



ELD MAIN WEBSITE - Quick Start Guide: (After login)

- 1) Click on 'EDIT USER' and update your information, if you want to show your mobile number on your class page you will need to enter a contact number and select the checkbox 'DISPLAY MOBILE NUMBER', leave blank to hide your number.
- 2) Click on 'MY PROFILE' and then 'EDIT PROFILE' on the top menu. Type something about yourself, class or club etc in the about box, add social media links, add profile picture and change your profile settings. *Please note: The 'Bookings accepted' option in the settings is for displaying the BOOK button on your page, this will send a booking enquiry through to the ELD agency. If you are not available for hire or would prefer not to accept bookings through ELD then simply leave this switched off.* Lastly, select the 'PROFILE ACTIVE' checkbox in the settings to switch your profile on. **(IMPORTANT: Please make sure you add a profile picture this can be of you, the class, your logo etc, profiles without pictures will be automatically deactivated).**
- 3) To add classes (if applicable), click on 'CLASSES' then 'ADD NEW' and complete the form with your class information. **(Tip: To save time you can 'copy' an existing class in your list to save typing the same address and information).** *Please note: Class attendance is a rough average, it helps us to track how the scene is expanding and informs our marketing strategy (these figures will not be shown on the website).* **If the class 'Fee' box is zero then no price will be displayed on the site.**
- 4) To add events (if applicable), click on 'MY EVENTS' then 'ADD NEW'. You must only add events you are organising. Time is set as 24hour format. You can tag up to 4 other profile members to your event, these **MUST** be members appearing on the event and you do **NOT** need to tag your own profile.
- 5) To add dance scripts (if applicable), click on 'SCRIPTS' and 'ADD NEW', complete the information and upload your script. *Please note: To upload videos, you will need to copy and paste the FULL video link from YouTube. Use the tagging option to tag other Choreographers to the dance, do NOT tag yourself. (It is important that co-choreographed dances are only uploaded by one member to avoid duplication.)* Release dates should be set at roughly the original date the script was first released, **ONLY NEW DANCES SHOULD BE RELEASED WITH A NEW DATE.** (Please contact us if you required a date change on any of your scripts)