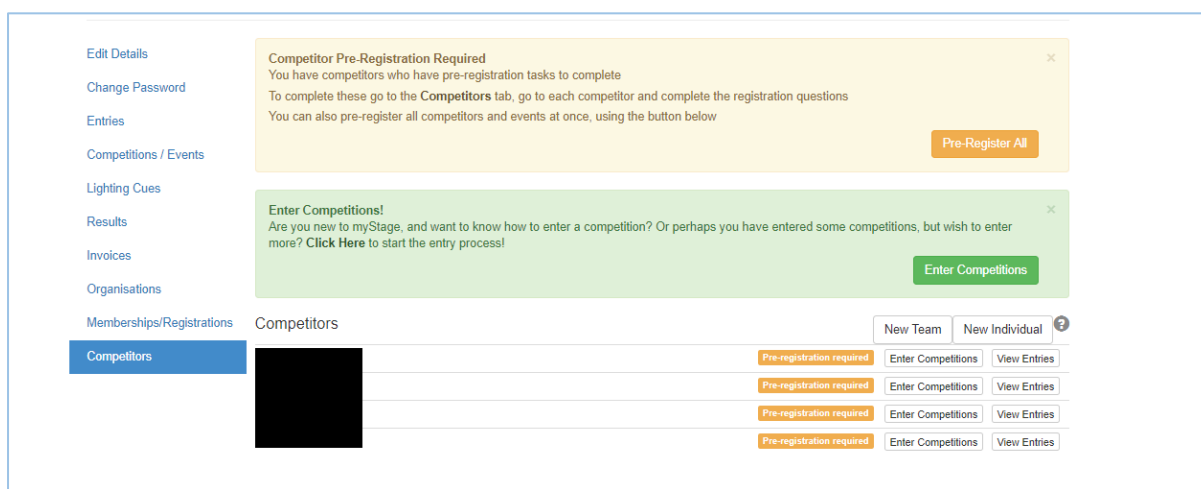


## **HOW TO UPLOAD PRE-REGISTRATION DATA TO MYSTAGE** **(i.e. lighting sheets, music, ACF Skill Levels, additional coach name etc.).**

**Note:** - to complete Pre-Registration for your solo you will need to have access to their competitors profile. **Information on how to be added as a user to your competitors profile is at the end of this document.**

1. Log into your myStage account and navigate your way to “competitors” (left hand menu). This will bring up the following page (Figure 1. Entries page).
2. Click on the orange ‘pre-register all’ button.

Figure 1. Competitors Page



3. You will now be in your pre-registration page (Figure 2). Here you will see each of the registered competitors and their items.

You will need to complete the following actions for each competitor:

- **Additional Coach Name** – add here any additional coaches for your soloist / duo / trio
- **MUSIC / DLP FILE** – To upload files – click on the ‘choose file’ button → navigate to the folder on your computer that holds the file you are after – select the file.
- **SOLO LIGHTING SHEET** – upload completed **EXCEL** lighting sheet ([Solo 2020 available here](#)).
- **FOLLOW SPOT** – tick the box if you are using a follow spot for that item.
- **ACF SKILL LEVEL** – identify the competitors highest successfully completed ACF skill level. NOTE – this is only relevant for National selection items. If in doubt – complete.
- **Social Media Photography** – notify if the competitor / parent / guardian permits photographs on social media or website for promotional purposes – e.g. for showcasing competition winners. Please select YES or NO.
- **Video Use** – notify if the you AND the competitor / parent / guardian permits small snippets of performance videos to be used for promotional purposes. Please select YES or NO.



- **All information complete for item** - Once all your files have been uploaded – click on the “All information complete for item” button to finalise pre-registration for that item.
4. Click the ‘save’ button at the top and /or bottom of the page for files to upload.
  5. Repeat STEPS for all your competitors’ items/entries.



Figure 2. Pre-registration page



Cali ACT 2023 CHAMPIONSHIP Solo & Duo Competition Calisthenics Solo - Championship Seniors

Current Status: **Entered**



Date: 20/05/2023



Additional Coach Name    Enter Additional Coach Name Here



MUSIC / DLP FILE   No file chosen  Upload Music (mp3) or DLP with Music (mp4) Files Here



SOLO LIGHTING SHEET  Example: [SOLO\\_Lighting Sheet\\_2020.xlsx](#)  Fill in Solo Lighting Sheets and upload excel workbook here


No file chosen

FOLLOW SPOT    Please tick if using a follow spot for this item

ACF SKILL LEVEL    National Selection Items only (Champ Division) - Enter highest successfully competed ACF Skill Level here

Social Media Photography    give permission for Cali ACT to use competitor's photographs on social media and / or website for promotional purposes – e.g. showcasing competitors and winners.

Video Use    give permission for Cali ACT to use small snippets of competitor's performance video for promotional purposes.

All information complete for item 

4. Don't forget to save the page to ensure all files are uploaded correctly

Click here to signify all pre-registration data for this competitor is complete

NOTE - Up until the closing date for pre-registration data– you can change a file (i.e. if you have edited or made changes to your original file) by repeating the above process – and clicking save. This will replace the original file with the new, updated file. NOTE: myStage currently does not allow you to delete, update or edit the file you have uploaded – you will need to replace the old file with your updated / edited one instead.

### Help and Support.

If you need any assistance at any time, you can click on the ? icon shown in the top right hand corner for details to contact myStage support. You are also encouraged to provide feedback to help the myStage team improve the product so it is efficient and effective for both competitors and convenors alike.

## HOW TO BE ADDED AS A COACH TO YOUR COMPETITOR'S PROFILE

1. Whoever completed the entry must log into myStage and navigate their way to Competitors (left hand menu). This will bring up the following page (Figure 3. Competitors page).
2. Click on the competitor you wish to add a user – e.g. Mary Poppins in example Figure 3. This will open the competitor profile page (Figure 4. Competitor profile page).

Figure 3. Competitors page

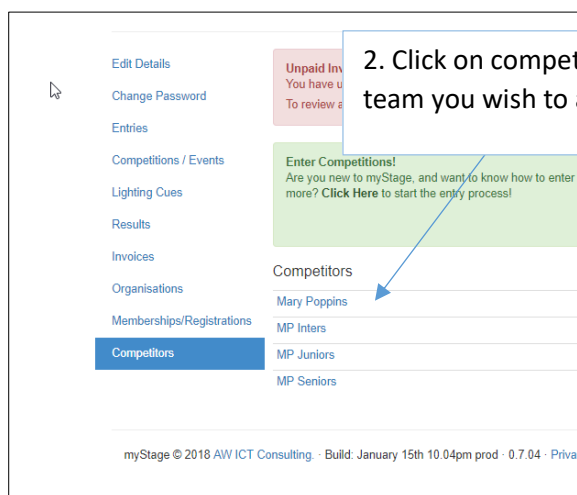
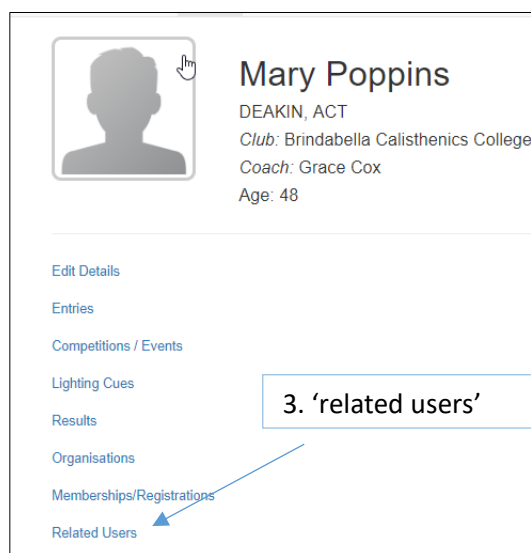
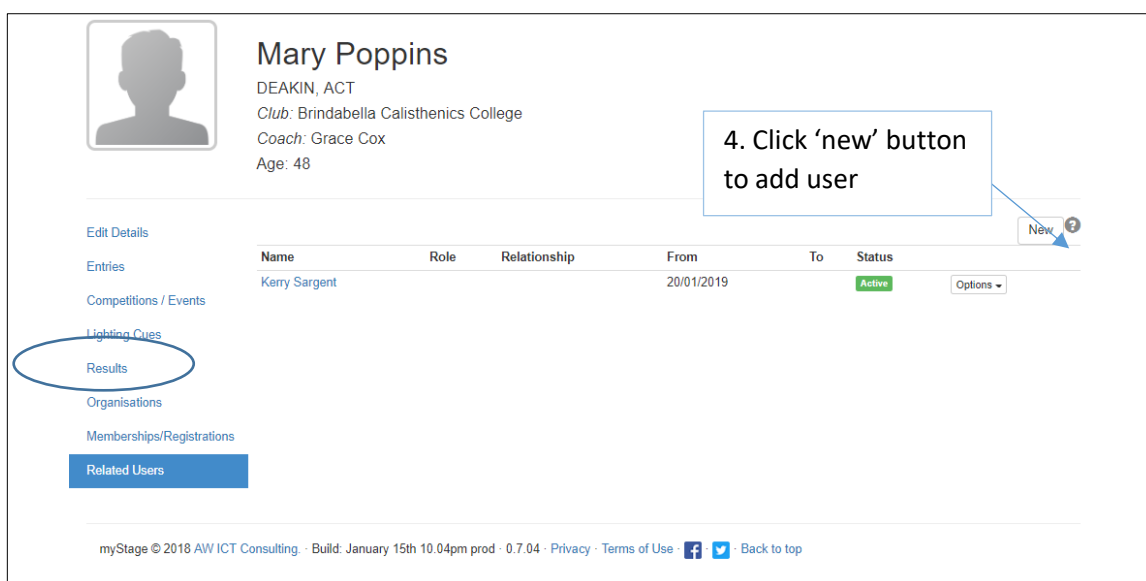


Figure 4. Competitor profile page



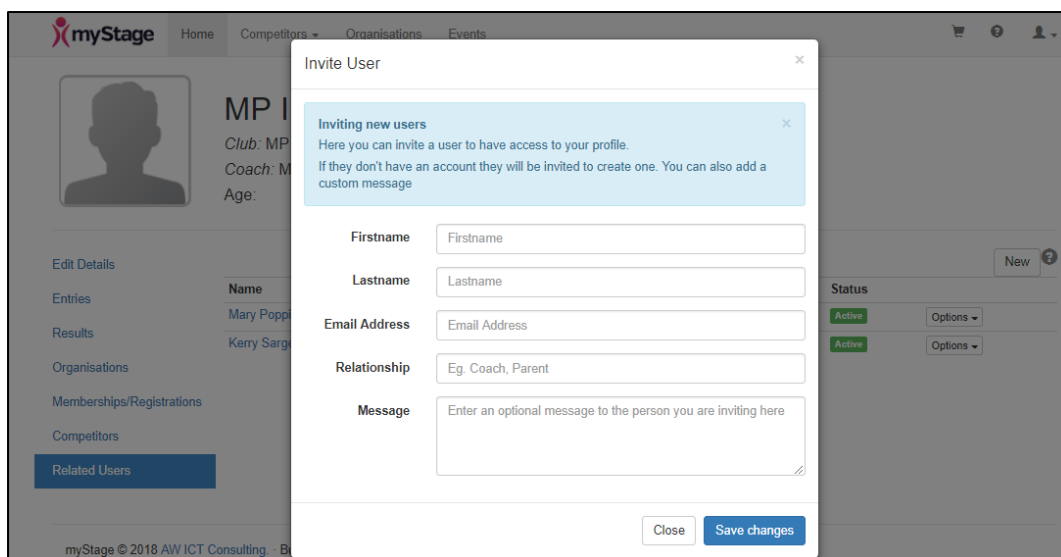
3. Click on 'related users' (left hand menu – see Figure 4) – which will bring up current users.
4. Add 'new' (button header menu – Figure 5).

Figure 5. Add new user



5. Fill in the details for your new user (Coach) in the pop-up page – and save changes (Figure 6. Pop-up).

Figure 6. Pop-up



6. The myStage system will send an email invite to the new user (Coach). Coaches need to have a myStage account to access the page – and will be invited to create one if they don't. Their email message will look something like this:

**Mary Poppins** has invited you to help manage MP Inters myStage profile.

What is [myStage](#)? myStage is a competition management system that allows you to manage your details, view your entries and much much more. You have been invited by Mary Poppins because they use myStage and have entered your details.

To signup, all you need to do is click this link  
<https://www.mystage.net.au/myStage/User/confirm?token=xxxxxxxxxxxxxxxxxxxxxxxx>  
and follow the instructions.

Your username is **xxxx**

Thanks,  
*The myStage Team*

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