

6.b Adding Candidates to Application – Dancesport Exams

To add candidates to your booking:

(a) Go to the **'Candidates'** tab press the **'Add Candidate Bookings'** button

The screenshot shows the 'Candidates' tab in a web application. At the top, there are three tabs: 'Application', 'Logistics', and 'Candidates', with 'Candidates' being the active tab. Below the tabs are four buttons: 'Request Pins', 'Add Candidate Bookings' (highlighted in blue), 'Edit Candidate Booking', and 'Delete'. Underneath these buttons is a 'Reset All Filters' button and a 'Show 10 entries' dropdown menu. Below this is a filter bar with four columns: 'PIN', 'First Name', 'Last Name', and 'Age'. Each column has a search input field with the placeholder text 'Type to filter'. At the bottom of the filter bar, it says 'Showing 0 to 0 of 0 entries'.

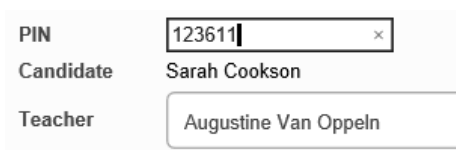
(b) A new screen will appear consisting of the **'PIN'** field, **'Teacher'** drop-down list, **'Exam'** drop-down list and – depending on the examination faculty and type – there will be other information to select:

- **'Age Division'**
- **'Group Type'**
- **'Group #'**
- **'Group Name'**
- **'Identity Check Method'**
- **'Single Dance'**

The system knows which of these fields are applicable depending on the exam type.

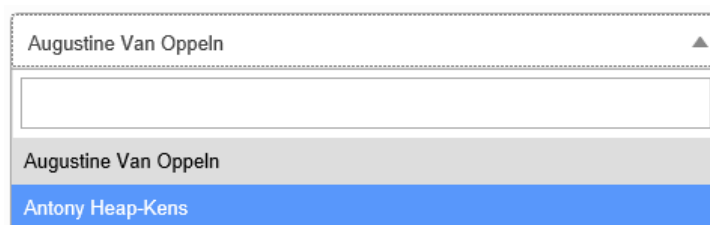
The screenshot shows the 'Add Candidate Bookings' form. At the top, there is a message: 'Exams must be added on the Application Tab and saved there before a Candidate can be booked onto those Exams.' Below this message are several fields: 'PIN' (text input), 'Candidate' (text input), 'Teacher' (dropdown menu with 'Augustine Van Oppeln' selected), 'Exam' (dropdown menu with 'Modern Ballroom - Introductory Tests - Social Dance Test - 2' selected), 'Additional Needs' (checkbox), 'Opp. Role' (checkbox), 'Age' (text input), and 'Bypass Age Validation' (checkbox with 'No' selected). To the right of these fields is a section with several dropdown menus: 'Age Division' (set to 'Adult'), 'Group Type' (set to 'Individual'), 'Group #' (set to 'Not Applicable'), 'Group Name' (set to 'Not Applicable'), 'Identity Check Method' (set to 'Not Applicable'), and 'Single Dance' (set to 'Not Applicable'). Below these dropdowns is an 'Add' button. At the bottom of the form, there is a navigation bar with links for 'PIN', 'Candidate', 'Teacher', 'Exam', 'Additional Needs', 'Opp. Role', 'Group Type', 'Age', 'Age Division', 'Group No', 'Group Name', 'Identity Check Method', and 'Single Dance'. At the bottom right, there are 'Save' and 'Cancel' buttons. A yellow highlight is drawn around the 'Age Division', 'Group Type', 'Group #', 'Group Name', 'Identity Check Method', and 'Single Dance' fields and the 'Add' button.

(c) Entering the candidate PIN in the **'PIN'** field will bring up the candidate's name



A screenshot of a web form. The 'PIN' field contains the number '123611'. Below it, the 'Candidate' field displays 'Sarah Cookson'. The 'Teacher' field displays 'Augustine Van Oppeln'.

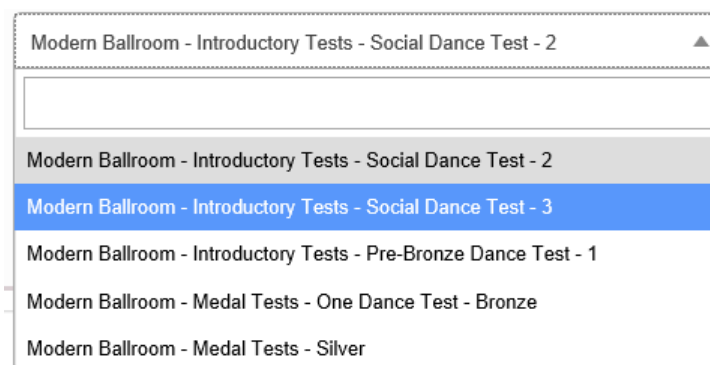
(d) Should there be additional staff listed in the **'Application'** tab, they can be selected from the **'Teacher'** drop-down list as the main teacher for the candidate – please note that you can only select one teacher for each candidate; if multiple teachers have taught the candidate, you will need to choose the one who has taught them the most and/or taking the responsibility the candidate to be entered for exams



A screenshot of a dropdown menu. The selected item is 'Augustine Van Oppeln'. Below it, another 'Augustine Van Oppeln' option is visible, and 'Antony Heap-Kens' is highlighted in blue.

(e) The examination must be selected from **'Exam'** drop-down list – you will only be able to select the levels entered in the **'Exams'** section of the **'Application'** tab

(f)



A screenshot of a dropdown menu. The selected item is 'Modern Ballroom - Introductory Tests - Social Dance Test - 2'. Below it, 'Modern Ballroom - Introductory Tests - Social Dance Test - 3' is highlighted in blue. Other options include 'Modern Ballroom - Introductory Tests - Pre-Bronze Dance Test - 1', 'Modern Ballroom - Medal Tests - One Dance Test - Bronze', and 'Modern Ballroom - Medal Tests - Silver'.

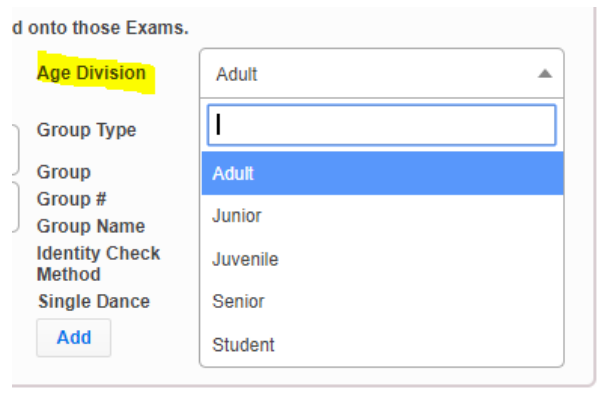
(f) Please note that if an **'Application for Reasonable Adjustments'** is required, you may tick the **'Additional Needs'** box, located on the left side of the screen, but a form must be submitted outside the system. The form must be sent to the ISTD in time to be processed (at least 3 weeks before the exam date). You may download the relevant form from our website <https://www.istd.org/about-us/documents/application-for-reasonable-adjustments/>

Age Division

The system knows which examinations have age divisions.

Where applicable, one of the following must be selected:

- **'Adult'** – over 16 years of age
- **'Junior'** – over 12 years of age
- **'Juvenile'** – 12 and under
- **'Senior'** – over 50 years of age
- **'Student'**



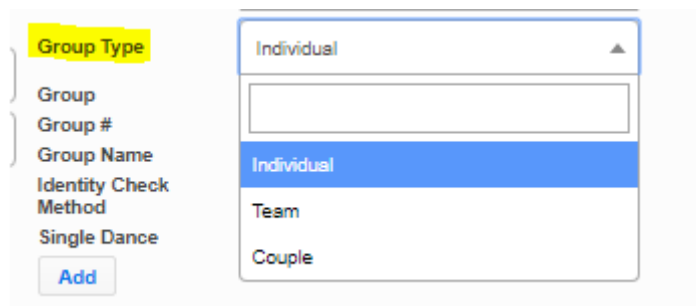
The screenshot shows a form titled "Add onto those Exams." with a list of fields on the left: "Age Division", "Group Type", "Group", "Group #", "Group Name", "Identity Check Method", and "Single Dance". The "Age Division" field is highlighted in yellow and has a dropdown menu open. The dropdown menu lists "Adult", "Junior", "Juvenile", "Senior", and "Student". The "Adult" option is currently selected and highlighted in blue. Below the list of fields is an "Add" button.

Group Type

Where applicable, one of the following must be selected from the **'Group Type'** drop down list:

- **'Individual'**
- **'Team'**
- **'Couple'**

Individual



Group Type: Individual

Group #

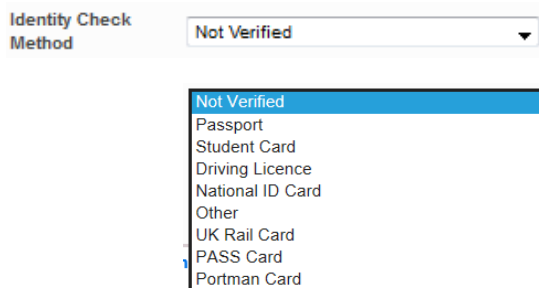
Group Name

Identity Check Method

Single Dance

Add

All candidates over 16 years old taking professional exams must possess and present on the day of the exams valid photographic ID. It is the teacher's responsibility to verify this, otherwise results will not be able to be processed. Therefore, for examinations where candidate proof of identity is required, the **'Identity Check Method'** field will become available - please choose an option from the drop-down list. You still need to keep your own ID records as part of your school registration.



Identity Check Method: Not Verified

Not Verified

Passport

Student Card

Driving Licence

National ID Card

Other

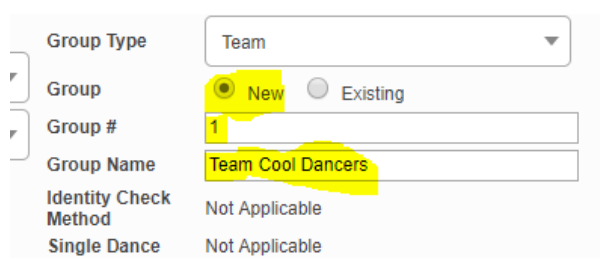
UK Rail Card

PASS Card

Portman Card

Adding a new Team

- Select **'Team'** from the **'Group Type'** drop-down list
- Select **'Group' 'New'**
- By default the **'Group #'** will read 1 for the first team and/or couple you add and the system will automatically identify the order of the rest of the teams/couples i.e. 2, 3, 4 etc. , but this can be changed to any other value
- Enter team name under **'Group Name'**



Group Type: Team

Group: New Existing

Group #: 1

Group Name: Team Cool Dancers

Identity Check Method: Not Applicable

Single Dance: Not Applicable

Adding a candidate to an existing Team

- Select **'Team'** in the **'Group Type'** drop down list
- Select **'Existing'** under **'Group'**
- Select the team name from the drop-down list

Group Type: Team

Group: New Existing

Select: Annabelle & Tom

Identity Check Method: [Empty]

Single Dance: Team Cool Dancers, Annabelle & Tom

Add

Adding a new Couple

- Select **'Couple'** from the **'Group Type'** drop-down list
- Select Group **'New'**
- **'Group #'** will read 1 for the first couple and/or team you add and the system will automatically identify the order of the rest of the couples/teams i.e. 2, 3, 4 etc. , but this can be changed to any other value
- Enter couple name under **'Group Name'**

Group Type: Couple

Group: New Existing

Group #: 3

Group Name: Couple - Smooth Moves

Identity Check Method: Not Applicable

Single Dance: Not Applicable

Single Dance selection

Where applicable, a dance must be selected from the **'Single Dance'** drop-down list

6.b Adding Candidates to Application – Dancesport Exams

Single Dance

Add

American Smooth

American Smooth

Foxtrot

Quickstep

Rhythm

Tango

Viennese Waltz

Waltz

Opposite Role selection

Where applicable, an **‘Opposite Role’** can be selected by using the tick box on the left side of the screen

PIN	<input type="text" value="123611"/>
Candidate	Sarah Cookson
Teacher	<input type="text" value="Augustine Van Oppeln"/>
Exam	<input type="text" value="Modern Ballroom - Medal Tests - Silver"/>
Additional Needs	<input type="checkbox"/>
Opp. Role	<input checked="" type="checkbox"/>
Age	33

(g) Once you have completed the candidate bookings press the **‘Add’** button

Exam	Modern Ballroom - Medal Tests - Silver		Group
Additional Needs	<input type="checkbox"/>	Group #	
Opp. Role	<input checked="" type="checkbox"/>	Group Name	
Age		Identity Check I	
Bypass Age Validation	No	Single Dance	
			Add

PIN	Candidate	Teacher	Exam	Additional Needs	Opp. Role	Group Type	Age
123611	Sarah Cookson	Augustine Van Oppeln	Modern Ballroom - Medal Tests - Silver	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Individual	33

(h) Press the **‘Save’** button when your list is complete

123612	Abbie Cook	Antony Heap-Kens	Modern Ballroom - Medal Tests - One Dance Test - Bronze	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Individual	24	Adult	Not Applicable	Quickstep	<input type="checkbox"/>
123610	Paloma Smithson	Antony Heap-Kens	Modern Ballroom - Medal Tests - Silver	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Individual	18	Adult	Not Applicable		<input type="checkbox"/>
123611	Sarah Cookson	Antony Heap-Kens	Modern Ballroom - Medal Tests - Silver	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Individual	33	Adult	Not Applicable		<input type="checkbox"/>

Save

(i) Your candidates will now be listed, so that you can add them to time slots in your timetable – see the **‘Creating Timetable’** section.