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
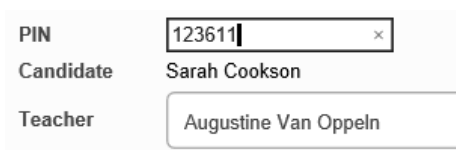

(b) A new screen will appear consisting of the **'PIN'** field, **'Teacher'** drop-down list, **'Exam'** drop-down list and – depending on the examination faculty and type – there will be other information to select:

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

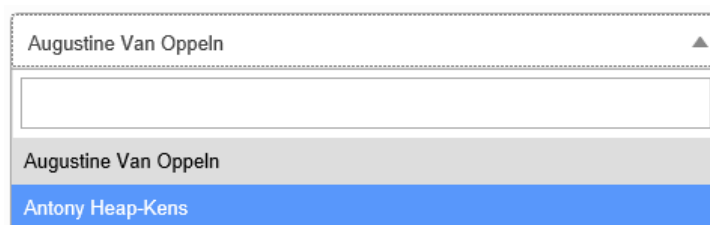The system knows which of these fields are applicable depending on the exam type.

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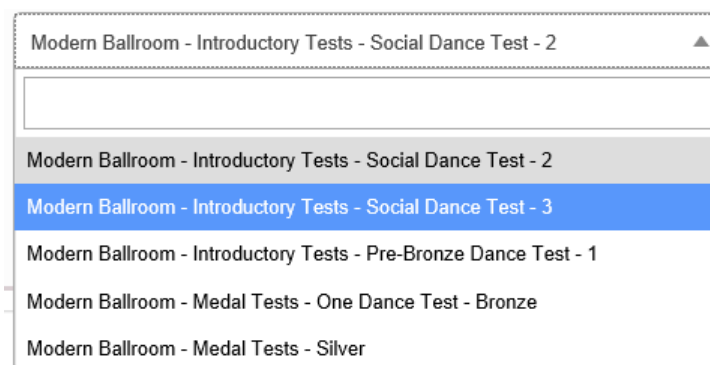

(d) Should there be additional staff listed in the **'Application'** tab, they can be selected from the **'Teacher'** drop-down list as the main teacher for the candidate – please note that you can only select one teacher for each candidate; if multiple teachers have taught the candidate, you will need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

(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)
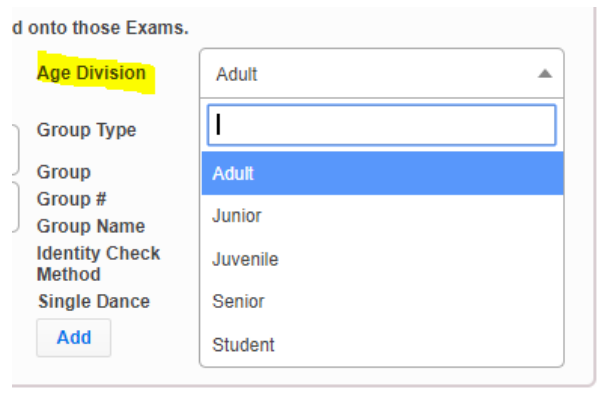
(f) Please note that if an **'Application for Reasonable Adjustments'** is required, you may tick the **'Additional Needs'** box, located on the left side of the screen, but a form must be submitted outside the system. The form must be sent to the ISTD in time to be processed (at least 3 weeks before 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
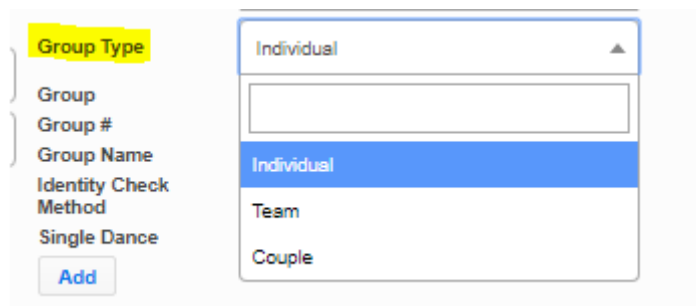- **'Student'**

Group Type

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

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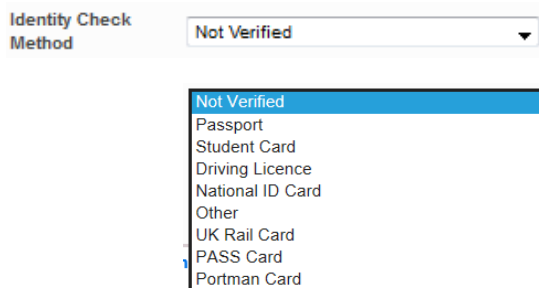- **'Team'**
- **'Couple'**

Individual

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.
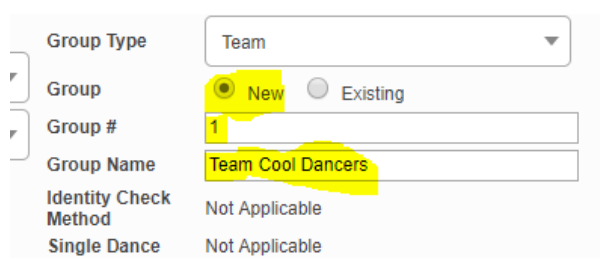
Adding a new Team

- 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'**

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

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'**

Single Dance selection

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

Opposite Role selection

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

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

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

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