

HOW TO ADD AN EXTRA DANCE TROUPE TO AN EXISTING SECTION ENTRY (before entries close)

If you have already entered a troupe into a particular section, but want to add another troupe into that same section - just do the following.

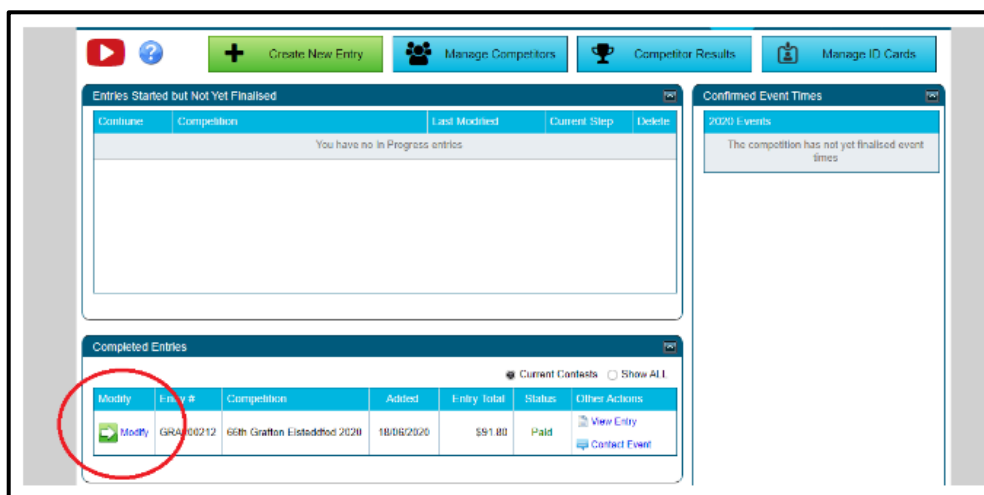
Step #1 Open your entry

Log into Stardom.

Find your entry.

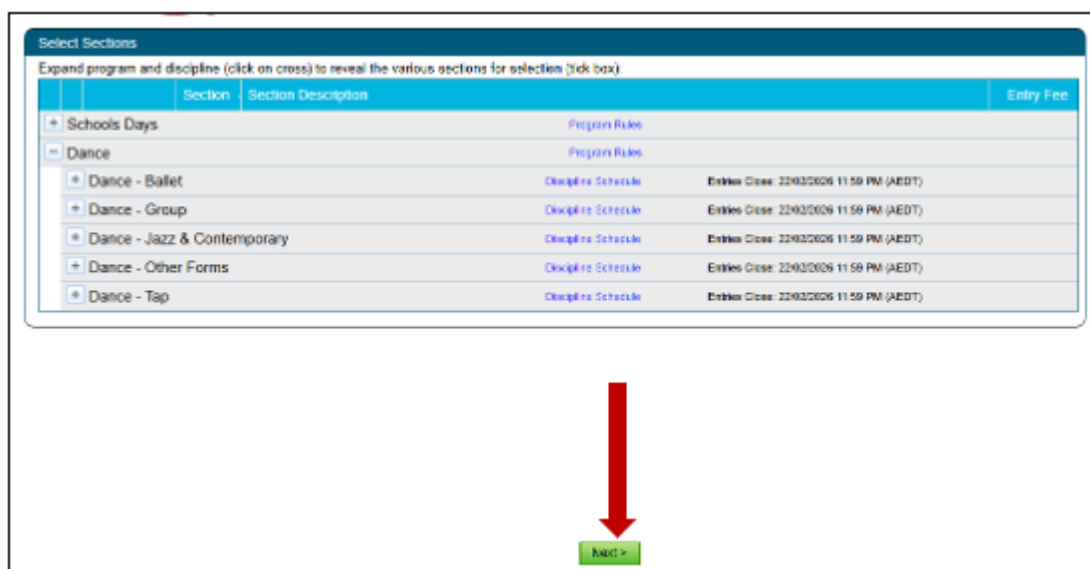
- towards the top under "*Entries Started But Not Yet Finalised*"
- down the bottom of the screen under the heading "*Completed Entries*"

Click on “*Modify*”.



Step #2 Skip the Disciplines Page

Instead of choosing the Discipline, click on “Next” at the bottom of the page.



The next screen lets you add another troupe to a section you've already entered.

Click on “Add Group(s)” against the section you are interested in.

The screenshot shows a window titled "Add competitors to events" with a sub-header "Add your Competitors to the selected Sections". It contains a table with the following data:

Discipline	Section	Section Description
Dance - Group	481	10 Years & Under Modern, Cabaret or Jazz Style Group
		Ashley Albert Performing Arts \$18.00
Dance - Group	491	12 Years & Under Modern, Cabaret or Jazz Style Group
		Ashley Albert Performing Arts \$18.00
Dance - Group	503	14 Years & Under Contemporary Group
		Ashley Albert Performing Arts \$18.00
Dance - Group	514	Open Contemporary Group
		Ashley Albert Performing Arts B \$18.00
		Ashley Albert Performing Arts A \$18.00

Each row has a green "+ Add Group(s)" button. A red arrow points to the button for section 491.

In the dialogue box that pops up, you'll see the names of all the groups already included in your entry.

Click on the white tick box for the group you want to add into that section.

Then click on the green box “Add”.

The screenshot shows a dialog box titled "Select Competitor(s) to Add" for section "481 - 10 Years & Under Modern, Cabaret or Jazz Style Group". It contains a list of groups with checkboxes:

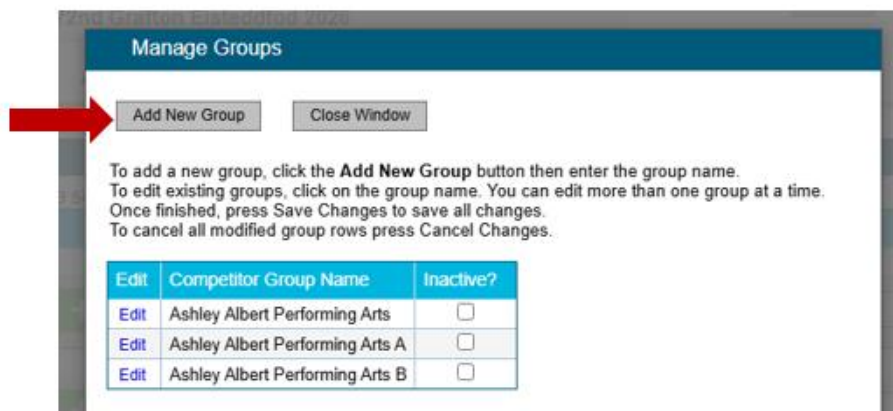
- ☐ Ashley Albert Performing Arts
- ☐ Ashley Albert Performing Arts A
- ☐ Ashley Albert Performing Arts B

A red arrow points to the "Add" button at the bottom left of the dialog box.

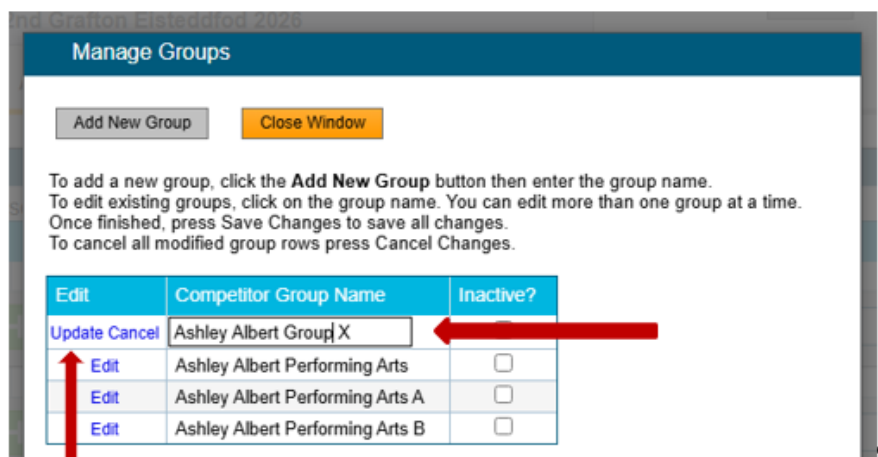
To add a new group that is not in that list - click on the blue box “Manage Groups” instead.

This screenshot is identical to the previous one, but a red arrow points to the "Manage Groups" button at the bottom center of the dialog box.

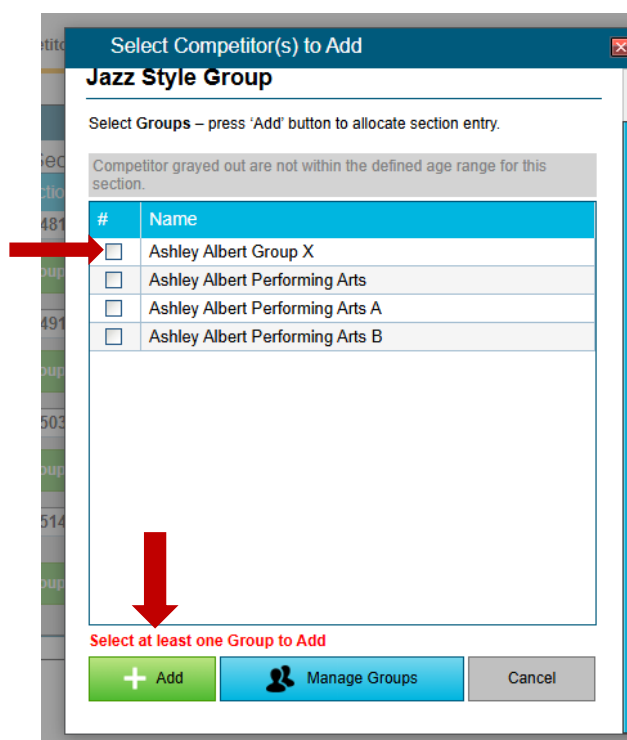
In the pop-up box, click on “*Add New Group*”.



In the next pop-up box, type the troupe’s name into the empty top line. Then click “*Update*”, and then “*Close Window*”.



The new group will then appear in the entrant list – so tick the box, then click on “*Add*”.



The new Troupe will now appear against that section.

Discipline	Section	Section Description
Dance - Group	481	10 Years & Under Modern, Cabaret or Jazz Style Group
+ Add Group(s)		
		Ashley Albert Performing Arts \$18.00 X
Dance - Group	491	12 Years & Under Modern, Cabaret or Jazz Style Group
+ Add Group(s)		
		Ashley Albert Performing Arts \$18.00 X
		Ashley Albert Group X \$18.00 X
Dance - Group	503	14 Years & Under Contemporary Group
+ Add Group(s)		
		Ashley Albert Performing Arts \$18.00 X
Dance - Group	514	Open Contemporary Group
+ Add Group(s)		
		Ashley Albert Performing Arts A \$18.00 X
		Ashley Albert Performing Arts B \$18.00 X

Add Your Music

If music uploads are open, the next screen will be where you can add your music file. The new troupe will be listed under the section. *(There is a separate “How To” guide if you need it.)*

If your music isn't ready yet, click “Next” (but be sure to add the music before uploads close).

Complete the following performance item details – if known at time of entry.

Note: These details can be updated at any time (click on Treble Clef icon on the Home Page) -

Section : 491 12 Years & Under Modern, Cabaret or Jazz Style Group - Time Limit: 06:00

Ashley Albert Performing Arts

Comments

Performance related Comments

Backing Track

Please upload the backing track for your performance (preferred formats are MP3, M4A and WAV – NO APPLE FILES PLEASE). Additionally, in the boxes provided, please enter the track name and indicate when the track should be started. Optionally, please use the comments box above to indicate any additional requirements you have for your performance.

Performers Begin

☐ Off Stage

☒ On Stage

Optional Comments

Choose File AAPA 12yrs Jazz Troupe - Like it ...

Ashley Albert Group X

Comments

Performance related Comments

Backing Track

Please upload the backing track for your performance (preferred formats are MP3, M4A and WAV – NO APPLE FILES PLEASE). Additionally, in the boxes provided, please enter the track name and indicate when the track should be started. Optionally, please use the comments box above to indicate any additional requirements you have for your performance.

Scroll down to the bottom of the screen and click on “Next”.

Next >

Update Your Fee Payment

You are now at the *Payment Options* page.

Stardom will calculate the billing difference and charge you that amount.

Click on “*Confirm & Close*”.

[< Back](#)

[Confirm & Close](#)
