<u>PAIR/DANCE</u> - How to upload or update your music file and/or planned program content (PPC) after you've registered

MUSIC UPLOAD/UPDATE

Access your 'Event Teams' menu here: https://skatereg.ca/my_pages/event-teams

- Click on the team registration you'd like to upload music for
- Click 'Manage Team'
- Then, 'Edit Team Questions

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| vent Registrations vent Teams | Team Regististrations Here you'll find all of your team regis | strations. < BACK TO DASHBOARD | A A | |
| ser Account Settings | TEAM NAME | EVENT NAME | AVAILABLE SLOTS | |
| ofile(s) | Pattern Dance | ice Sectional Series - July | 0/2 | Manage Team ~ |
| gout | TEAM MEMBERS | REGISTRATION CATEGORY | | Edit teams Edit Team Questions |
| | Ciola Factor | Pre-Novice Pattern Dance | | Edit Registration |
| | CU Dank | Pre-Novice Pattern Dance | | Edit Registration |
| | | | | |

From there, click 'Edit', and upload the needed music files:

| MUSIC REQUIREMENTS for Pre-Novice Pattern Dance | Ed |
|---|--|
| Q. Music Upload #1 (Tango) > br>> brogram music must be submitted through Interpodia as an MP3 file. This includes all Series 8 pattern dance music. You may | <u>Contraction of the contraction</u> PreNovice_DanceHarris_Tango- 20240529160126.m4a |
| Q. Music Upload #2 (Starlight Waltz) Valtz) Q. Music Upload #2 (Starlight Waltz) Valtz) http://www.starlight.com/starli | Guile_Buile_Clife_BuilesternPreNovice_DanceStarlight_Waltz- 20240529160139.m4a |



IMPORTANT – Music files may not appear on your dashboard immediately after saving. If you refresh your page and do not see your file, please wait 5 minutes and check again.

PLANNED PROGRAM CONTENT (PPC) UPLOAD/UPDATE

Access your 'Event Teams' menu here: https://skatereg.ca/my_pages/event-teams

- Click on the team registration you'd like to upload music for
- Click 'Manage Team'
- Then, 'Edit Team Questions'

From there, click 'Edit' next to the PPC Information field:

| Home | | |
|---------------------------------|---|--------|
| Event R | gistrations Team Regististrations | |
| Event T | Edit Team Questions | × |
| Transac User Ac Profile(: | PPC Information - FREE DANCE You may complete your PPC at the time of registration, OR you may leave the PPC fields blank, complete your registration, then log back into your account at a later date to complete them. Deadline to complete PCC is Sunday, September 22, 2024 at 11:59 PM. You can login at anytime to edit the PPC fields until this date. | Edit v |
| Dashbo | PLEASE NOTE: Element codes should be used when completing the PPC fields | |
| Logout | Q. Element 1 undefined | |
| | Q. Element 2 undefined | |
| | Q. Element 3 undefined | |
| | Q. Element 4 undefined | |
| | Q. Element 5 undefined | |
| | Q. Element 6 undefined | • |

Complete the number of element fields needed for your program. Element codes (i.e. 1A+2T, CCoSp) are required. If you do not know the element codes for your program, please ask your coach.

| Home | | | | | | | | |
|---------------------|--|-----|--|--|--|--|--|--|
| Event Registrations | | | | | | | | |
| Event T | Edit Team Questions | × | | | | | | |
| Transac | PPC Information - FREE DANCE | | | | | | | |
| User Ac | You may complete your PPC at the time of registration, OR you may leave the PPC fields blank, complete your registration, then log back into your account at a later date to complete them. Deadline to complete PCC is Sunday, September 22, 2024 at 11:59 PM. You can login at anytime to edit the PPC fields until this date. | ONS | | | | | | |
| Dashbo | PLEASE NOTE: Element codes should be used when completing the PPC fields | ~ | | | | | | |
| Logout | Q. Element 1 MISIAB+MISIBB |) | | | | | | |
| | Q. Element 2 | | | | | | | |
| | Q. Element 3 | | | | | | | |
| | Q. Element 4 | | | | | | | |
| | Q. Element 5 | | | | | | | |
| | | | | | | | | |
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Remember to click **SAVE** when you're done.