



***DANCE WORLD CUP***

***LIVE QUALIFIER  
ENTRY SYSTEM  
GUIDE***



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# REGISTRATION

If it is your first time using the system, select the button **Register** new Account on the login page.

**Note - The Entry System Registration is to be completed in 4 steps**

## Step 1

Select your country from the dropdown list and select the button **I Accept the Terms & Conditions**

The screenshot shows a registration interface with four steps: Step 1 (Region or Country), Step 2 (Teacher info), Step 3 (School Location), and Step 4 (Account info). Step 1 is highlighted in red. The main content area contains a welcome message, a link to Terms & Conditions and Competition Rules, a dropdown menu for selecting a region or country (currently showing 'South Africa'), and a red button labeled 'I Accept the Terms & Conditions'.

## Step 2

Complete the Teacher Information form by submitting your **Name, Surname, Mobile Number, E-mail** address and **repeating** your **E-mail** address for validation. Once all the information is added, please select the button **Next**

The screenshot shows the 'Teacher Information' form. It includes fields for Name (John), Surname (Grimshaw), Mobile Number (12345678910), E-mail address (JG123@gmail.com), and a field to re-enter the e-mail address (JG123@gmail.com). The form has a 'Previous' button on the left and a 'Next' button on the right. The step indicator at the top shows Step 2 (Teacher info) is active.

## Step 3

Complete the School Location form by submitting your **Address, City/Town, Province/State** and **Postal Code**. Once all information is added, please select the button **Next**

**Follow onto next page**

# REGISTRATION

Step 1 Region or Country	Step 2 Teacher info	Step 3 School Location	Step 4 Account Info
School Location			
Address 1			
<input type="text" value="1A"/>			
Address 2			
<input type="text" value="DWC"/>			
City/Town			
<input type="text" value="Dwc Town"/>			
Province/State			
<input type="text" value="Movington"/>			
Postal Code			
<input type="text" value="123"/>			
<input type="button" value="Previous"/> <span style="float: right;"><input type="button" value="Next"/></span>			

## Step 4

Complete the Account Information form by submitting your **School Name** as well as creating a **Password** (Minimum of 5 characters) and **Re-entering** your **Password** for validation. Once all information is added, please select the button **Finish**

Step 1 Region or Country	Step 2 Teacher info	Step 3 School Location	Step 4 Account Info
Account Info			
School Name			
<input type="text" value="DanceAndDance"/>			
Login Info			
Your Username will be your Mobile number or e-mail address			
Password (Minimum 5 characters)			
<input type="password" value="*****"/>			
Re-enter Password			
<input type="password" value="*****"/>			
<input type="button" value="Previous"/> <span style="float: right;"><input type="button" value="Finish"/></span>			

**Note - You can return to previous steps at any time throughout the registration process. Select the button Previous to do so.**

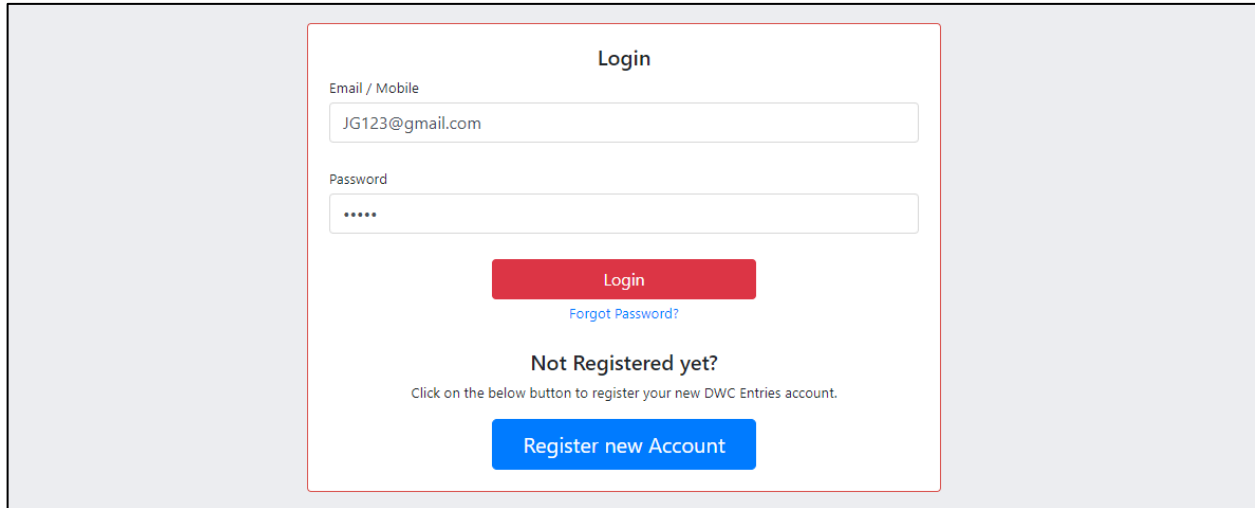
Once your registration is complete, you will receive an e-mail confirmation of your registration. Please make sure that you do receive this email and that it is not in your spam box, as further communication regarding your entries will come from the sent email address.

Select the button **Login** to proceed to the login page of the DWC Entry System.

**Registration End**

## LOGIN

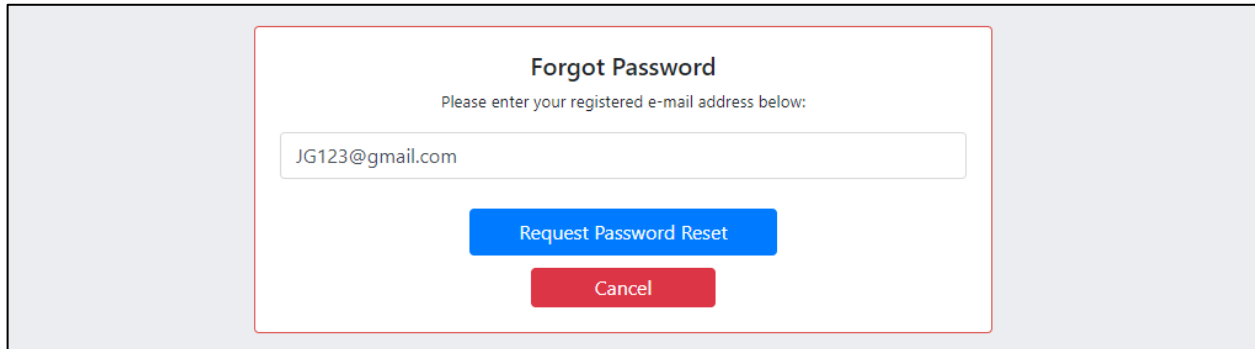
**Note - Once you have registered an account on the DWC Entry System. You may now login to your DWC Entry System account.**



The screenshot shows a login form titled "Login". It contains two input fields: "Email / Mobile" with the value "JG123@gmail.com" and "Password" with masked characters "\*\*\*\*\*". Below the fields are three buttons: a red "Login" button, a blue "Forgot Password?" link, and a blue "Register new Account" button. The text "Not Registered yet?" is centered above the "Register new Account" button, with a subtext "Click on the below button to register your new DWC Entries account."

Should you have forgotten your login details, please select the **Forgot Password** link, just below the Login button. Enter your **registered e-mail** address and select the button **Request Password Reset**

An e-mail will therefore be sent to your e-mail address with a link to reset your password. If you did not receive this email, please check your spam folder. The link in the email will be valid for **24 hours**

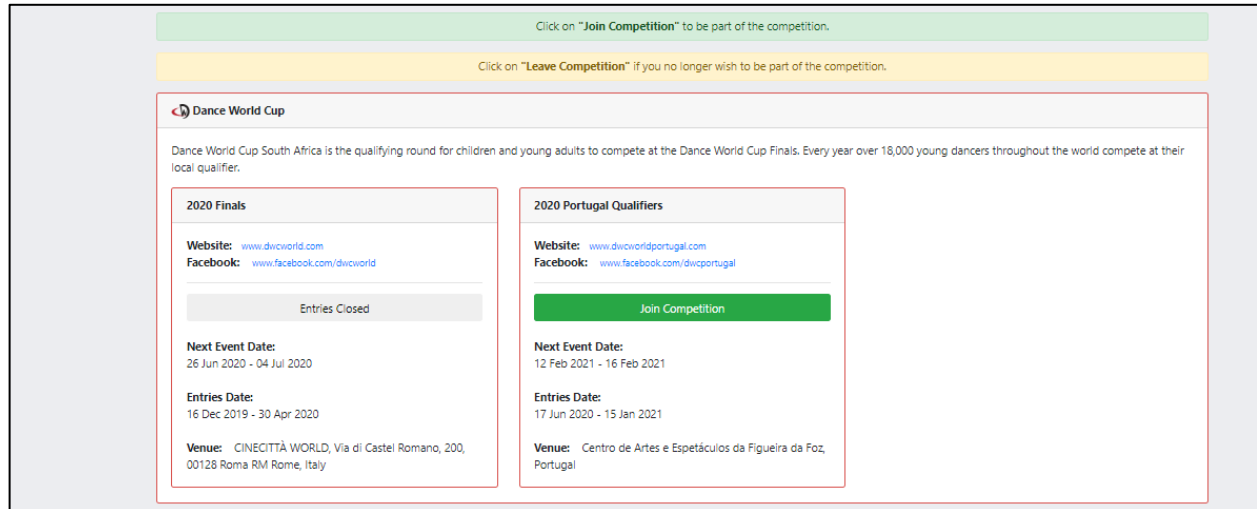


The screenshot shows a "Forgot Password" form. It prompts the user to "Please enter your registered e-mail address below:" and features an input field containing "JG123@gmail.com". Below the input field are two buttons: a blue "Request Password Reset" button and a red "Cancel" button.

Should you have any issues with logging in to your DWC Entry System Account, please do not hesitate to contact the DWC Team of the following e-mail address: **entries@dwcentries.com**

**Login End**

Once you have logged into the DWC Entry System, you may now select a competition to join. In this manual the **Live Qualifiers** will be the topic of discussion.



Select the Live Qualifier competition by selecting the button **Join Competition** within the Live Qualifier frame.

**Note - The Live Qualifiers is to be completed in 4 steps**

***Dashboard End***

## Step 1

Complete the Dancer's Details form by submitting a dancer's details such as **Dancer Name**, **Dancer Surname**, **Date of Birth** and **Gender**. **Optionally**, you can include the contact details of the dancer. This is useful for communication to the dancer for competition entries and other useful information to the dancer. Select the button **Add Dancer**, to add the current dancer's information.

The screenshot shows a web form with a progress bar at the top with four steps: Step 1 (Manage Dancers, highlighted in red), Step 2 (Manage Entries), Step 3 (Confirmation), and Step 4 (Submission). The main form area is titled 'Dancer's Details' and 'Contact Details'. The 'Dancer's Details' section has input fields for 'Dancer Name' (John), 'Dancer Surname' (Grimshaw), 'Date of Birth' (11 April 1997), and 'Gender' (Male). The 'Contact Details' section has a note: 'The below fields are Optional. But if entered, the information will be used to help you send out competition entries and information to the dancer.' It includes input fields for 'Contact E-mail' (JG123@gmail.com) and 'Contact Mobile' (12345678910). At the bottom right, there are two buttons: 'Cancel' (red) and 'Add Dancer' (blue).

You can **repeat** Step 1 for each new dancer you wish to add by selecting the button **Add New Dancer** and repeating the process of submitting a dancer's details and optionally their contact details. Alternatively, you can **edit** a dancer's information or **remove** a dancer by selecting either the **pencil** icon to edit or the **bin** icon to remove a dancer within the dancers list.

The screenshot shows the same progress bar as before. The 'Add New Dancer' button is now disabled. A green 'Add Entries' button is visible with the text 'Proceed to Step 2'. Below this is a 'Dancers List' table with one entry for John Grimshaw, born 1997-04-11, aged 23.08 on 1 Jan, male. The table has icons for edit and delete.

#	Name	Surname	Date of Birth	Age on 1 Jan	Gender	
	John	Grimshaw	1997-04-11	23.08	Male	

Once all your dancer's information has been created, you can now proceed to Step 2 by selecting the button **Add Entries**

**Note - Step 2 is to be completed in 3 sub steps**

***Follow onto next page***

## Sub step 1 of Step 2

All **dancers** added in step 1 will display on the **left**. Add one or more dancers to the first dance/entry on the right, by selecting their **name** or **tick box** left of their name. Selecting the button **Add** will add **all selected** dancers. However, selecting the button **Add All** will add **all dancers** to the dance/entry.

The screenshot shows the 'Add Dancers' interface. At the top, there are four steps: Step 1 (Manage Dancers), Step 2 (Manage Entries), Step 3 (Confirmation), and Step 4 (Submission). Step 2 is highlighted in red. Below this, there are three sub-steps: Step 1 (Add Dancers), Step 2 (Entry Details), and Step 3 (Confirmation). The 'Select Dancers' section has a search bar and a table with one row: John Grimshaw (checked) and 23.08. The 'Entered Dancers' section has a search bar and the text 'No Dancers Entered'. Between the sections are buttons: Add (green), Add All (green), Remove (red), and Remove All (red). At the bottom right are Cancel (red) and Continue (blue) buttons.

In the same way, you can remove one or more dancers from an entry/dance by selecting the button **Remove** to remove all **selected** dancers or alternatively the selecting the button **Remove All** to remove **all dancers** from an entry/dance. Select the button **Continue** to proceed.

The screenshot shows the 'Add Dancers' interface. At the top, there are four steps: Step 1 (Manage Dancers), Step 2 (Manage Entries), Step 3 (Confirmation), and Step 4 (Submission). Step 2 is highlighted in red. Below this, there are three sub-steps: Step 1 (Add Dancers), Step 2 (Entry Details), and Step 3 (Confirmation). The 'Select Dancers' section has a search bar and the text 'No Dancers Found'. The 'Entered Dancers' section has a search bar and a table with one row: John Grimshaw (unchecked) and 23.08. Between the sections are buttons: Add (green), Add All (green), Remove (red), and Remove All (red). At the bottom right are Cancel (red) and Continue (blue) buttons.

**Follow onto next page**

## Sub step 2 of Step 2

The system will alert you under which age category the entry will fall under. Complete the Entry Details form by submitting the **Entry Title** and the **Class** via the dropdown. Select the button **Continue** to proceed.

Step 1 Manage Dancers    Step 2 Manage Entries    Step 3 Confirmation    Step 4 Submission

Step 1 Add Dancers    Step 2 Entry Details    Step 3 Confirmation

This entry will fall under **Senior Solo**

Entry Details

Please Note: The below fields must be filled in using English/Latin characters.

Entry Title: John Grimshaw's Dance    Class: SnSA - Acro

Go Back    Cancel    Continue

**Note - Only classes available based on the age/number of your dancers will appear within the Class dropdown.**

## Sub step 3 of Step 3

Please ensure that the information submitted is correct. You can return to any of the previous steps by selecting the button **Go Back**. Should the information be correct, select the button **Confirm** to proceed.

Step 1 Manage Dancers    Step 2 Manage Entries    Step 3 Confirmation    Step 4 Submission

Step 1 Add Dancers    Step 2 Entry Details    Step 3 Confirmation

Class: SnSA - Senior Solo Acro  
Title: John Grimshaw's Dance  
Entry Age: 23.08

Dancer (1)

Name	Surname	Date of Birth	Age on 1 Jan	Gender
John	Grimshaw	1997-04-11	23.08	Male

Go Back    Cancel    Confirm

**Follow onto next page**



**Repeat Step 2** and all **3 sub steps** to add another entry by selecting the button **Add New Entry**. You can select the **pencil** icon to edit or the **bin** icon to delete an entry. Alternatively select the button **Confirm Entries** to proceed to Step 3

Check that all details submitted are correct for each entry. Select the button **Submit Entries** to proceed to Step 4 or alternatively return to step 2 by selecting the **tab Step 2**.

The screenshot shows a four-step navigation bar at the top: Step 1 (Manage Dancers), Step 2 (Manage Entries), Step 3 (Confirmation, highlighted in red), and Step 4 (Submission). A green 'Submit Entries' button is located in the top right corner. Below the navigation bar, there are three summary sections: 'Dancers Entered (1 Dancer)', 'Total Entries - 1 Entry', and 'Solo (1 Entry)'. Each section contains a table with the following data:

#	Name	Surname	Date of Birth	Age on 1 Jan	Gender
ZA14917	John	Grimshaw	1997-04-11	23.08	Male

Entry Name	Code	Class	Age
John Grimshaw's Dance	SnSA	Senior Solo Acro	23.08

**Step 4**

Your entries will have been **submitted** to the **DWC Team** for. You will be **notified** via **email**. You can return to <http://www.dwcentries.com> to make **payment**.

Select the button **Continue to Dashboard** to **upload your music and make payment**. You can also print a summary of your entries, by selecting the button **Print**.

***Follow onto next page***

Step 1  
Manage Dancers
Step 2  
Manage Entries
Step 3  
Confirmation
Step 4  
Submission

Your Entries have been submitted for the Dance World Cup 2020 Portugal Qualifier.

You can click on the "Continue to Dashboard" button below to upload your music.

Continue to Dashboard  
to upload your music and make payment
Print

Summary	
Total Membership Fees	€12.00
Total Registration Fees	€50.00
Total Entries	€50.00
<b>Total Fees</b>	<b>€112.00</b>

Dancers Entered (1 Dancer)					
#	Name	Surname	Date of Birth	Age on 1 Jan	Gender
ZA14917	John	Grimshaw	1997-04-11	23.08	Male

Total Entries - 1 Entry

Solo (1 Entry)			
Entry Name	Code	Class	Age
John Grimshaw's Dance	SnSA	Senior Solo Acro	23.08

Selecting the button **Continue to Dashboard to upload your music and make payment** will direct you to a view of which will display the total balance for your entry submissions. Select the button **Summary** to view a collective summary of your entry submissions. Return to the previous view, by selecting the button **Return to Entries**.

1 Routine Music Outstanding - [Click here to upload](#)

Total Membership Fees	€12.00
Total Registration Fees	€50.00
Total Entries	€50.00
<b>Total Fees</b>	<b>€112.00</b>
Payment Status	Unpaid

Summary
Bank Transfer  
Details

€ 112 Outstanding

Select the button **Bank Transfer Details** to view the banking details of which you are to submit your payment reference for your entries to. Select the **back button** in your browser to return to the previous button.

***Follow onto next page***

**Note – Select the link within the alert that reads X Routine Music Outstanding-Click here to upload.**

Select the button **Add New Entry** to add another dancer/entry. To **upload** your music, select the button **Upload** within the **table**.

Add New Entry

Print Summary

Total Entries - 1 Entry

Solo (1 Entry)

Entry Name	Code	Class	Age	Music
John Grimshaw's Dance	SnSA	Senior Solo Acro	23.08	Upload

Print Summary

**Click or drag and drop your music** in the space provided. Please note a **maximum** file size of **10MB** and formats of **mp3, wav, aiff, wma** and **m4a** are permitted.

Title: John Grimshaw's Dance

Section: SnSA - Acro Solo Senior  
Entry Age: 23.08

Music

Maximum file size: 10MB  
Allowed Audio Formats: mp3, wav, aiff, wma, m4a

Click here or Drop music here to upload

Name	Surname	Date of Birth	Age on 1 Jan	Gender
John	Grimshaw	1997-04-11	23.08	Male

Done

**Follow onto next page**

Title: **John Grimshaw's Dance**

Section: SnSA - Acro Solo Senior  
Entry Age: 23.08

**Music**

WARNING! The music you uploaded for this dance is over the time limit for the section and has been rejected.

Maximum file size: 10MB  
Allowed Audio Formats: mp3, wav, aiff, wma, m4a

Click here or Drop music here to upload

Name	Surname	Date of Birth	Age on 1 Jan	Gender
John	Grimshaw	1997-04-11	23.08	Male

**Done**

**Note – Should your music uploaded for the dance/entry be over the time limit, the music will be rejected from being uploaded and an error message will be displayed.**

Select an option to start music on stage or off stage from the dropdown.

Select the button **Done** once the music has been submitted. You can **delete** or **download** the music by selecting the **download** icon to download or the **bin** icon next to the music player to delete.

Select the button **Manage** to manage your music submission. To resubmit a different track, you can simply click on the Music Upload block or drag the music into the block, the old music will be replaced with the newly uploaded track.