

INSTRUCTION

PROCEDURE FOR ENROLLMENT / REGISTRATION OF PARTICIPANTS:

Enter our website www.saranoraprima.org, carefully review the information on **PROPOSITIONS** and download the Regulation with terms and conditions from the appropriate button:
SARA-NORA PRIMA - read carefully to the end!

In the main panel at the top of the site, press the **REGISTRATION** button, there create your account in the **ACCOUNT REGISTRATION** button - Fill in the necessary windows with your personal information about Ballet teacher or tutor, ballet school or Theater, City, Country, with Country code Phone number with Viber for contact, email for correspondence, a link from your page in social networks or a site for identification of the person or school, theater.

BALLET TEACHER:

Name / Last name: Name and surname

Ballet School / Work Place:

City: / Country:

Telephone: Country code Phone number with Viber for contact

Contact email: for conversation / can to put same.

Your Link: Website/FB/Instagram - participant identification

REGISTER - press **REGISTER** only once!!!

ATTENTION!!! Registering your account on the platform by filling in the required fields for your email and password in Latin and pressing **REGISTER** - do it only once!!!

Here the **WAIT!** icon will appear! Icon **DONE! CONGRATULATIONS!** Congratulations, the account request processing system has been completed and submitted successfully. A confirmation will be sent to your email. Wait for the administrator to verify your identity and activate your account / 2 hours / You can enter the site by clicking the **REGISTRATION - LOGIN** button and with your email and password enter your personal user profile on the portal.

***An account is created and your data is saved forever and can be used for your next participations.**

Once you are approved and logged in with your email and password to your personal account on the portal, you have five buttons in the upper panel:

1. **HOME** section has automatic statistics of your registration.

2. **YOUR ACCOUNT** section with information about the Ballet Teacher and Ballet school or Theater.

SCHOOL NAME / WORK : Ballet school where you are currently studying or place of work.

COUNTRY/ CITY/ EMAIL/ WEBSITE : Country, City, Current email to contact you and in the last window insert a link to your FB page, Instagram or website. It is automatically filled when you create the account.

***At the bottom with the help of these buttons you can make changes: CHANGE PASSWORD / CHANGE DETAILS / SAVE DETAILS** You can change your password, change details in this section and save these changes with the **SAVE** button.

GO TO BUTTON - 3:

3. **COMPETITORS:** enter all data in Latin capital letters for the participant or several participants in case you register more than one Name, Surname in capital letters in correct English and Date of birth on passport.

***Activate using the ADD button Correction with the EDIT button save changes with the SAVE button**

***The data will be saved in your personal account and system for the future and for the Organizer when printing Diplomas.**

GO TO THE TOP PANEL OF THE BUTTON - 4:

4. REPERTOIRE - use **ADD/ SAVE / DELETE** buttons to create a request for any variation of any tour by the rules and with music.

Press **ADD** and fill required windows in request.

Specify in the **REPERTOIRE** window:

1 Variation / 1 Tour - first variation of 1 tour

2 Variation / 1 Tour - second variation of 1 tour

1 Variation / 2 Tour - first variation of 2 tour

2 Variation / 2 Tour - second variation of 2 tour

Modern / 2 Tour - Modern variation or Modern pas de deux of 2 tour

1 pas de deux / 1 tour - 1 pas de deux of 1 tour

2 pas de deux / 2 tour - 2 pas de deux of 2 tour

Specify in the Age group window:

Age Category:

Group A /9-12 y.

Group B /13-16 y.

Group C /17-26 y.

***Age category according to regulation is determined by the age of the participant on the date of the contest - July 1, 2024.**

Specify in the Nomination window:

Nomination:

SOLO Male - Male solo

SOLO Female - Female solo

PAS DE DEUX Male - Male part of pas de deux

PAS DE DEUX Female - Female part of pas de deux

ATTENTION!!! If you have **PAS DE DEUX**, select in the **NOMINATION** button corresponding to male or female part in performance.

Specify in next windows:

NAME VARIATION: Name of the variation in original Latin

CHOREOGRAPHER: Choreographer's name, write briefly in correct English.

MUSIC FILE UPLOAD: This is a window to upload your music file in MP3 format.

Press **BROWSE** Select the necessary **OPEN** file from your computer.

ATTENTION!!!

***In case of ERROR/ Oops 404 system failure, use an online convector for conversion for a correct version of the MRZ file format. <https://online-audio-converter.com/>**

Specify in next windows:

Time: Enter the exact duration of the variation or modern.

Beginning : FROM POSE / WITH MUSIC - choose whether you start your performance from a pose on stage or start the music while you are backstage.

ATTENTION!!! Music for **PAS DE DEUX** should be mounted on one track with 10 second pauses between each performance, this way the sound engineer will see the necessary pause places on his display diagram.

Specify in next windows:

NOTE: ATTENTION!!! For **PAS DE DEUX**, write **YOUR PARTNER'S NAME** here in capital letters!

Brief notes window for lighting and sound engineer or important org. moments related to this variation of the scene. Write briefly in correct English.

COMPETITOR: here just click in the window and the system will drop you a panel with the names in the database from the section of the **COMPETITORS** button.

PRESS THE BUTTON

REGISTER: you must wait for the system to upload and process your information until a green text appears for successful registration.

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Continue again in the **4. REPERTOIRE BUTTON SECTION** to enter the next variation, repeat the procedure with **ADD** or make corrections with the **EDIT** button or to delete - **DELETE**.

ATTENTION!!! You must register all music variants in advance for all rounds of the competition and if they are repeated, register again.

In the **REPERTOIRE** section, the system must reflect the following number of dances according to the Rules: **Group A 9-12 years.** / 4 music tracks for the 2nd round in MP3 format Two different classical variations for 1 round, one classical variation again of choice from the first round and one Modern.

Group B 13-16 years. / From 3 to 5 musical tracks for the 2nd round depending on the repertoire of variations or pas de deux

Group C 17-26 years. / From 3 to 5 musical tracks for the 2nd round depending on the repertoire of variations or pas de deux

ATTENTION!!! TO COMPLETE REGISTRATION:

You should check the registration of all your performances and the music in the section ON THE BUTTON **4. REPERTOIRE** listen to your music files by pressing **PLAY** – green button /triangle/. If the music plays from start to finish, the MP3 file has been uploaded successfully and is in the sound engineer's database.

ATTENTION!!! ***To enable these **ADD / SAVE / DELETE / EDIT / SAVE CHANGE** buttons, you need to highlight the required dance by clicking on it with the mouse. The system will highlight it in blue and activate the **ADD / SAVE / DELETE / EDIT / SAVE CHANGE** action buttons.

THE LAST BUTTONS - 5 ON THE MAIN PANEL:

5. TIMING PROGRAM this is a section where you can keep track of the **PROGRAM** and the registered participants so far, you should check the presence of your requests here. After closing the registration, you will be able to follow the Current Program of the Competition by days with consecutive numbers.

GOOD LUCK!

With respect,

Management Board of the International Ballet Association SARA-NORA PRIMA:

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