



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*

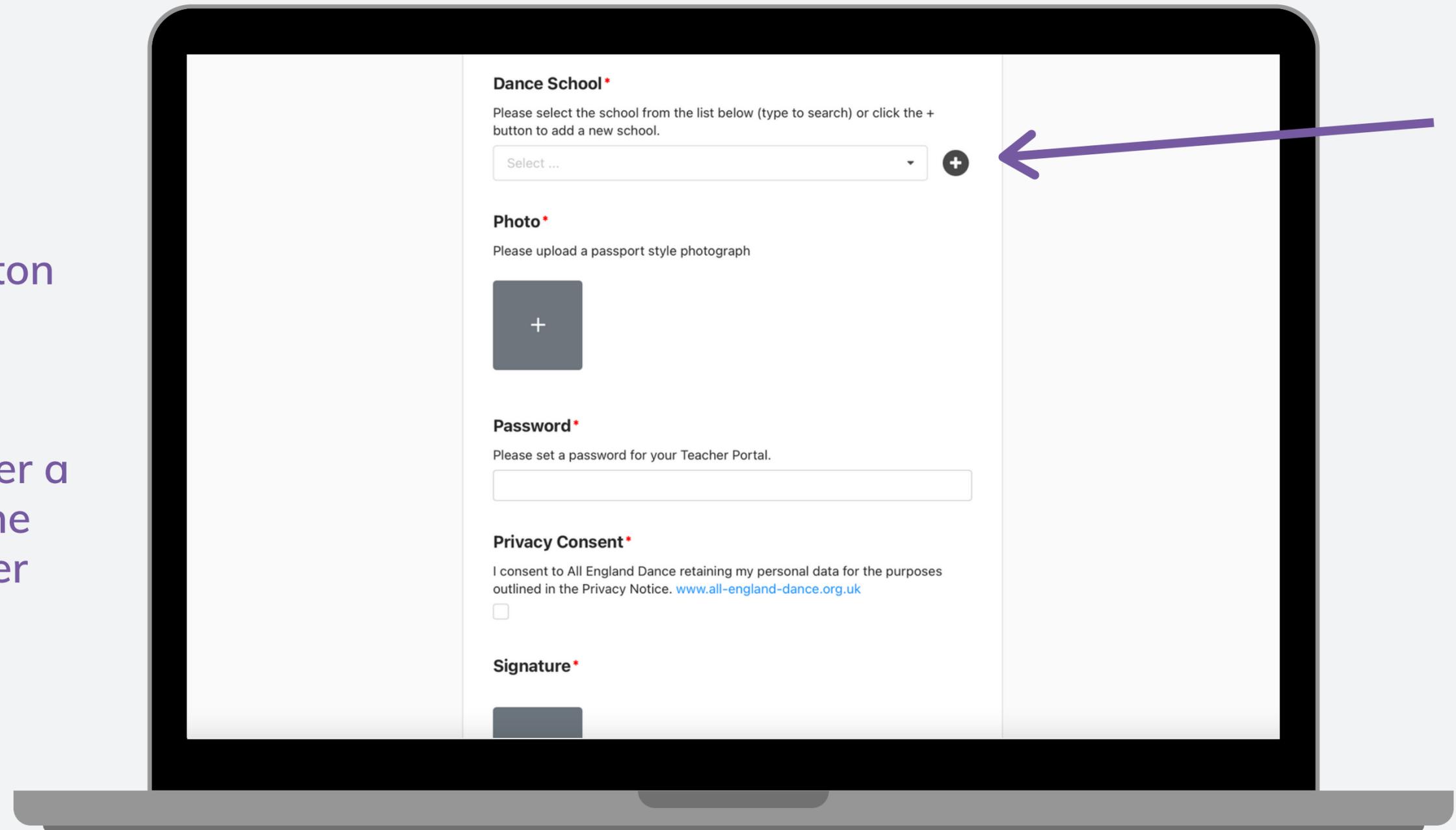
Telephone Number*

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

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 *

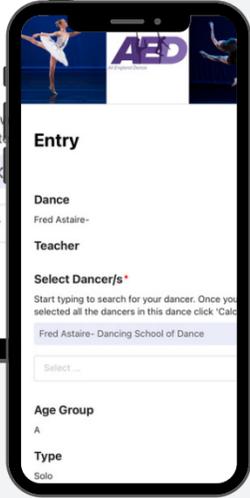
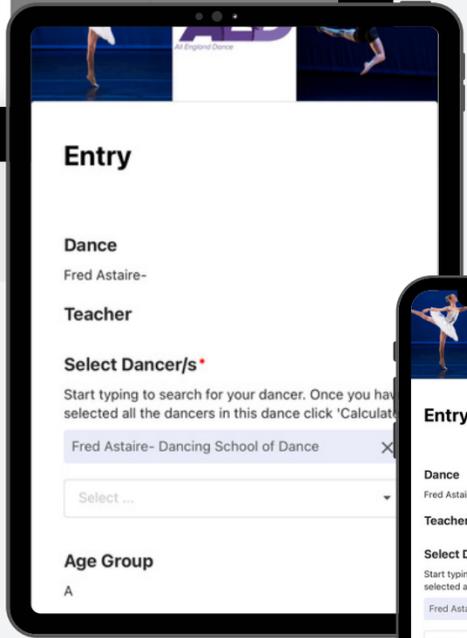
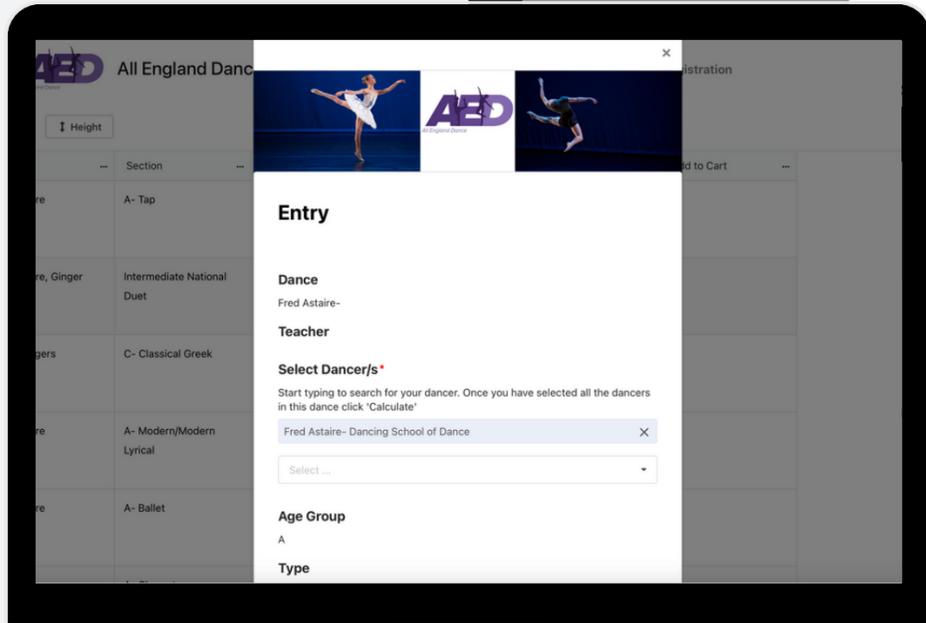
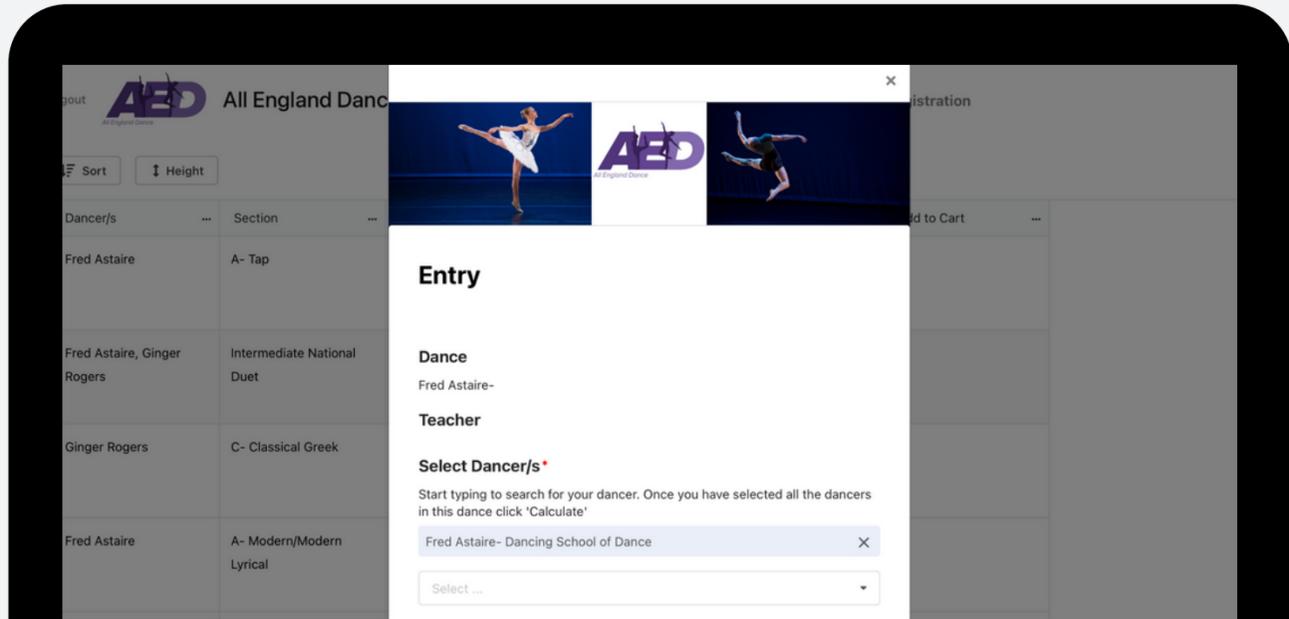
Password *

Login

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

Teacher Portal



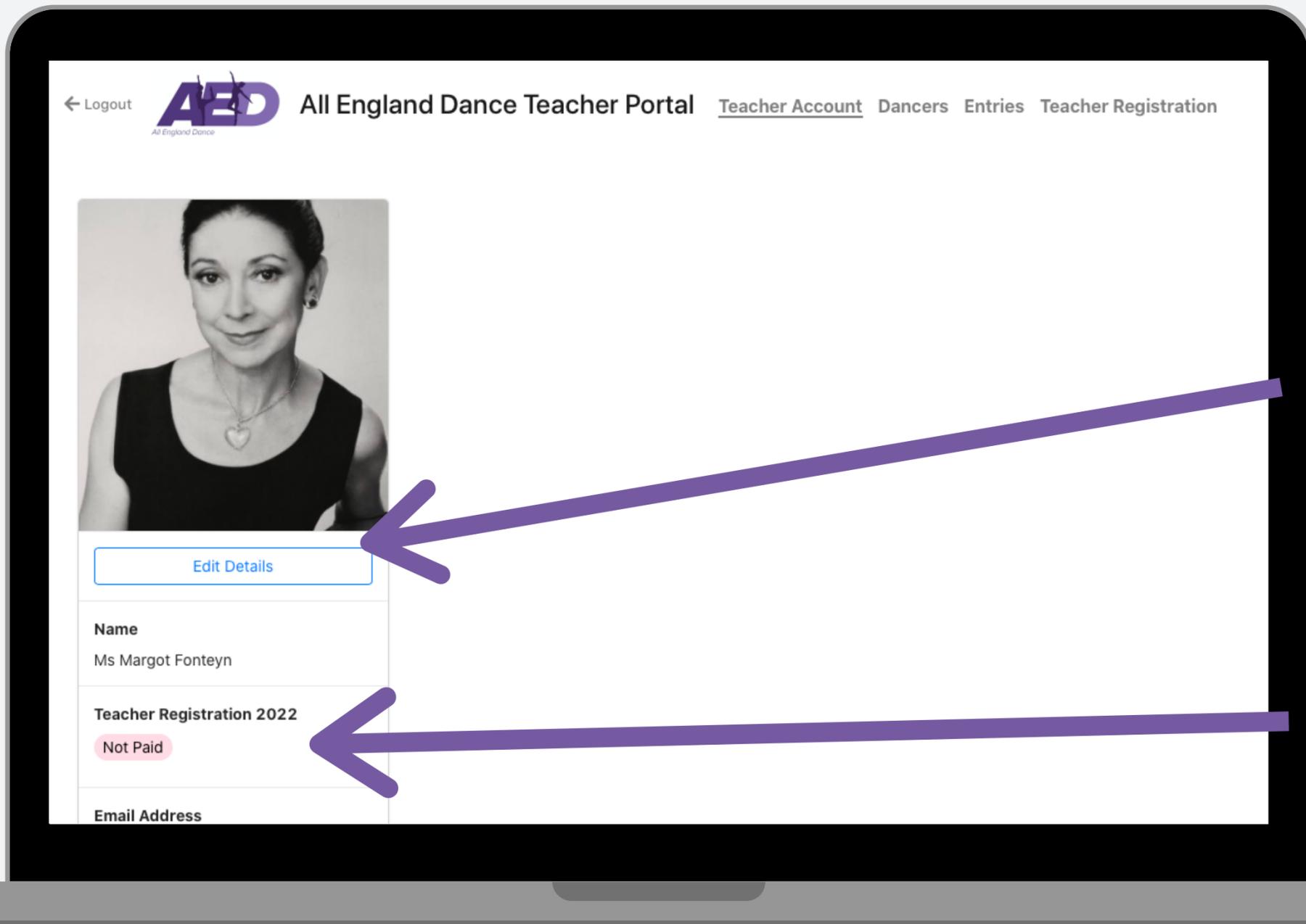


The Teacher Portal can be accessed from anywhere, from any device.

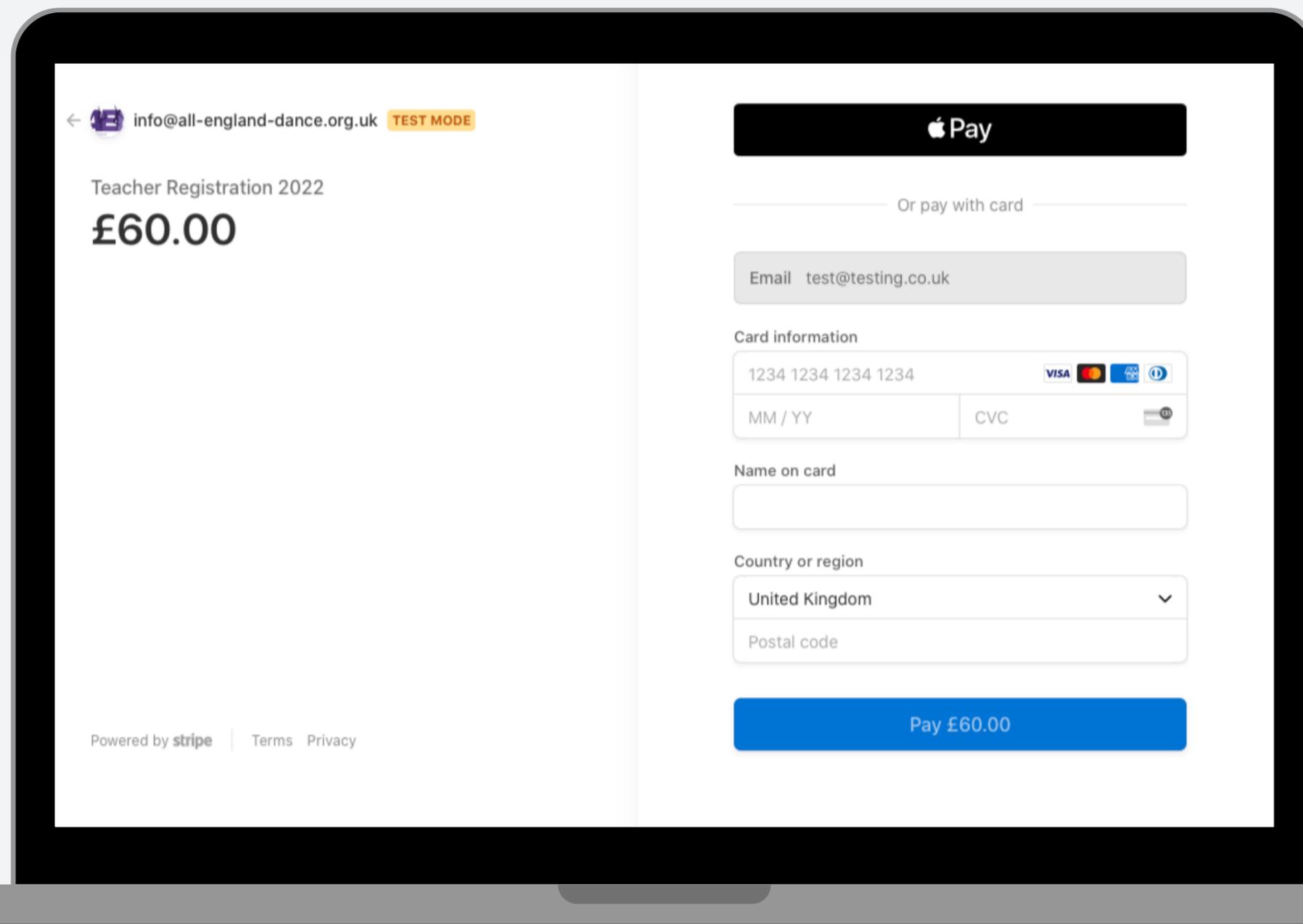
Teacher Account

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.

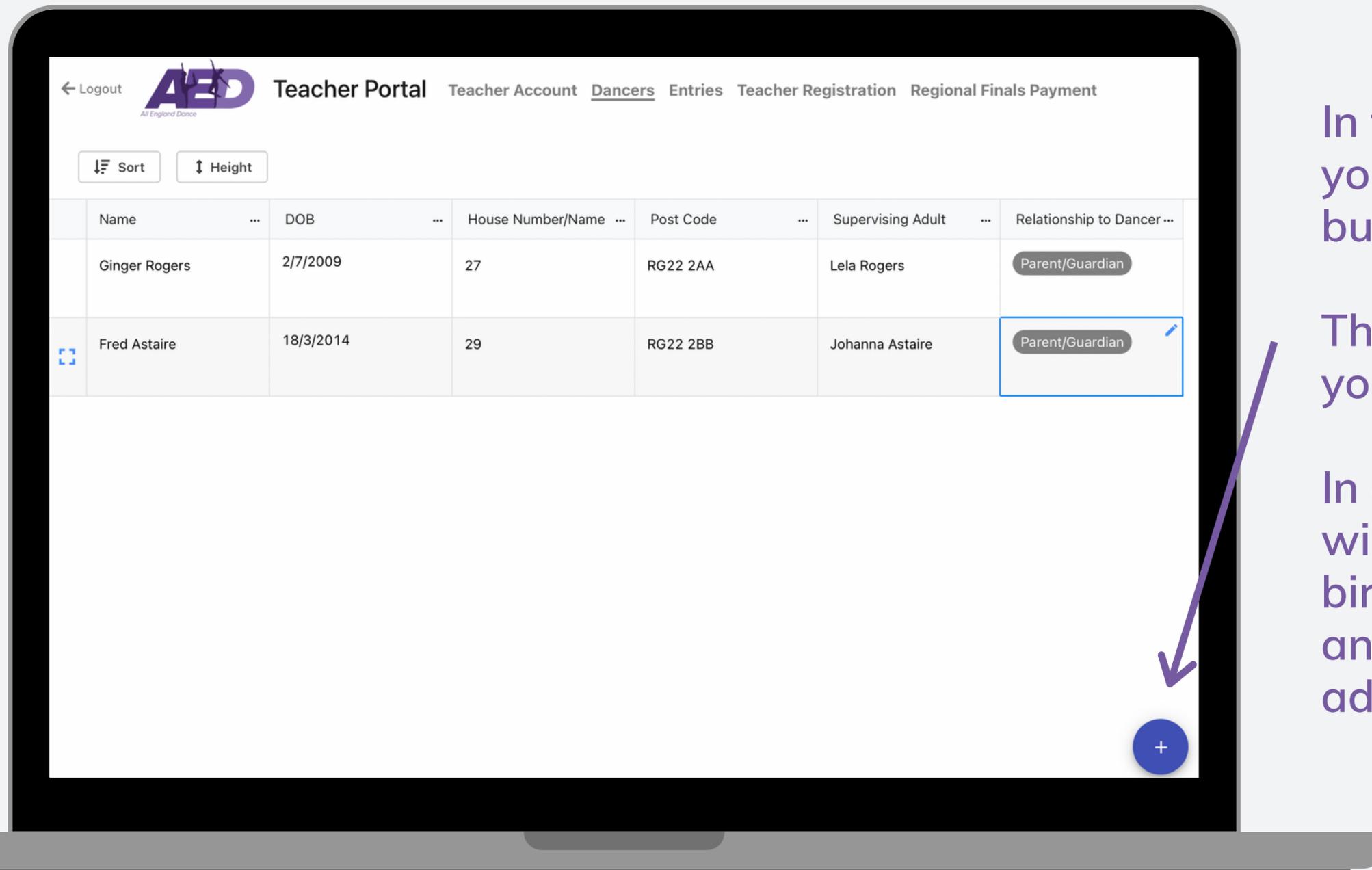


Dancers

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

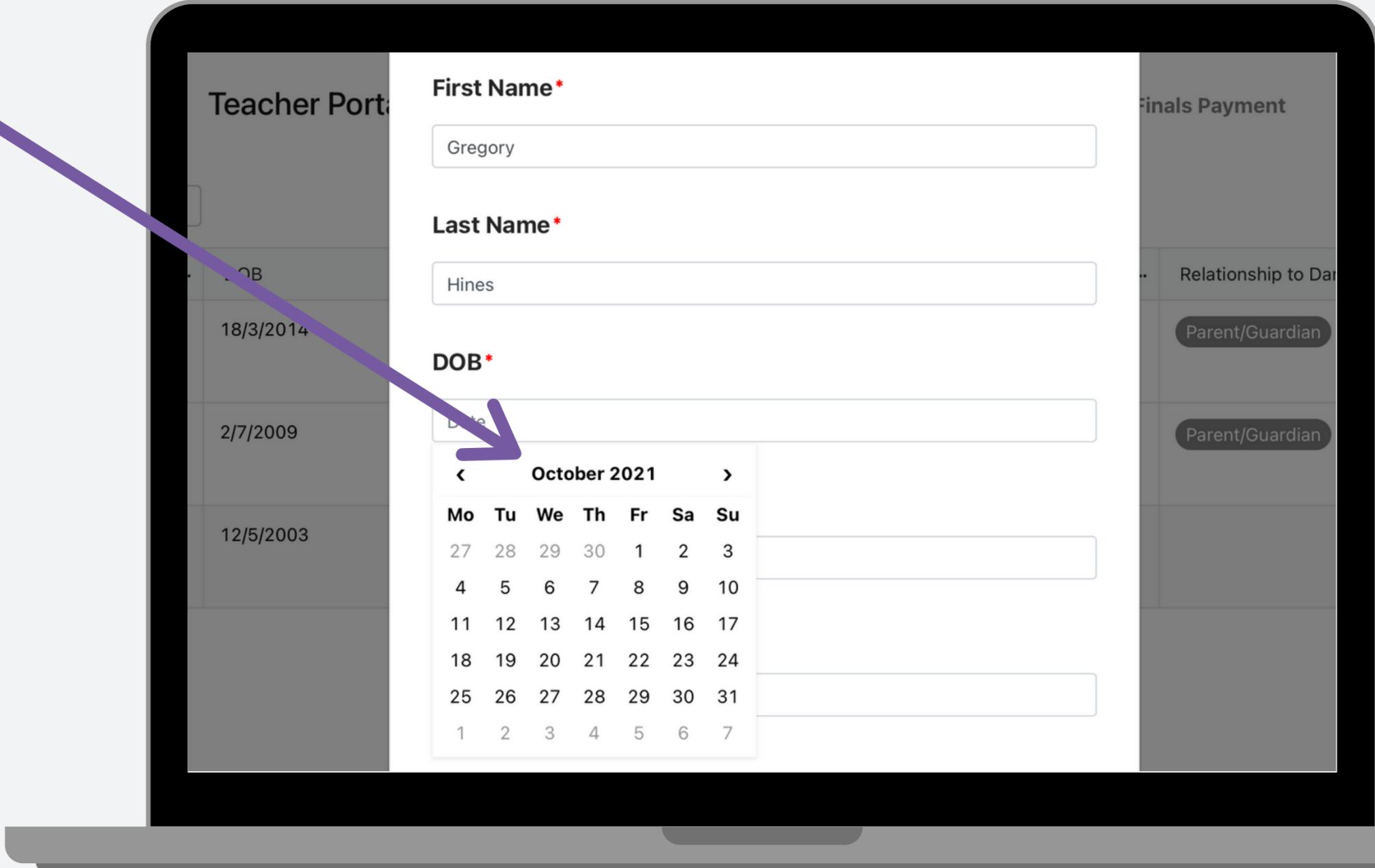
These will need to be added before you can add your entries.

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.



Sort Height

Name	DOB	House Number/Name	Post Code	Supervising Adult	Relationship to Dancer
Ginger Rogers	2/7/2009	27	RG22 2AA	Lela Rogers	Parent/Guardian
Fred Astaire	18/3/2014	29	RG22 2BB	Johanna Astaire	Parent/Guardian

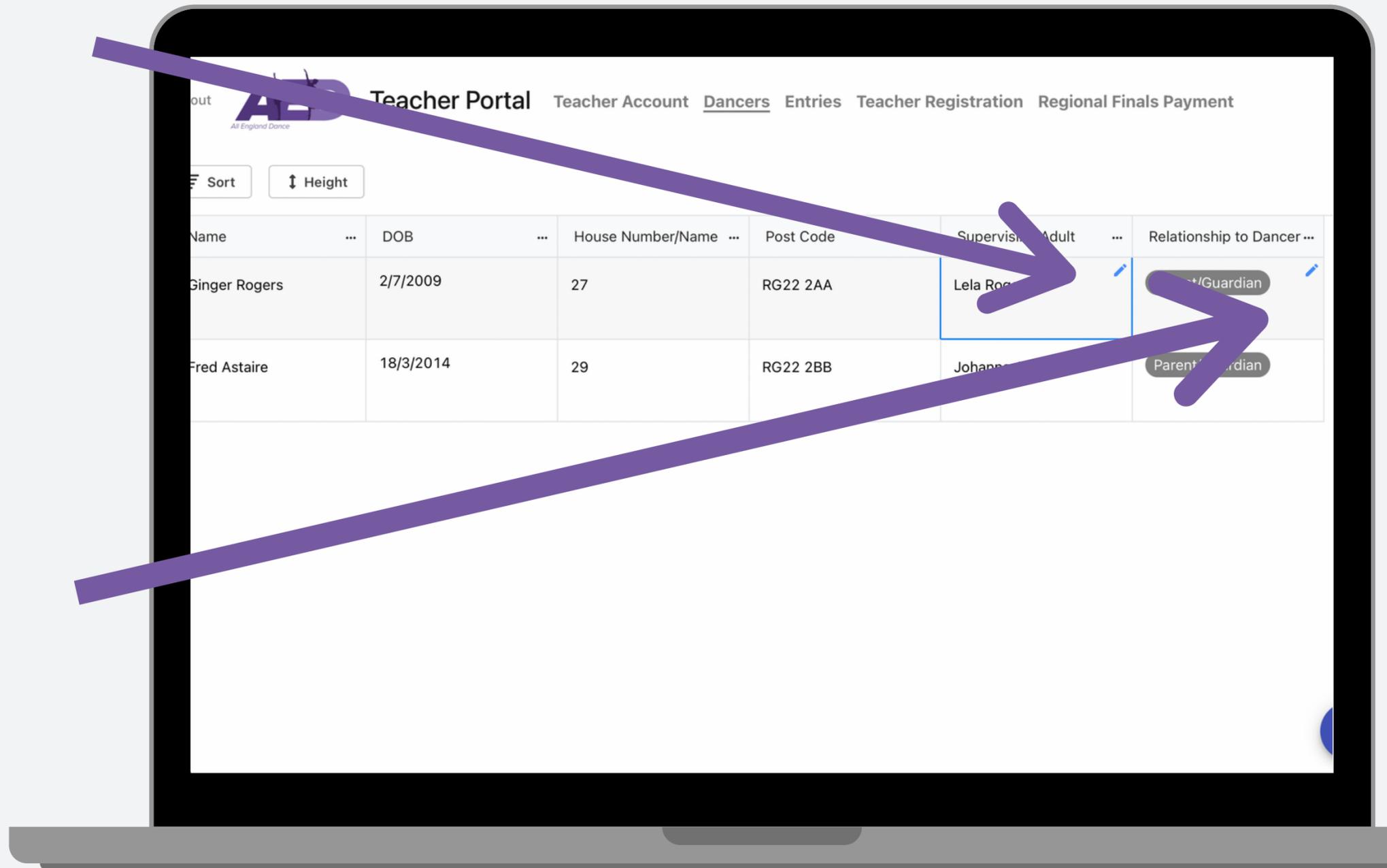
Once you have added a Dancer you are unable to edit their date of birth if it has been entered incorrectly.

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 **AED** All England Dance Teacher Portal Teacher Account Dancers Entries Teacher Registration Regional Finals Payment

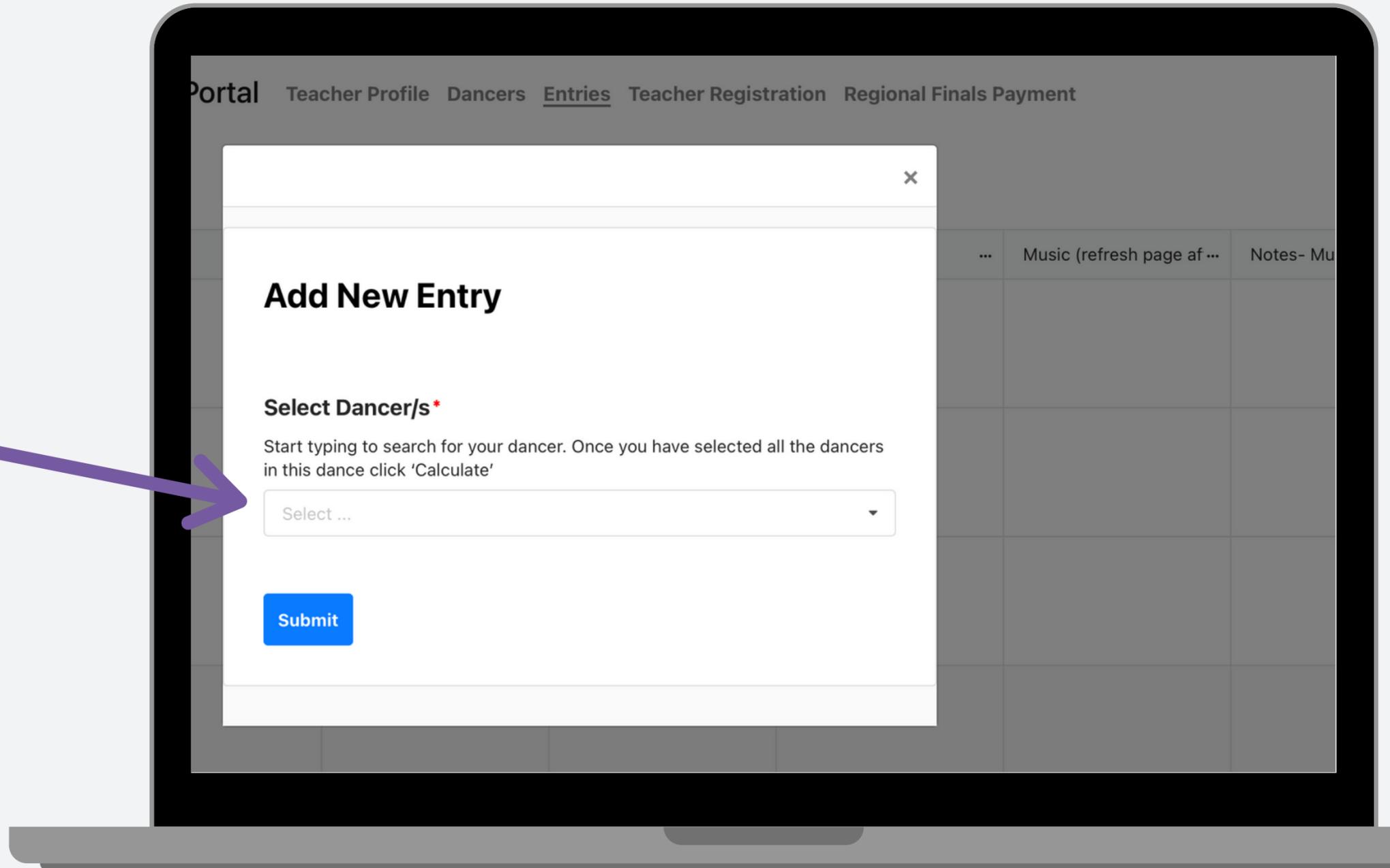
Sort Height

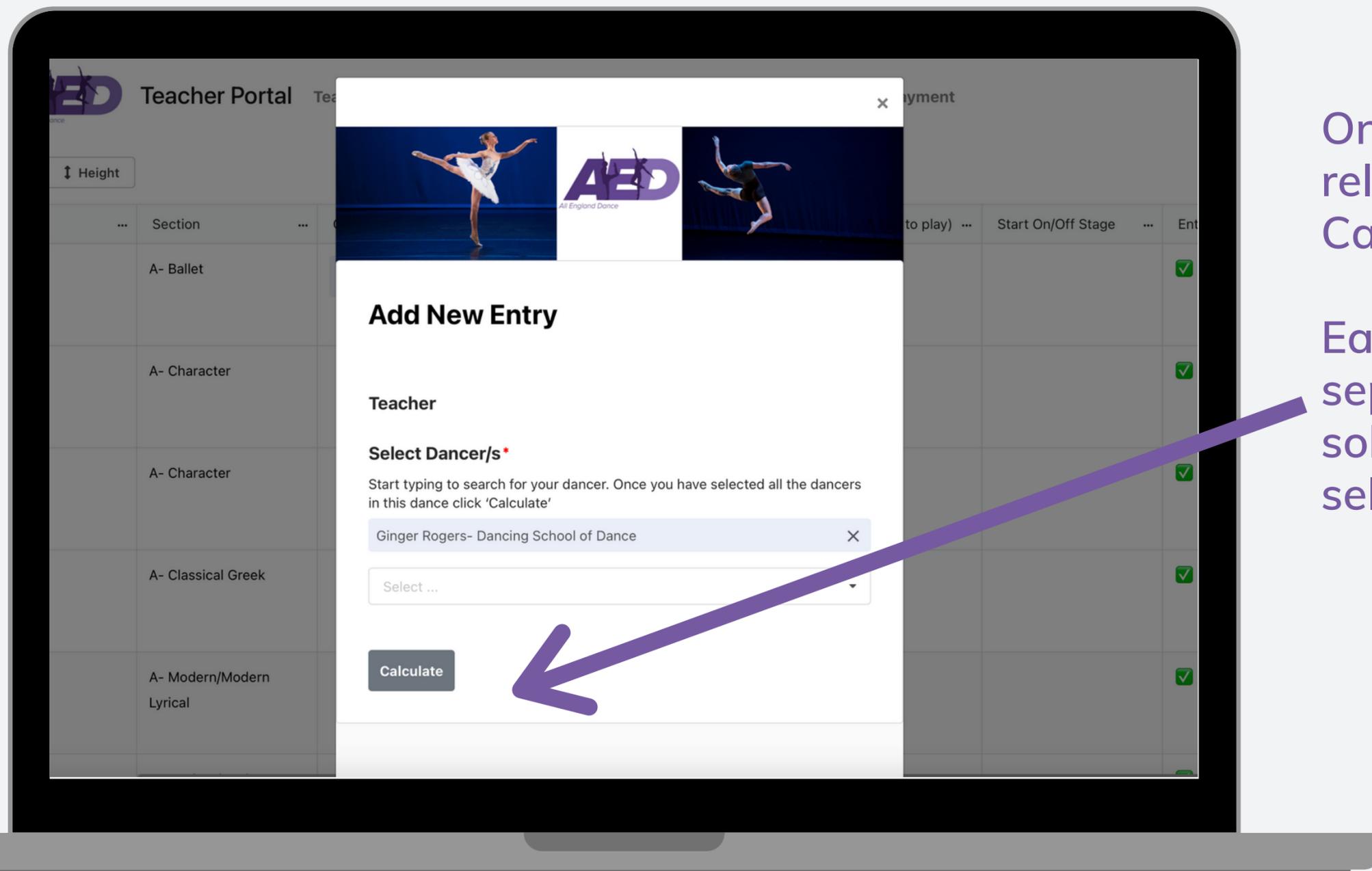
Dancer/s	Section	Qualified At	Title	Music (refresh page after upload to play...	Start On/Off Stage	Entry Status
Fred Astaire	A- Modern/Modern Lyrical					✓ Entered
Fred Astaire	A- Modern/Modern Lyrical					✓ Entered
Fred Astaire	A- National					✓ Entered
Fred Astaire	A- Tap	Aldershot & Farnborough Festival The Arboretum				✓ Entered
Fred Astaire, Ginger Rogers	Intermediate National Duet	Bournemouth Music Competition Festival Beckenham Festival	Bulgarian			✓ Entered
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

+

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.



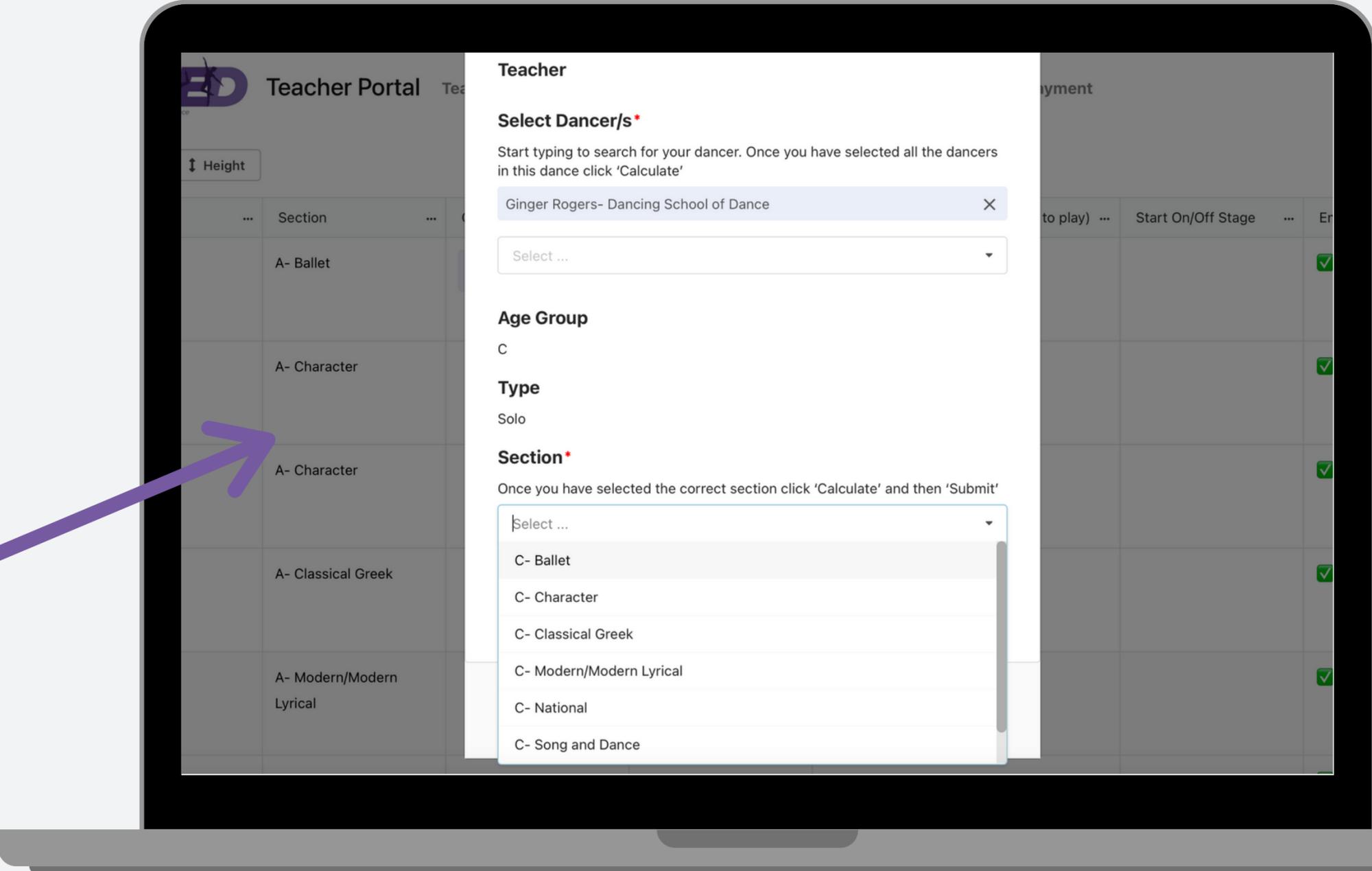


Once you have added all the relevant dancers to that entry click Calculate.

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.

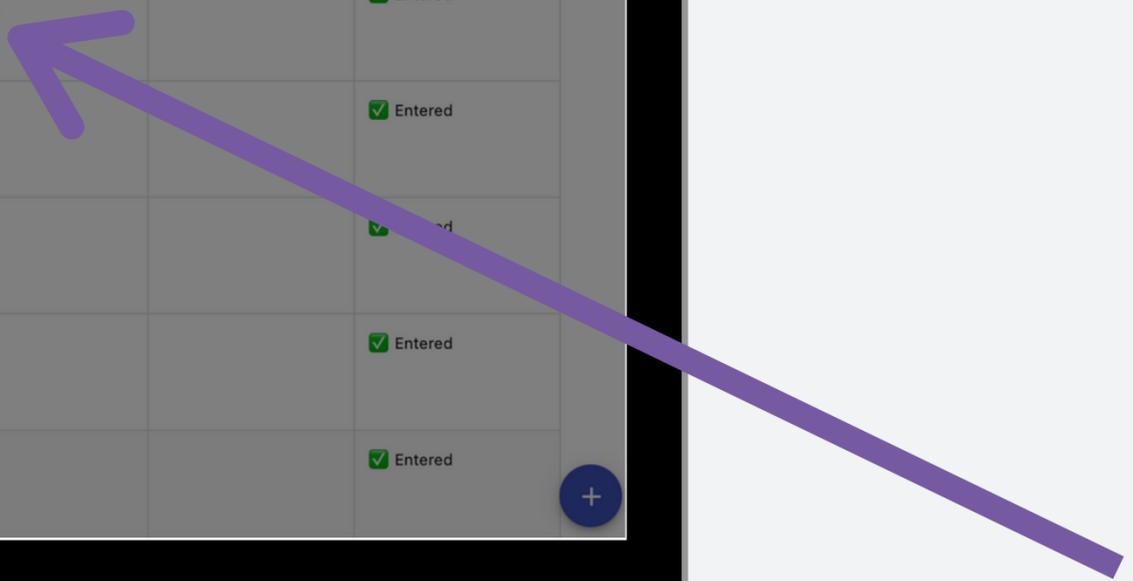
If you find that you need to change the dancer or add another dancer you will need to click anywhere outside of the form.



Sort Height

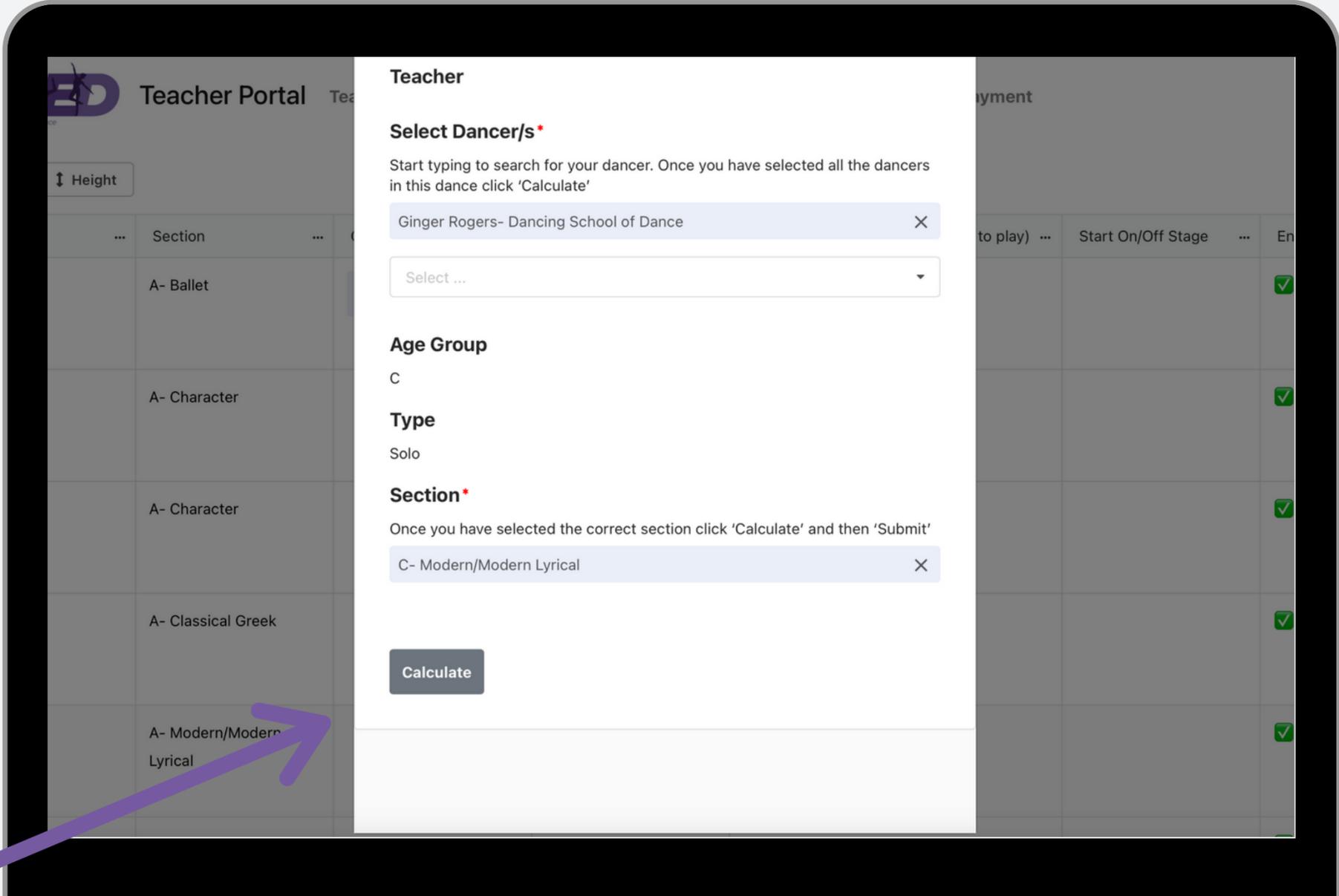
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Ginger Rogers	C- Classical Greek	The Arboretum Festival of Dance Basildon & Canvey Festival	Artemis- Goddess of the Hunt			✓ Entered

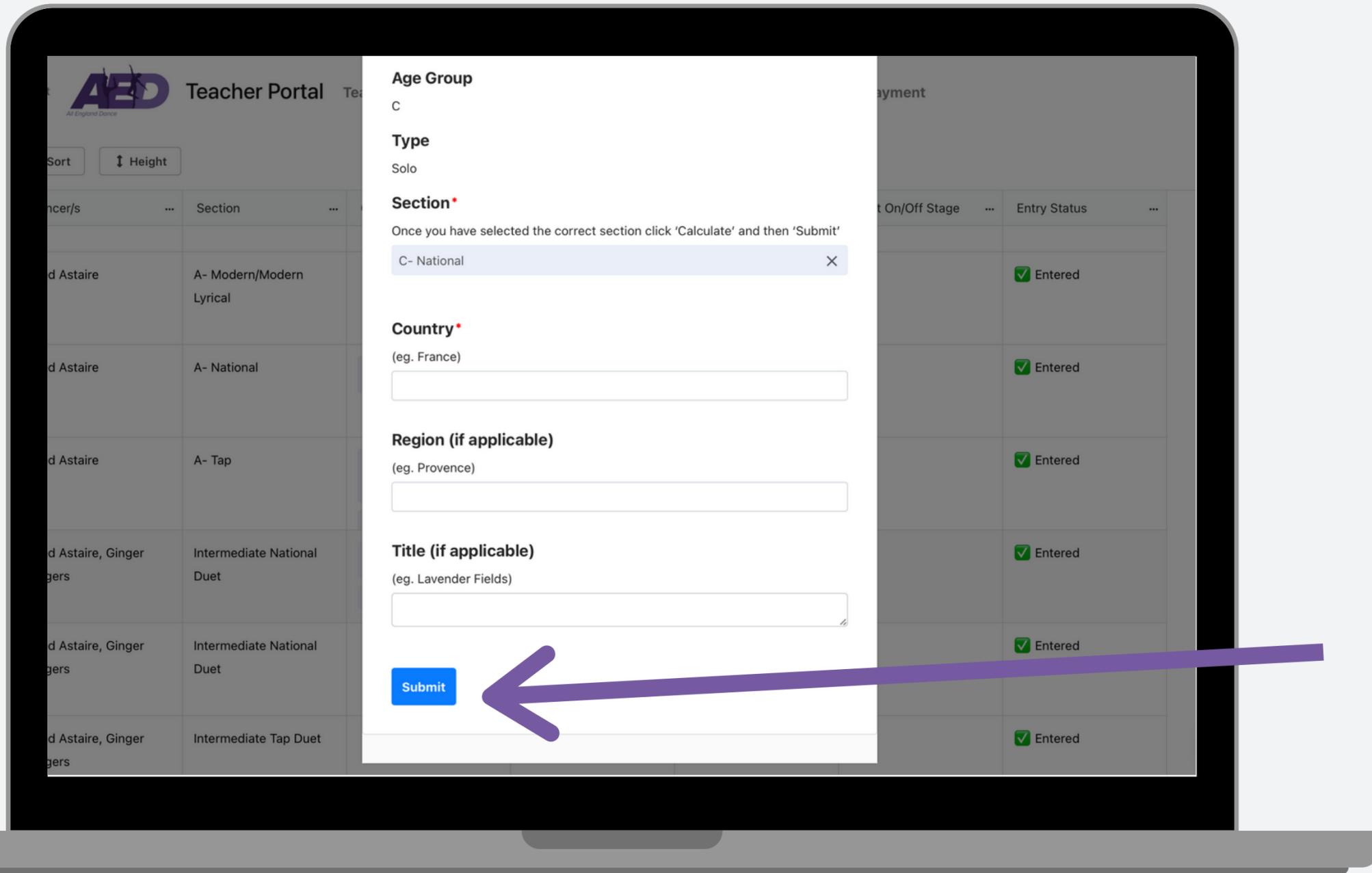
Are you sure? Unsaved changes will be lost.
Cancel Confirm



Then click Confirm and start again.

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





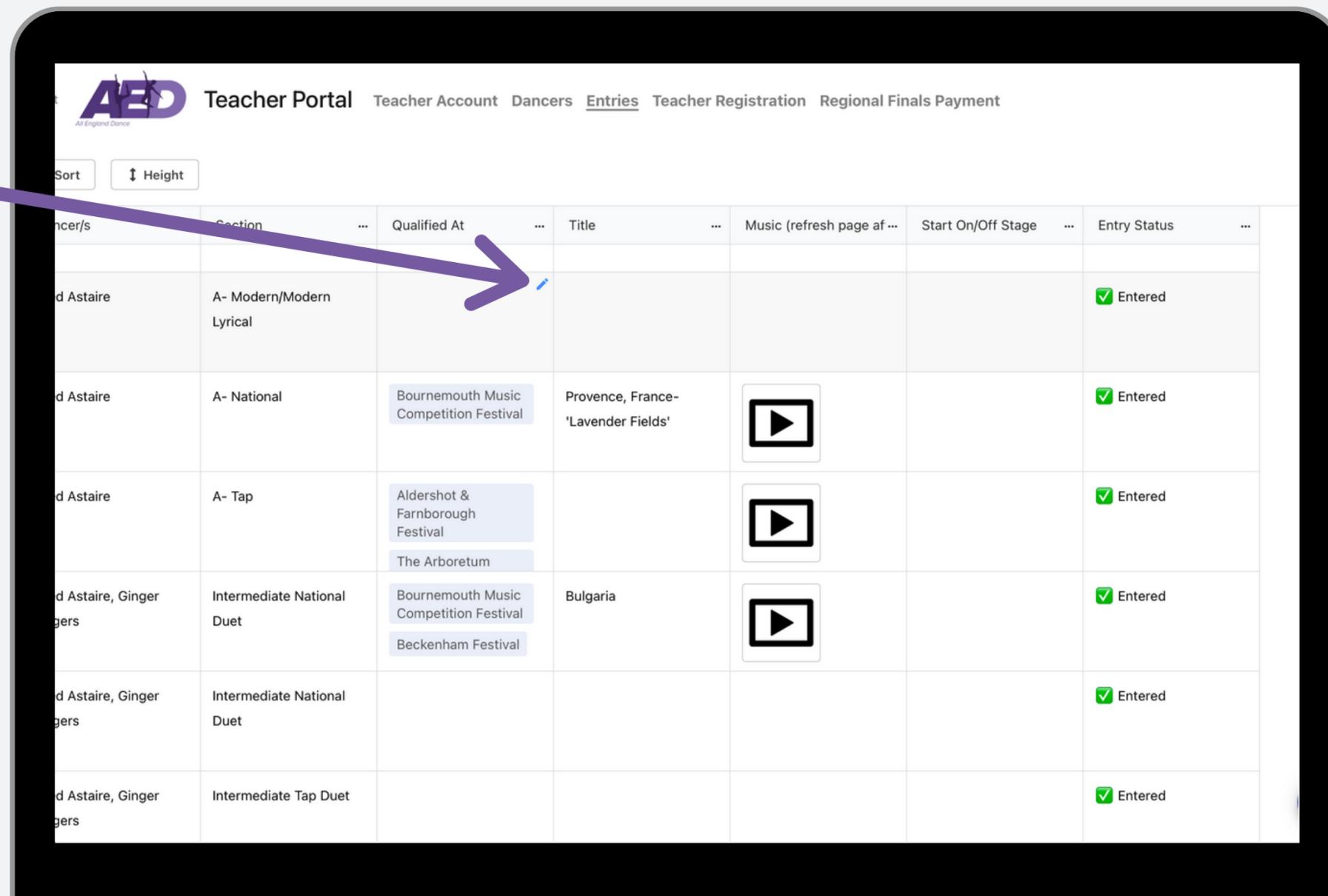
Complete any titles applicable and click Submit

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



Dancer/s	Section	Qualified At	Title	Music (refresh page af ...)	Start On/Off Stage	Entry Status
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d Astaire	A- National	Bournemouth Music Competition Festival	Provence, France- 'Lavender Fields'			✓ Entered
d Astaire	A- Tap	Aldershot & Farnborough Festival The Arboretum				✓ Entered
d Astaire, Ginger gers	Intermediate National Duet	Bournemouth Music Competition Festival Beckenham Festival	Bulgaria			✓ Entered
d Astaire, Ginger gers	Intermediate National Duet					✓ Entered
d Astaire, Ginger gers	Intermediate Tap Duet					✓ Entered

← Logout  **Teacher Portal** Teacher Account Dancers Entries Teacher Registration Regional Finals Payment

Sort Height

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Fred Astaire, Ginger Rogers	Intermediate National Duet					✓ Entered
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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

Powered by **stripe** | [Terms](#) [Privacy](#)

Apple Pay

Or pay with card

Email

Card information

1234 1234 1234 1234

MM / YY CVC

Name on card

Country or region

United Kingdom

Postal code

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

For all other queries please email:

info@all-england-dance.org.uk