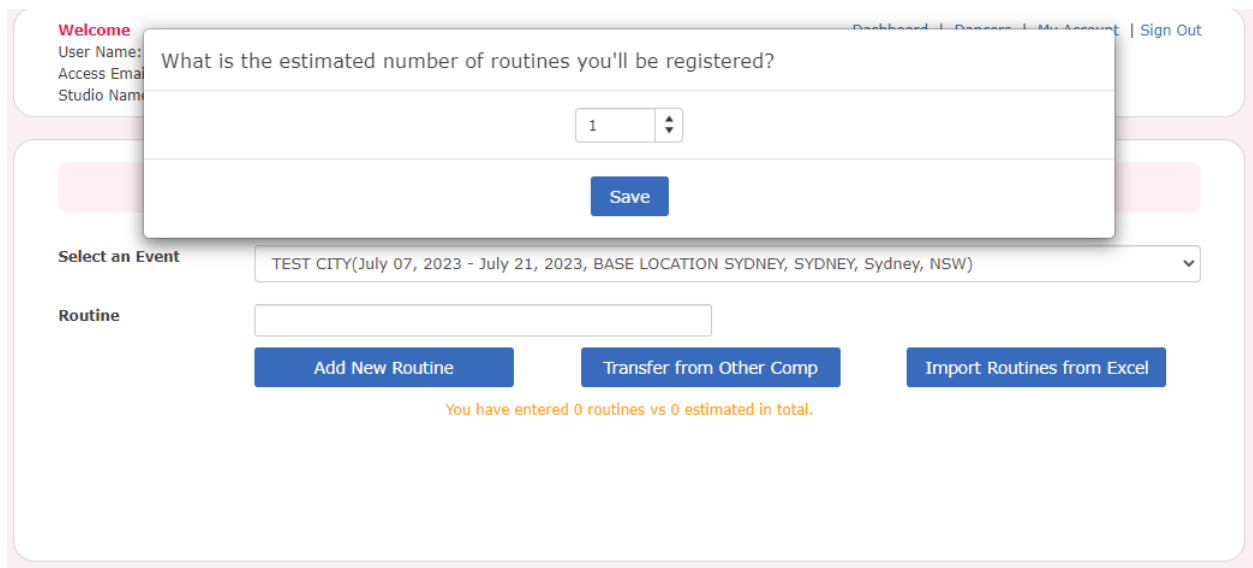
➢ **How to add new registration:**

To create a new registration, click on **Add New registration** button.
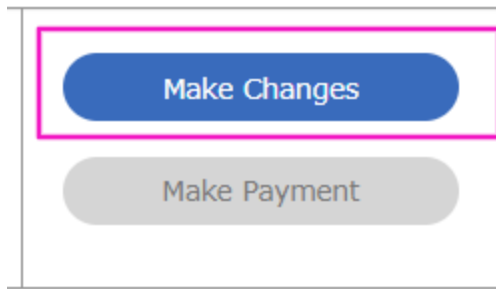


Select a location from drop down menu.



Enter estimated number of routines, add a routine name and rest of the information and proceed to save the routine(s)



➢ **How to update existing registration:**

Click on Make changes button on your dashboard to update existing routines or to add new routines to the registration.
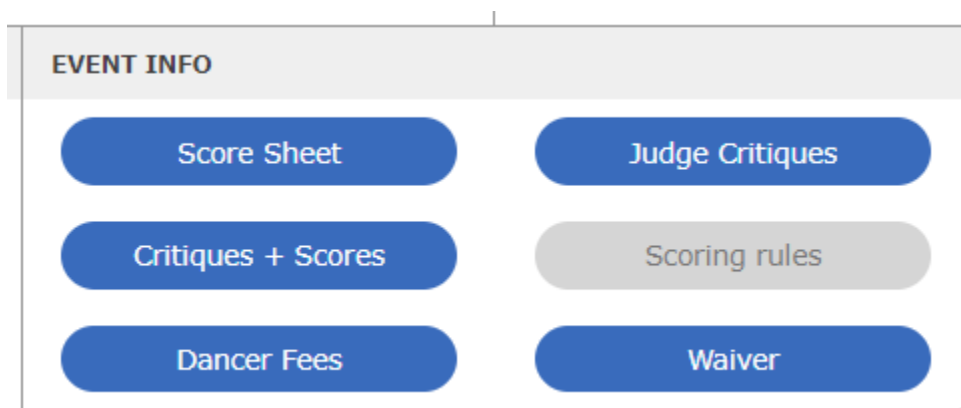
> ➢ **How to copy routines to other location:**



Click on **Studio Dashboard > Copy to Another Location**

The popup window ask you to select which of your available routines you would like to copy to the new event location. To select, click on the specific routine and then click the **ADD** button.

> ➢ **Event Information:**



Once the competition publishes scores and videos, studios will be able to access them from dashboard under Event info.

➢ **How to upload Music:**

If the competition settings permit, studios will be able to access **Upload Music** button from dashboard. Otherwise, this feature will be grayed out for studios.

Once clicked on upload music, studio will a popup window.

Click on choose file to upload music. Once successfully uploaded, **Uploaded Music** column shows the uploaded file and can be clicked to check and play the song/music.

Requirements to upload music: Music will be accepted in **MP3, M4A** formats and the file size should be less than **28MB.**

Once published, studios will be able to access schedule from dashboard.

Features like, Registration summary, Invoice, Registration status, outstanding balance, waiver etc., can be accessed from studio dashboard.