



*All England Dance*

# Online Entry System

## Entry Guide



Last updated: 16 January 2022



# Registering as a teacher



[Click here](#) to open  
the Teacher  
Registration Form



## New Teacher Registration

**Title\***

Mr/Mrs/Ms/Miss/Other (please specify)

**First Name\***

**Last Name\***

**Email Address\***

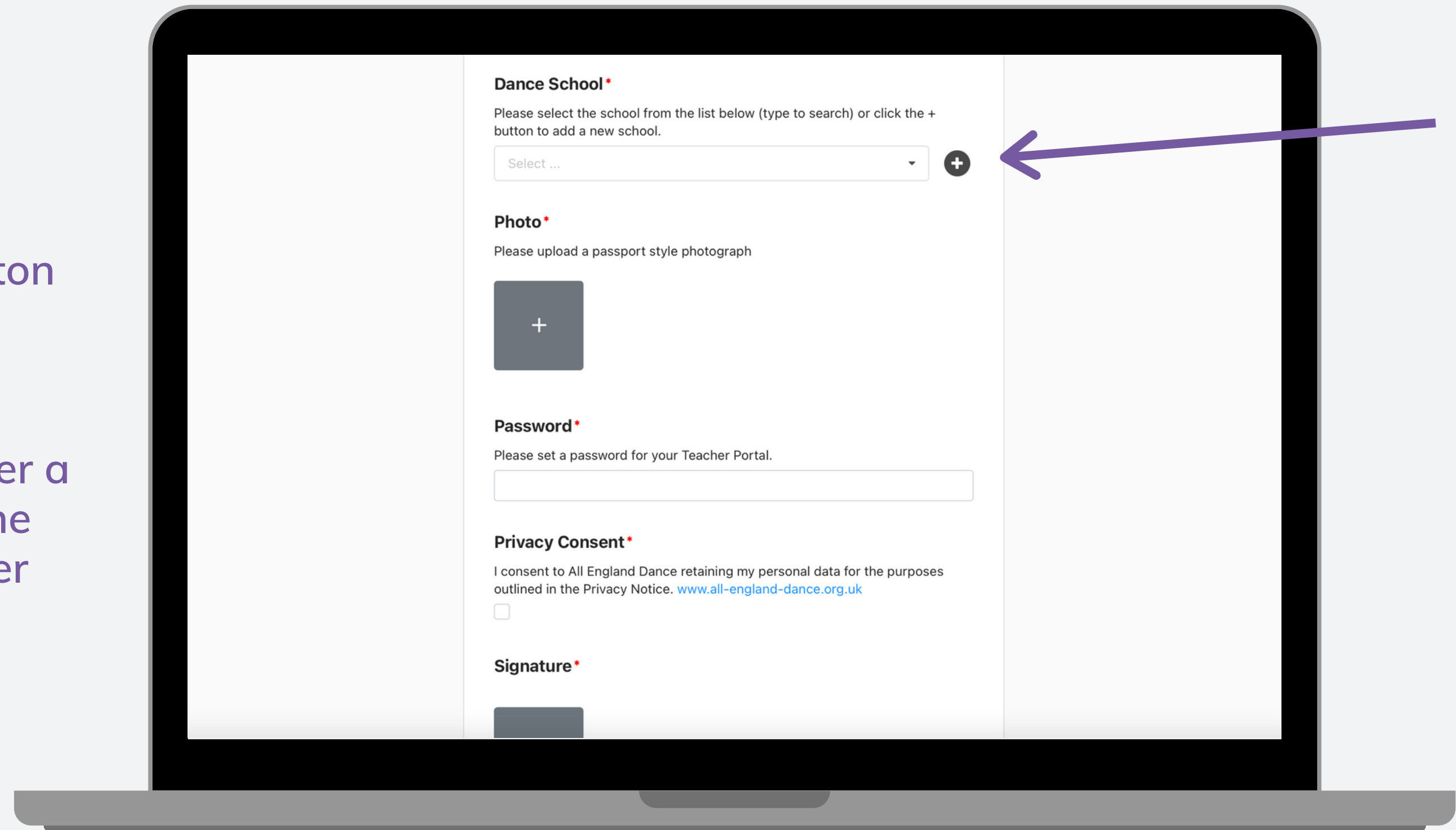
**Telephone Number\***

Complete the New Teacher  
Registration Form and once  
finished click Submit.

Please note that you will be asked  
to upload a passport style  
photograph.


You can either search for your school (if they have entered previously) or click the plus button to add a new school.

N.B. A school can have many teachers registered to it however a teacher can only be linked to one school. If, as a teacher, you enter students from more than one school please get in touch.




**Dance School\***

Please select the school from the list below (type to search) or click the + button to add a new school.

Select ... 

**Photo\***

Please upload a passport style photograph



**Password\***


Please set a password for your Teacher Portal.

**Privacy Consent\***

I consent to All England Dance retaining my personal data for the purposes outlined in the Privacy Notice. [www.all-england-dance.org.uk](http://www.all-england-dance.org.uk)


☐

**Signature\***





[Click here](#) to open  
the login page in your  
browser



**Teacher Portal Login**  
Please [click here](#) if you have forgotten your password

**Email Address \***

**Password \***

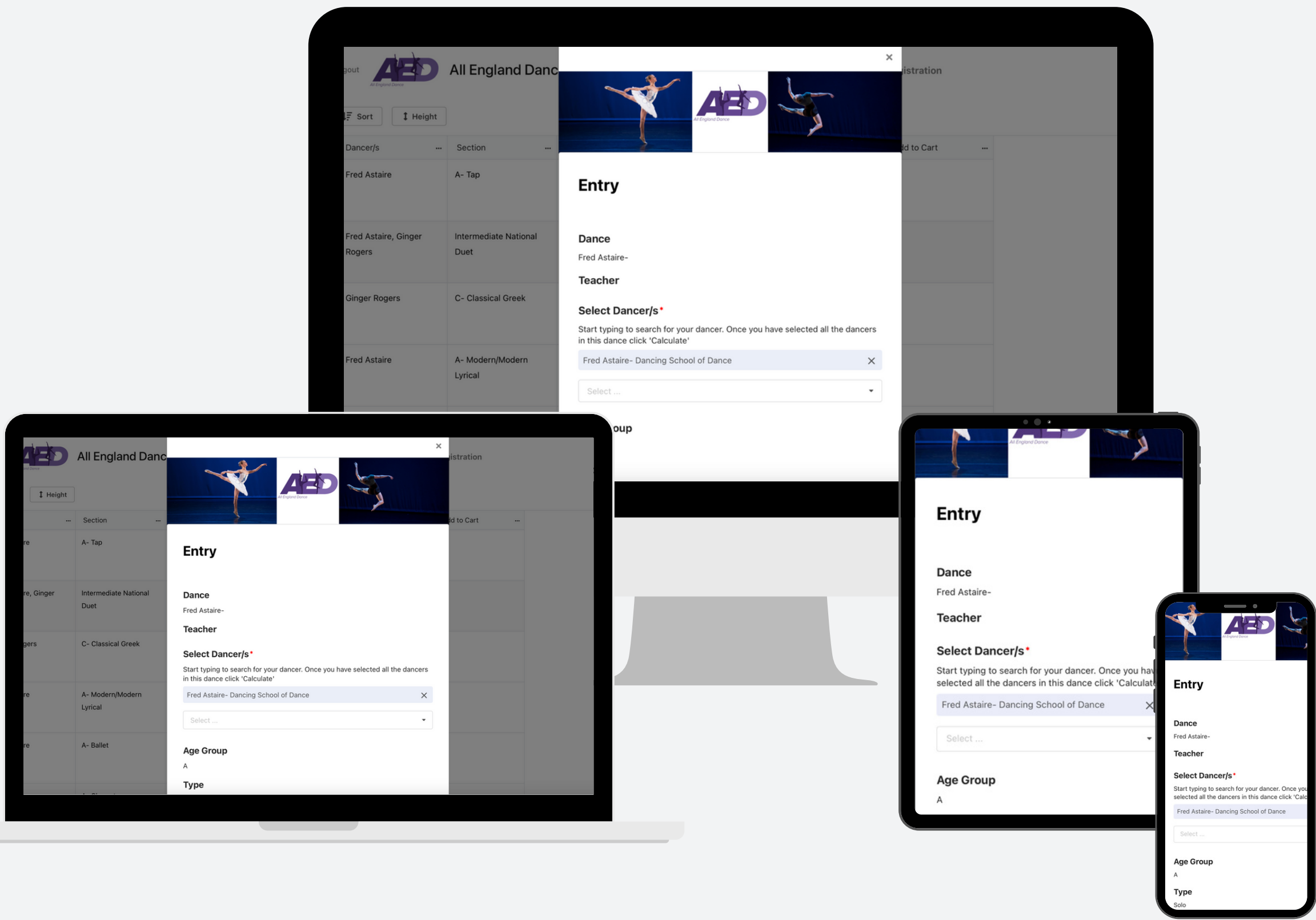
Login

It will redirect you to the login page  
where you can login to your  
Teacher Portal.



# Teacher Portal



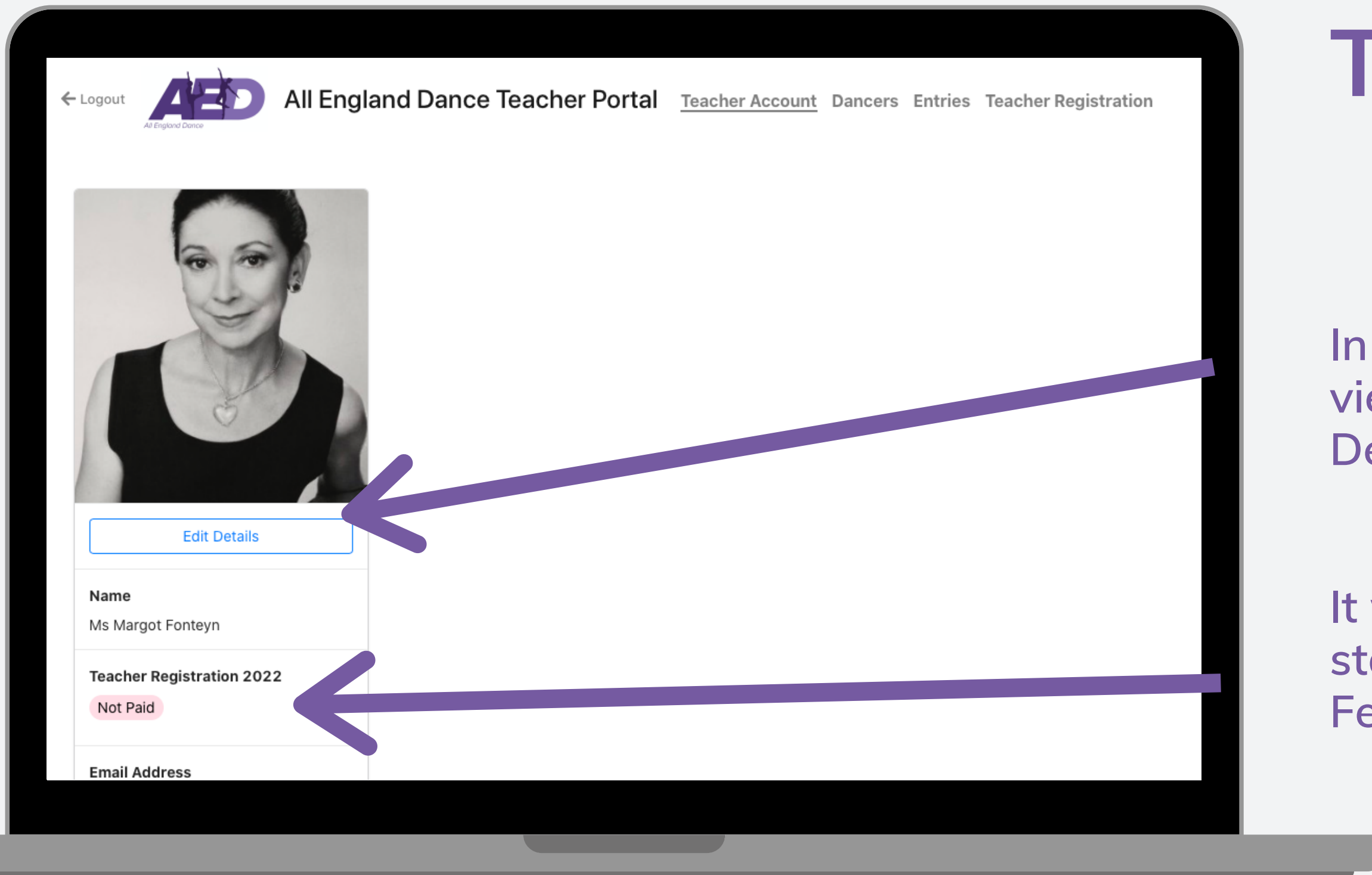


The Teacher Portal can be accessed from anywhere, from any device.

# Teacher Account

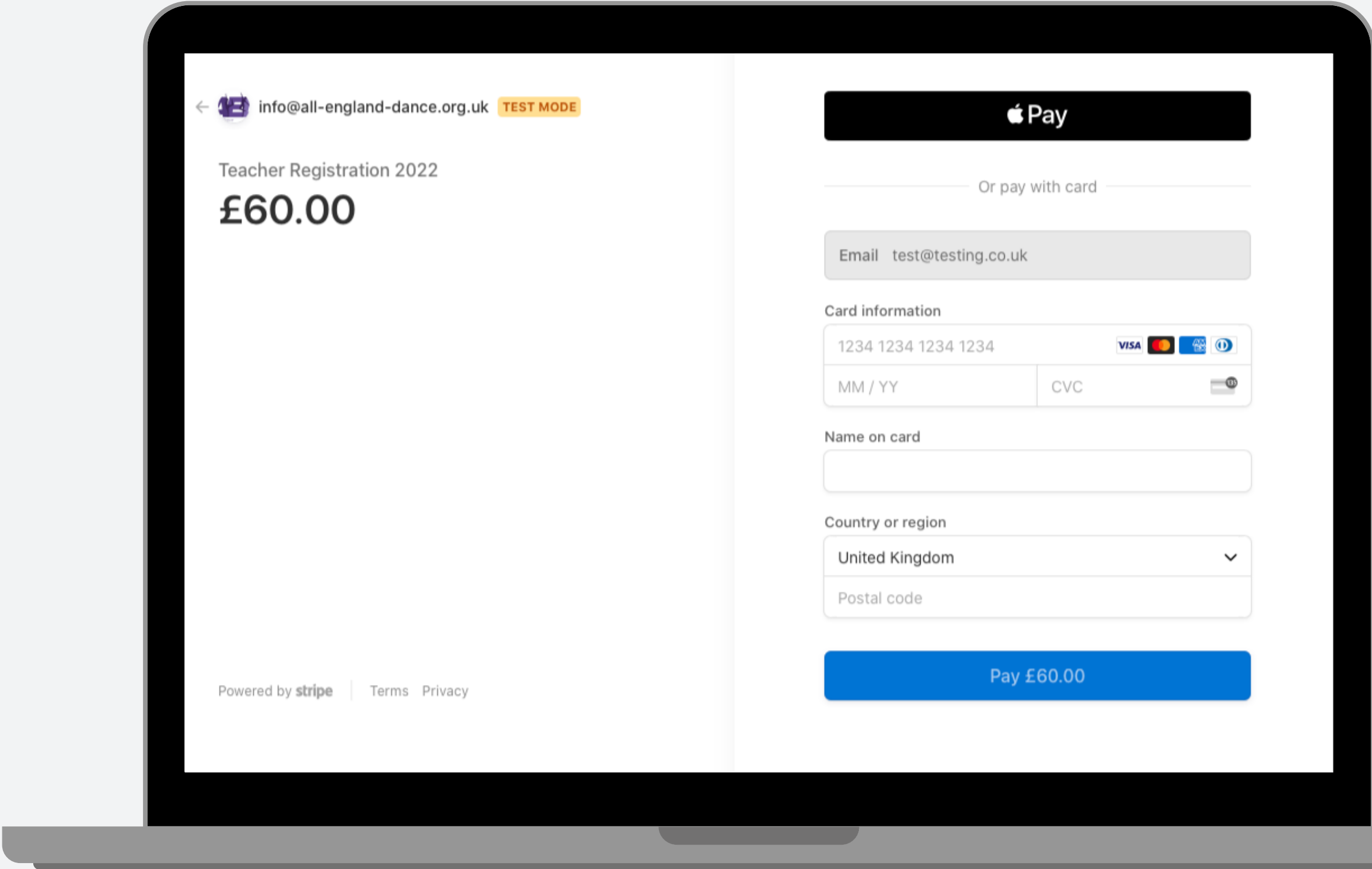
In the Teacher Account you can view all your details and click Edit Details to keep them up to date.

It will also show you the current status of your Teacher Registration Fee.





You can easily pay your Teacher Registration Fee by clicking on the Teacher Registration tab at the top of the screen.

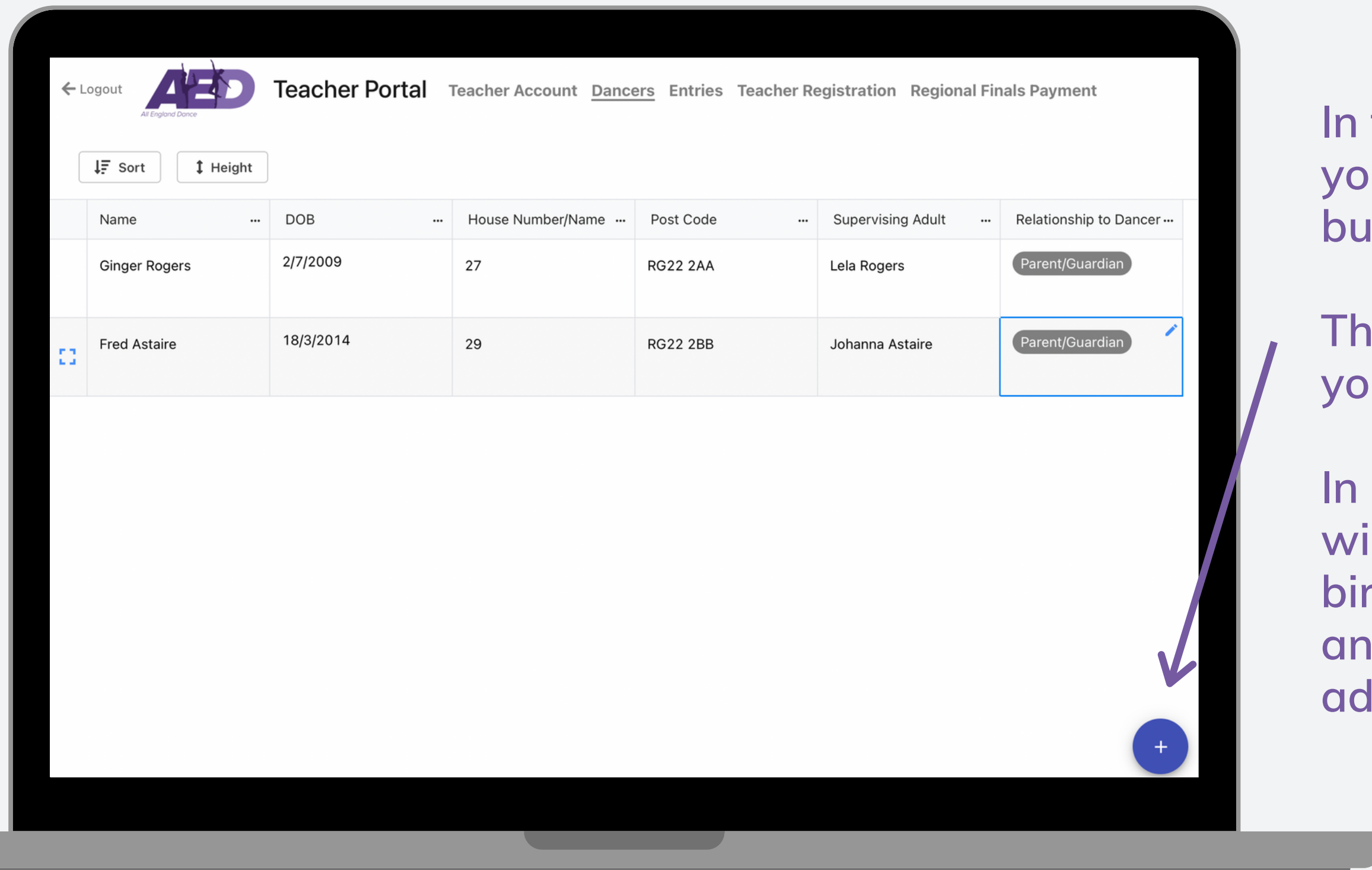


# Dancers

In the Dancers tab you can view your dancers and click the plus button to add a new one.

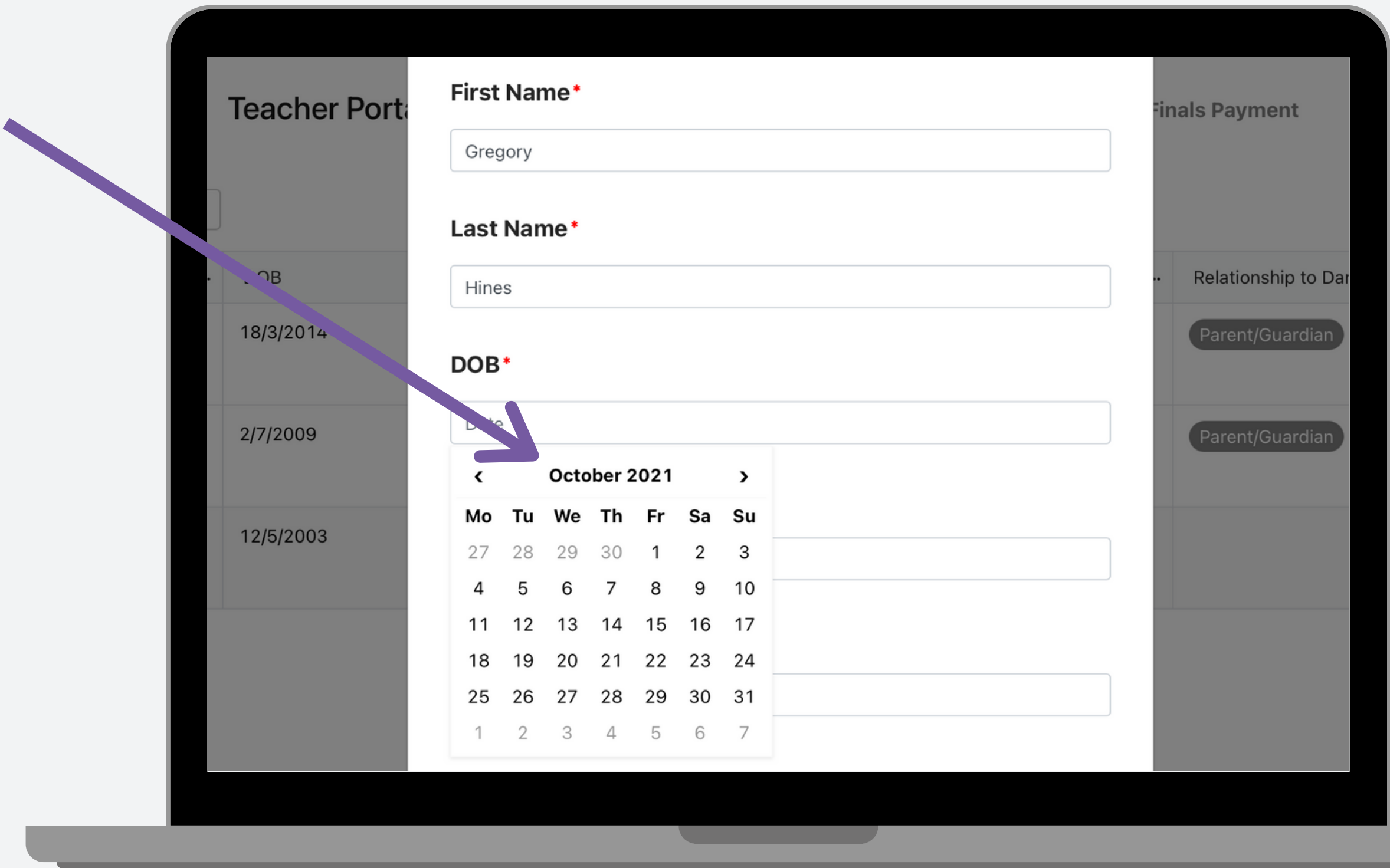
These will need to be added before you can add your entries.

In order to add a new dancer you will need their full name, date of birth, address (including postcode) and a parent/guardian's email address.



When adding the Dancer's date of birth, click the Month/Year twice and it will take you back to select the year first and then the month and then the date.

This is quicker than clicking the back arrow to scroll through the months.



The screenshot shows a 'Teacher Portal' form with the following fields:

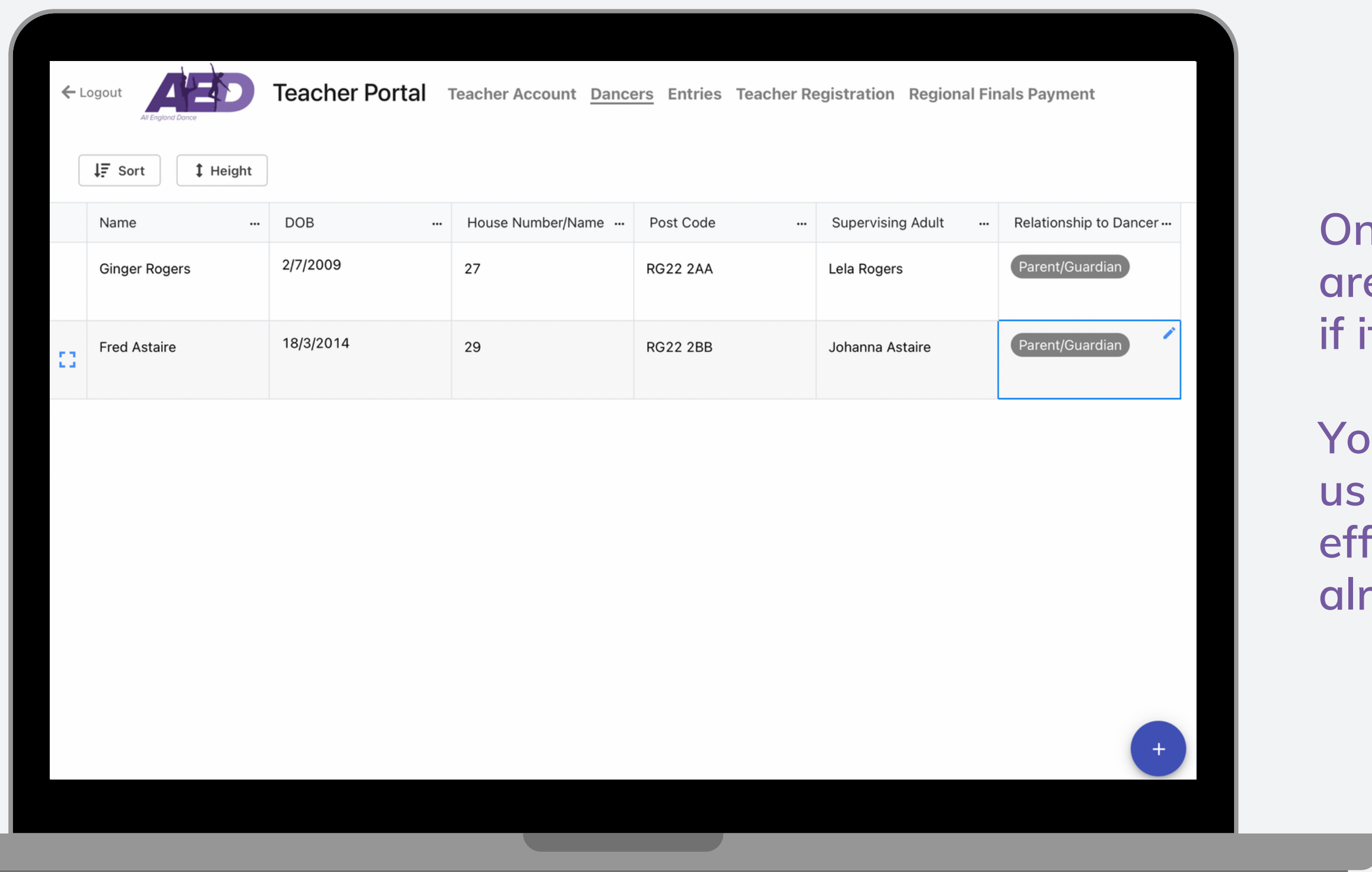
- First Name \***: Gregory
- Last Name \***: Hines
- DOB \***: A date picker is open, showing the month of October 2021. A purple arrow points from the text 'click the Month/Year twice' to the date picker.

The date picker shows the following calendar view for October 2021:

Mo	Tu	We	Th	Fr	Sa	Su
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

On the right side of the form, there are additional fields:

- Relationship to Dancer**: Parent/Guardian
- Relationship to Dancer**: Parent/Guardian



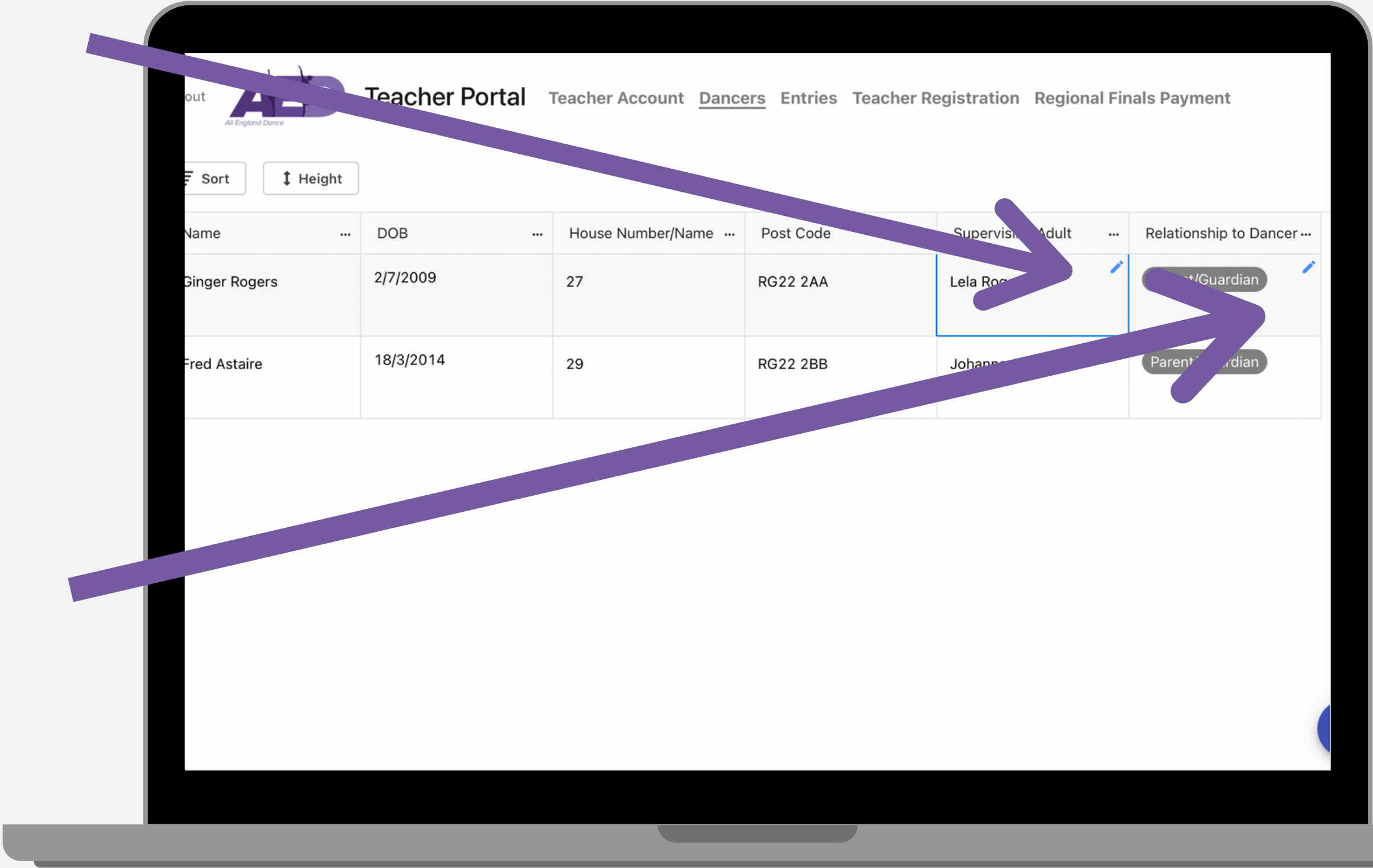
Once you have added a Dancer you are unable to edit their date of birth if it has been entered incorrectly.

You will need to contact us to have us change this as it may have an effect on any entries you have already made for that dancer.

Once you know the supervising adult for the dancer at Regional Finals click the blue pencil, enter their full name and click Save.

NB If the dancer is 16 years or over on 27 May 2022 please enter the dancer's full name.

Then click the blue pencil on Relationship to Dancer and select from the dropdown list.






# Entries

In the Entries tab you can view your entries and click the plus button to add a new one.

← Logout



Teacher Portal

Teacher Account

Dancers





Entries

Teacher Registration

Regional Finals Payment

Sort

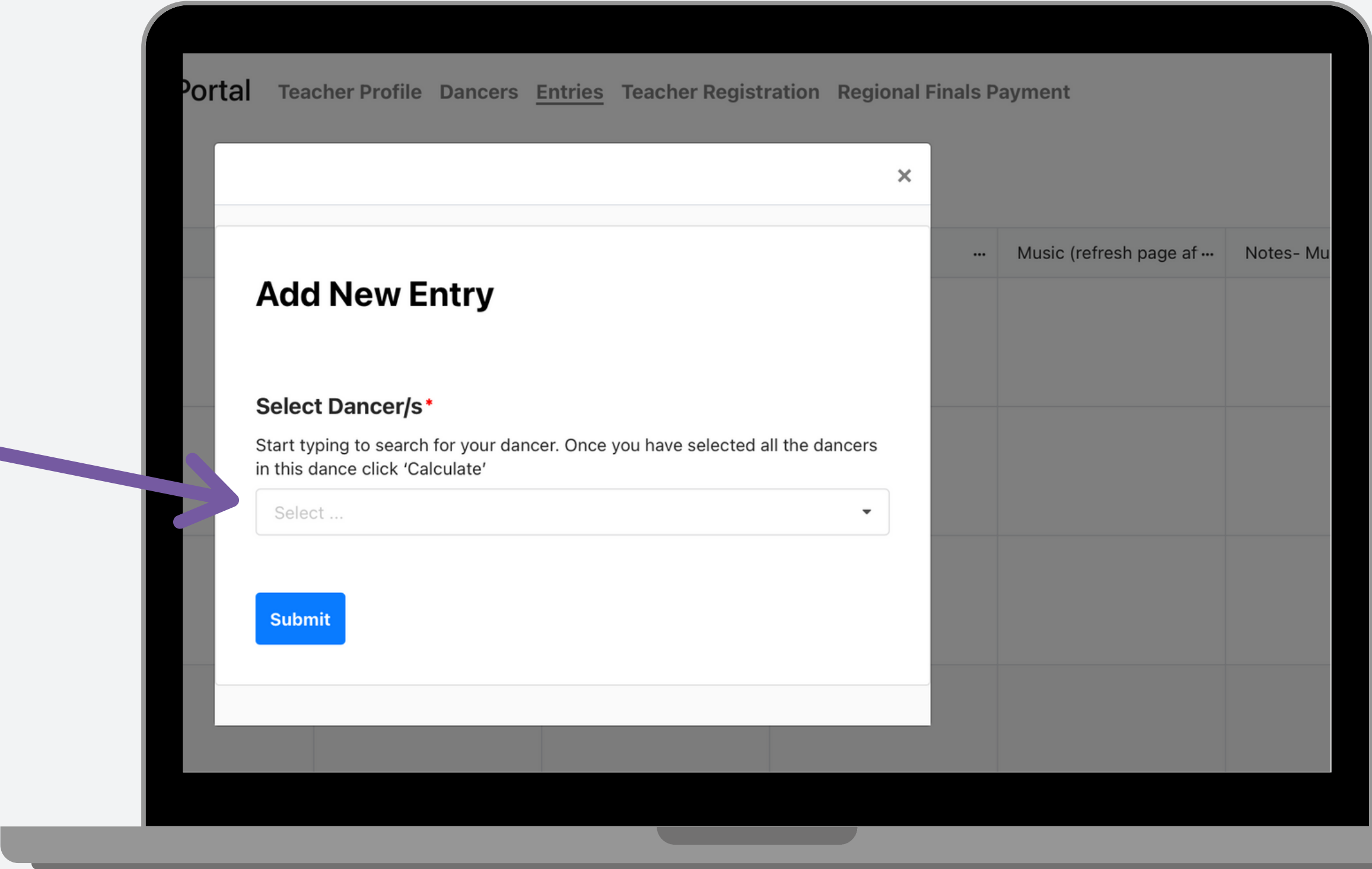
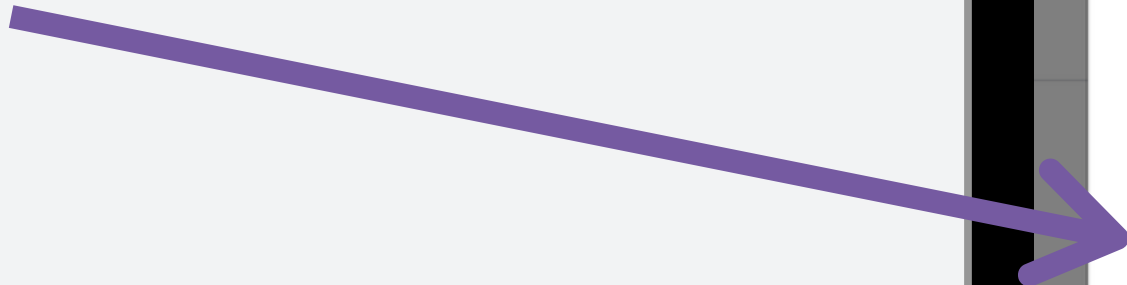
Height

Dancer/s	Section	Qualified At	Title	Music (refresh page after upload to play...	Start On/Off Stage	Entry Status
Fred Astaire	A- Modern/Modern Lyrical					✓ Entered
Fred Astaire	A- Modern/Modern Lyrical					✓ Entered
Fred Astaire	A- National					✓ Entered
Fred Astaire	A- Tap	<div>Aldershot &amp; Farnborough Festival</div> <div>The Arboretum</div>				✓ Entered
Fred Astaire, Ginger Rogers	Intermediate National Duet	<div>Bournemouth Music Competition Festival</div> <div>Beckenham Festival</div>	Bulgarian			✓ Entered
Fred Astaire, Ginger Rogers	Intermediate National Duet					✓ Entered
Ginger Rogers	C- Classical Greek	<div>The Arboretum Festival of Dance</div> <div>Basildon &amp; Canvey Festival</div>	Artemis- Goddess of the Hunt			✓ Entered

+

Select all the dancers.


You will need to add all the dancers that are in the dance now as this can't be amended later.



**AED Teacher Portal**

Height

...	Section	...
	A- Ballet	
	A- Character	
	A- Character	
	A- Classical Greek	
	A- Modern/Modern Lyrical	



All England Dance

**Add New Entry**

Teacher

**Select Dancer/s\***

Start typing to search for your dancer. Once you have selected all the dancers in this dance click 'Calculate'

Ginger Rogers- Dancing School of Dance

Select ...

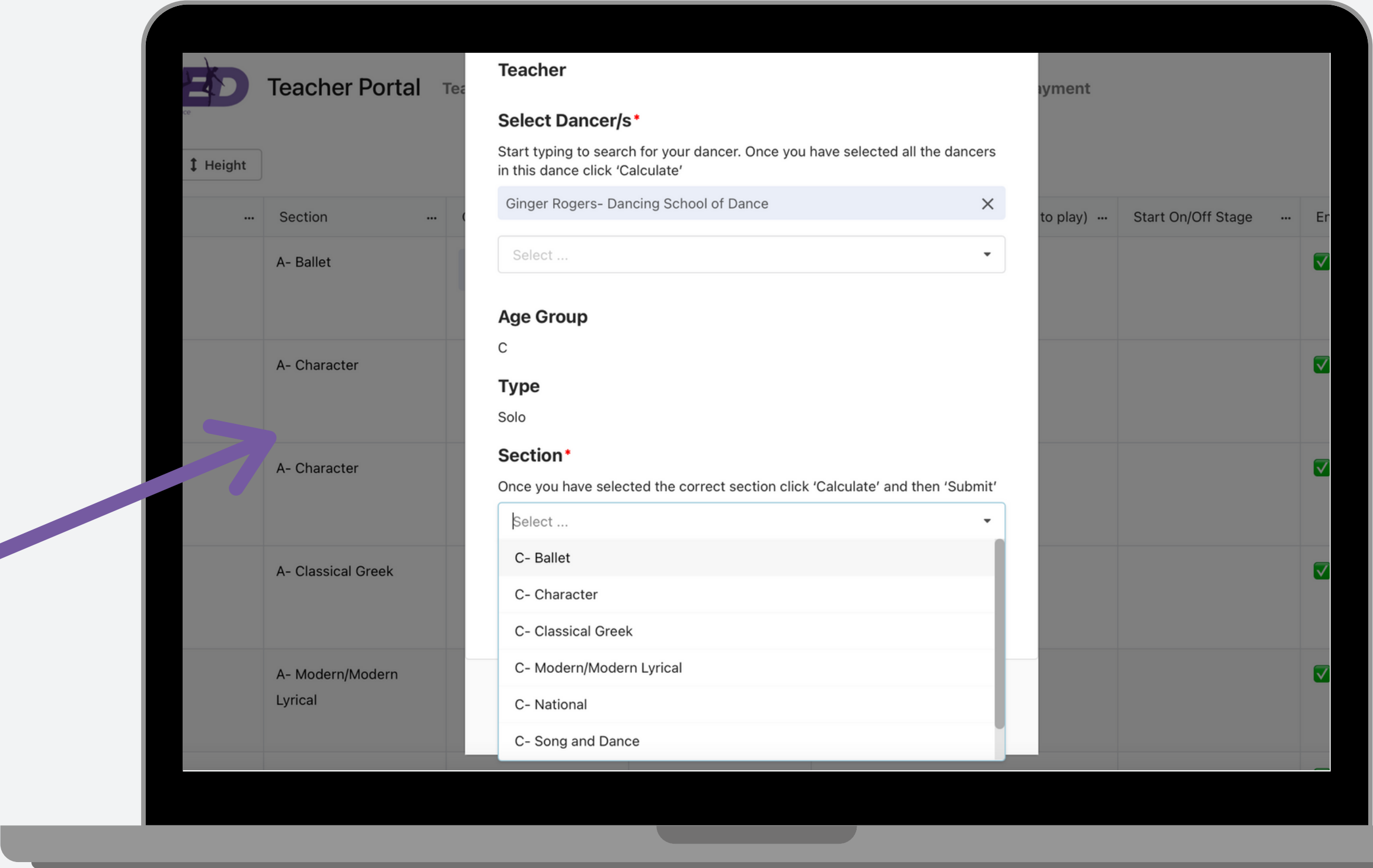
Calculate

Once you have added all the relevant dancers to that entry click Calculate.


Each entry should be added separately so if you are adding a solo only one name should be selected here.

You can then select the relevant section from the dropdown list.

If you find that you need to change the dancer or add another dancer you will need to click anywhere outside of the form.



← Logout

 **Teacher Portal**

[Teacher Account](#)

[Dancers](#)

[Entries](#)

[Teacher Registration](#)

[Regional Finals Payment](#)

Sort

Height

Dancer/s	Section	Qualified At	Title	Music (refresh page after upload to play'...	Start On/Off Stage	Entry Status
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Fred Astaire, Ginger Rogers	Intermediate National Duet					✓ Entered
Ginger Rogers	C- Classical Greek	The Arboretum Festival of Dance Basildon & Canvey Festival	Artemis- Goddess of the Hunt			✓ Entered

+

Are you sure? Unsaved changes will be lost.

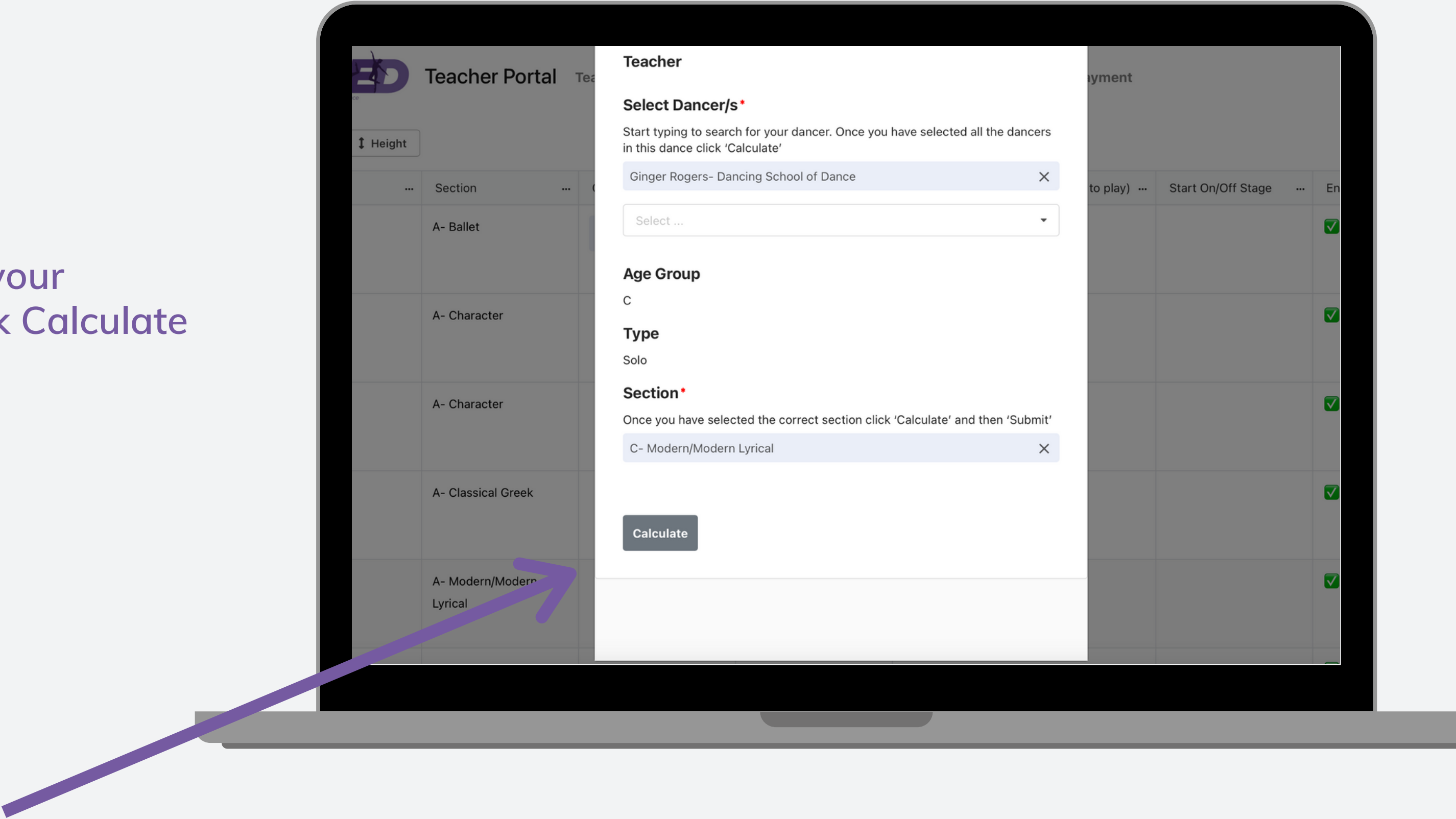
Cancel

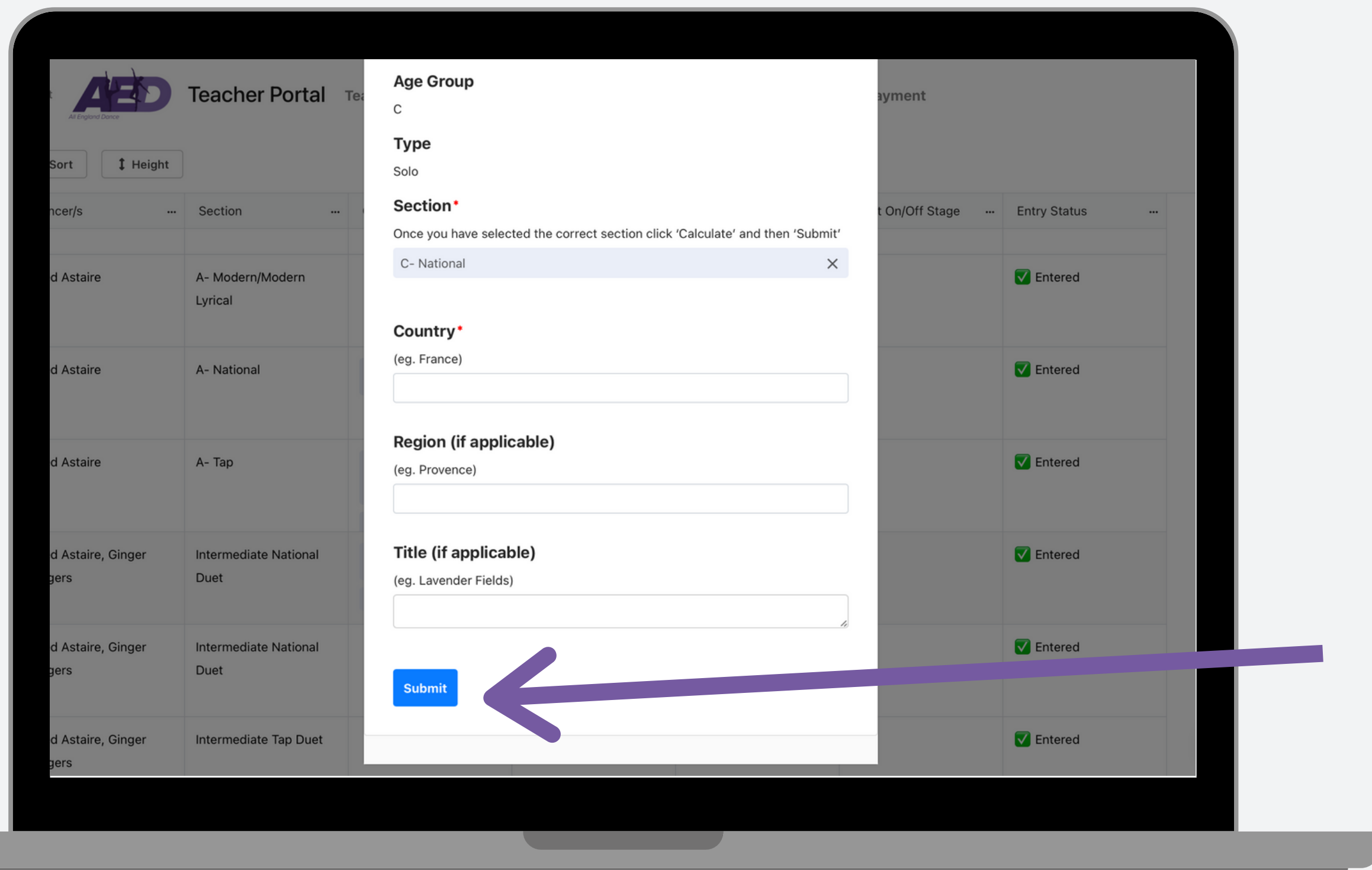
Confirm

Then click Confirm and start again.



Once you have selected your dancer/s and section click Calculate





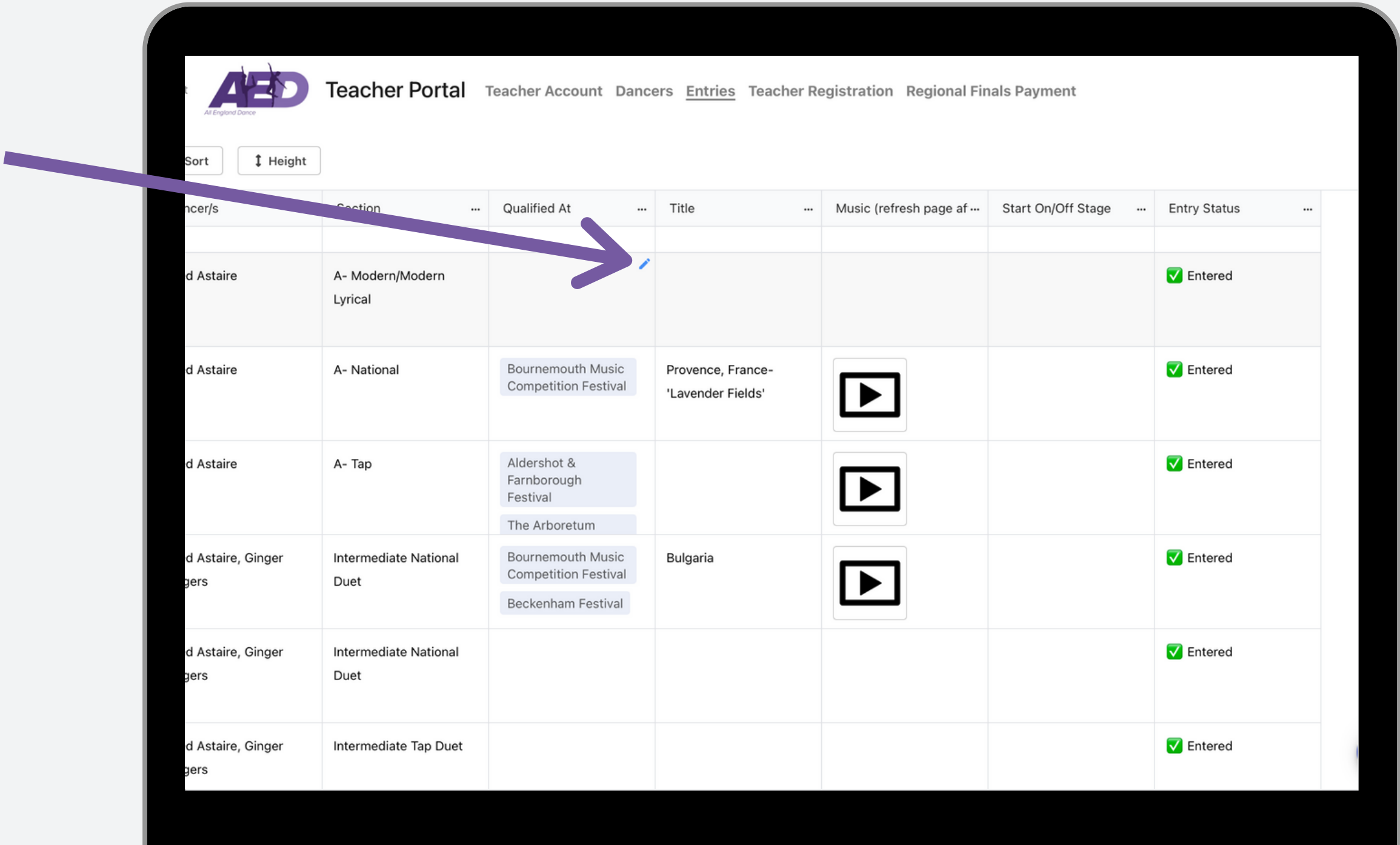
Complete any titles applicable and  
click Submit


Once submitted it will show up in the Entries page.

You can edit the details of the entry by clicking the blue pencil button that appears when you hover over the relevant box.





Please add the following details for each entry:

- all the nominated festivals that it has qualified at
- upload the music (please note that it will first show as a page symbol. If you refresh the page it will show as a play symbol that you can click to play)
- any notes regarding the music (i.e. if the volume should be turned up at the start or if there are moments of silence so the music operator is aware)
- if they start on or off stage



← Logout  **Teacher Portal** [Teacher Account](#) [Dancers](#) [Entries](#) [Teacher Registration](#) [Regional Finals Payment](#)

Sort Height

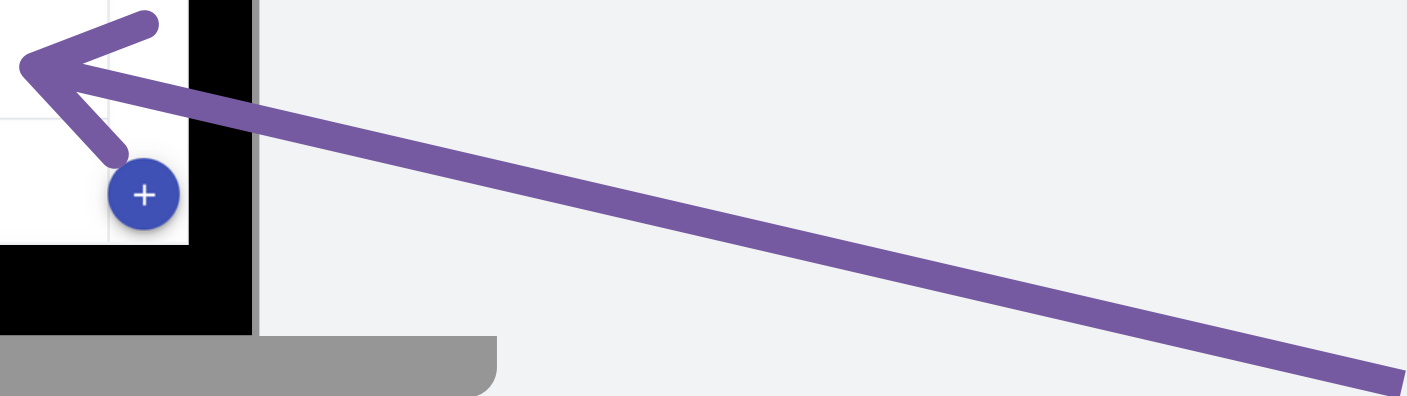
Dancer/s	Section	Qualified At	Title	Music (refresh page after upload to play ...)	Start On/Off Stage	Entry Status
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The Entry Status has 3 options

- !Pending Teacher Registration Payment
- !Pending Entry Payment

and once those have been paid it will show as

- ✓ Entered




# Paying for your entries

To pay for your entries go to the Regional Final Payment tab at the top of the screen.

This will list the entries you are paying for and the total amount.

When you make a payment it totals all your unpaid entries. That means that if you need to add further entries after you have already made a payment, only the new entries will be listed when you go to pay again.

←  info@all-england-dance.org.uk **TEST MODE**

Ginger Rogers- C- Ballet, Fred Astaire/ Ginger Rogers- Intermediate Tap Duet

**£25.00**





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**Apple Pay**

Or pay with card

Email


Card information


   



Name on card

Country or region



☐ Save information to pay faster next time 

**Pay £25.00**





Thank you for entering All England Dance



*All England Dance*

For any queries relating to the entry system  
please email:

[entries@all-england-dance.org.uk](mailto:entries@all-england-dance.org.uk)

For all other queries please email:

[info@all-england-dance.org.uk](mailto:info@all-england-dance.org.uk)