GUIDELINE HOW TO REGISTER MEMBERS AND DANCERS

MASTERSOFT SYSTEM

Dear WADF Member,

The WADF is using the MASTERSOFT system to register its members, where each member has a special login to gain access to the Database in order to register its dancers and from this same register enrol dancers to WADF World and Continental Championships.

The Members area can be found by clicking on the "Members area" button when visiting our website www.worldartdance.com. The following is what you will see.

REQUEST FOR MEMBERSHIP
EDIT DETAILS OF MEMBER - CLUBS
LIST OF REGISTERED MEMBERS

REGISTER NEW DANCER
EDIT DETAILS OF REGISTERED DANCERS
LIST OF REGISTERED DANCERS

Home

Enroll your Dancers

Moscow, Russian Federation - March 15-16,2014 (Deadline 15.02.2014)
EUROPEAN CHAMPIONSHIP ARTISTIC DANCE
NEW

Tallinn, Estonia - 12.-13/4 2014 (Deadline 12.03.2014)
EUROPEAN CHAMPIONSHIP URBAN STREET & POPDANCES
NEW

Novi Sad, Serbia - 07-08.06.2014 (Deadline 08.05.2014)
EUROPEAN & WORLD CHAMPIONSHIP
NEW

The first line "Request for Membership" is open to everybody who would like to become a member of the WADF. All new Members will receive a login, username and a password from the Membership Department. By clicking on the second line, "Edit details of Member" and using the login it is possible to update everything in regards to the member details. Contact person, addresses, phone numbers, email addresses, web sites and similar. It is important that each member updates their details regularly.

To register its dancers the Member must click on the fourth line, "Register New Dancers", and again use the login. It is very easy to register each dancer. As an example this is what the DO-Serbian Dance Sport Association will see after log in.

DO-Serbian Dance Sport Association - REGISTER NEW DANCER

First name and Family name : [_____]	
Date of birth : [_____]	
Age category : [_____]	**Photo**
Country : Serbia	
Club - School :	
Gender : ⬜ Female ⬜ Male	

NOTE
PLEASE USE ONLY ENGLISH LETTERS
Enter always FIRST NAME and FAMILY NAME of competitors.
Date of birth, type of format (Day.Month.Year) Example: 06.09.2004

Write the first name of the dancer first, followed by the Surname (family name). Remember that it is only possible to use English letters. No Russian or Czech letters that are not in the English alphabet or Scandinavian letters like å,ä,ö or ü can be used.

Write the birth date 8 digits and remember the dots after the day and the month.

Then tick the gender circle male or female and click on "register", (which is not visible on the picture).

The Age category comes up when you click on "register button"

A pop-up sign will appear to confirm that the registration was successful, only then is it possible to upload a photo of the competitor, which should not be larger than 150 x200 pixels in size. It is advisable to take photos of all competitors who you want to register and download them into your computer. See that they are saved in the right size and then it is very easy to upload the photos one by one.

The list of registered dancers will look like this:

LIST OF REGISTERED DANCERS

No	Photo	Competitor	Date of birth	Country	Member	Age
1		Aleksandra Djordjevic	25.06.2004	Serbia	DO-Serbian Dance Sport Association - Serbia	10 Children 2
2		Anamarija Jovic	17.01.2006	Serbia	DO-Serbian Dance Sport Association - Serbia	8 Children 1
3		Andjela Jokovic	13.04.2004	Serbia	DO-Serbian Dance Sport Association - Serbia	10 Children 2
4		Anja Prole	04.05.2007	Serbia	DO-Serbian Dance Sport Association - Serbia	7 Mini kids
5		Dusan Despotov	17.10.2003	Serbia	DO-Serbian Dance Sport Association - Serbia	11 Children 2
6		Ema Stupavski	03.12.2006	Serbia	DO-Serbian Dance Sport Association - Serbia	8 Children 1
7		Jovana Vujovic	23.03.2005	Serbia	DO-Serbian Dance Sport Association - Serbia	9 Children 1
8		Lara Leko	08.12.2003	Serbia	DO-Serbian Dance Sport Association - Serbia	11 Children 2
9		Natasa Rajic	25.03.2003	Serbia	DO-Serbian Dance Sport Association - Serbia	11 Children 2

Compiled by MasterDance ® MasterSoft

To edit details of dancers click on the "Edit Details of Registered Dancers" login and find the dancer you want to edit. The system is very easy to use and if you have any problems please ask by sending an e-mail to president@wadf.net. There will be a special GUIDELINE on how to pay the license fee for dancers and how to enrol them for competitions. At this moment please register your dancers who want to participate in competitions coming up soon and then one by one register all your competitors. It is also possible to use this system for National Competitions.

Manual for Members how to handle the dancers license fee.

In order to make it possible to enrol dancers to WADF competitions, the Member has to be an active member, meaning having paid the membership fee. A non-active member can register his or her dancers but cannot enrol the dancers

An active member will be able to enrol his or her dancers to WADF competitions but first must the dancers also become active meaning having paid the dancers license fee.

When a Member registers his or her dancers in the Data base those dancers will get a "grey" background in the dancers register. In order to be able to enrol a dancer to a WADF competition, the background has to be coloured pink. The Finance office will handle that procedure in the following manner.

The Member goes in to our web site www.worldartdance.com and do as follows:

Click on "Members area"
1. Go to EDIT DETAILS OF REGISTERED DANCERS
2. Log In with username and password
3. Select dancers using X column
4. Go to **"Selection"** and chose "**marked**"
5. Click on "Send e-mail"
6. Click on "Ok" I am sure
7. Tick the box how you want to pay the license fee
8. Click on "Ok"
9. The Financial office will turn the dancers on the list from "grey" to "pink" and it is then possible to enrol all dancers that are marked pink.

10. The Financial office will send an invoice to the Member who can pay the invoice in three different ways.
a/ By credit card in the License shop
b/ By Bank transfer
c/ Cash at the competition. (Please bring the invoice to the "check in" if you are paying cash. The whole invoice has to be paid by one person. **It is not possible to pay parts of the invoice by different persons like parents or competitors**).

The enrolments then become valid and the competitors can dance.

Note
In order to avoid a lot of cash having to be transported and the cost of handling cash, we would very much appreciate if the license fee is paid by Credit card or Bank transfer before the competition. It will also make the "check in" at the competitions so much easier.

License fee 2014.
The Managing Committee has decided to give a 5 Euro deduction on the competitor's license fee 2014. This means the licenses will be just 10 Euro and valid to the 30th June 2015.

How to enrol dancers to a competition.

Start by click on the competition you want to enrol to. In this case Moscow March 15-16

Moscow, Russian Federation - March 15-16,2014 (Deadline 15.02.2014)
EUROPEAN CHAMPIONSHIP ARTISTIC DANCE

You use your login username and password and this is what the DO-Serbia would see:

Moscow Russian Federation - March 15-16 2014 - Enrolment - DO-Serbian Dance Sport Association

Type of competition	Dance Discipline	Category	Age
European Championship	Dance Show Caribbea	Solo female	Junior

Club - School :	Viva Dance	Continue	Start list	Main Menu

Click on Type of competition and there is only one choice **European Championships**
Click on Discipline and the drop menu will offer many choices of disciplines
Click on Category and there are different categories to choose from
Click on Age and make your choice.

Click on Continue - chose the names of competitors, the names of the choreography and the names of choreographers
Click on Start list - Review your complete application with the ability to edit or check-out!
Click on Main menu – if you want to go back to the main menu

After having clicked on continue you will be able to select competitor from the list shown in the drop down list of competitors that you already have registered in your data base. Optionally you can fill out the name of the Choreography and the name of the Choreographer and remember only English letters and no apostrophes or other signs.

      Competitor : Select the competitor from the list
  Choreography : [   ]
  Choreographer : [   ]

Enrol	Enrol…	Cancel

NOTE
Enroll - finish this Enrolment and continue enrolling in new discipline
Enroll ... - finish this Enrolment and continue enrolling in the same discipline
Cancel - cancel this current enrolment