



Getting to the Website

- Open your web browser and go to **media.competitionwizard.com**
- If you've already registered, enter your email address and password, then press Log in

Forgot Password?

- If you've forgotten your password, click **Forgot Password?**
- Enter the email address that you used to register and press Send reset instructions
- Navigate to your email inbox and open the email from Dance Competition Wizard
- Follow the instructions to reset your password

Registering

Create an Account

- If you haven't created an account yet, click **Register Here** on the Login page
- Enter your first and last name
- Enter your email address
- Enter a password with at least 6 characters
- Read the Terms of Use and check the box to indicate that you have done so
- Click the **Next** button

Link Dancers

- Enter dancer's last name
- Enter dancer's date of birth (M/D/YYYY)
- Enter dancer's access code
- If you wish to link another dancer to your account, click Add another dancer
- Once you have linked all desired dancers to your account, click the **Finish** button to create your account

Dancer Dashboard

Accessing Media

- Events that your linked dancers have taken part in will be displayed beneath their name on the Dancer Dashboard
- Pictures and videos of dancers are organized according to the events during which they were taken
- To view pictures and videos of your linked dancers from a particular event, click the event on the Dancer Dashboard
- Click the dance routine that you would like to view

Account Settings

- To edit your account settings click on the gear in the top right-hand corner of the website
- From here you can change your account name, email address or password. You can also link new dancers to your account and remove old ones
- To change your name, email address or password, enter the desired change in the appropriate field and click Save
- To link a new dancer to your account click Link another dancer
- Enter dancer's last name
- Enter dancer's date of birth (M/D/YYYY)
- Enter dancer's access code (provided to you by the studio)
- Click **Link Dancer**
- To remove any of your linked dancers click the **X** beside the name of the dancer that you wish to remove
- A prompt will appear asking if you want to Remove link to this dancer? Click **OK** to remove the linked dancer from your account or Cancel to keep them linked
- Click **Cancel** to return to the Dancer Dashboard

Dropdown Menu

- Click your name in the top right-hand corner to open the dropdown menu
- To change the look of Dance Competition Wizard, click one of the coloured boxes to change the colour scheme of the site
- Click **Settings** to edit your account settings
- Click **Sign out** to sign out of your account and go back to the Sign in page

Other

- To enter full screen mode click the icon underlined in red with four arrows pointing outward
- To exit full screen mode either click the icon again or press esc on your keyboard
- To reload the page press the icon underlined in yellow with two arrows forming a circle