HOW TO ENTER YOUR BEND THE AIR ROUTINE

Welcome to the new entry system for Bend The Air! This system is designed for studio owners and/or coaches to manage of all of their competitors' entries through their portal login. Individuals are still able to enter on their own, however where possible we do encourage studio owners/coaches to look after the entries to streamline this process.

Please see below our guide on entering your routines for Bend The Air 2023!

SETTING UP YOUR ACCOUNT - if using the system for the first time

1. Go to: https://bendtheair.dancecompgenie.com
2. Under '*Add New Account*': enter your email address & click '*Add*'
3. Complete the form with your studio information or your own information for Independent competitors. *(In the 'Studio, School or Independent Dancer Name' field - if you are representing a studio please put the studio name here, if you are not representing a studio please put "Independent" - This field is used to list your representing studio in the competition program).*

ADDING COMPETITORS

Once competitors have been added, they will be in your 'studio account' for future competitions. You can add in additional competitors at any time, using the below steps. Independent competitors - you will need to add yourself as a competitor using these steps.

1. Click '*Competitors*' from the menu on the right.
2. Click '*Create New*'
3. Complete the form with the competitor information & click '*Save Competitor*'
4. Click '*Submit Season Competitors*'

ADDING ROUTINE ENTRIES

1. Click '*Add New Registration*'
2. Select your Event Location from the dropdown menu - note there are different locations for aerial & acrobatics entries.
3. Click '*Add New Routine'*
4. Enter a 'Routine Title' (This is just a nickname for your routine e.g. '*Silks Solo'*)
5. Select the competitor/s who are in the routine.
6. Complete the form with the routine information.
7. Click *'Save Routine'*

Repeat the above steps to enter multiple routines.

FINALISING YOUR ENTRIES

1. Once you have completed all of your routine entries click '*Continue to Checkout*'
2. Enter details for your payment method & click '*Check Out*'

AUDITION VIDEO UPLOADS
Note: Video file upload is not required for Acrobatics & Circus entries.
On the 'Dashboard':
1. Click 'Upload Video' - This will bring up a screen of all of your entries.
2. Use the 'Choose File' button next to each routine to add your video file.

MUSIC FILE UPLOADS
Note: music files do not need to uploaded during the audition process for aerial entries - this will be done during the entry process if your audition is successful.
On the 'Dashboard':
1. Click 'Upload Music' - This will bring up a screen of all of your entries.
2. Use the 'Choose File' button next to each routine to add your music file.

If you see *UPLOAD FROZEN* - this means that the music upload date has passed, and you can no longer change your music file.