

Premier:

To Print Judges' Sheets & MC Sheets

1. Select the set of heats you want to print
2. On the Print menu – select MC/Deck Schedule – for selected items
3. Print the correct number of copies
4. Keep the set selected
5. Print Menu – print Judges's sheets
6. Print the correct number of copies – keep in mind that MC sheets will not match judges' sheets exactly since the judges are set with 2 columns

To Scrutineer:

1. Open the schedule view (if necessary, double click on Step 4: Creat Rounds/Heats for All Events)
2. Set the Judges
 - a. Select all events in the first heat with a particular judging panel
 - b. Edit Events
 - c. Edit Judges
 - d. Select the desired judges with check marks in the boxes beside their names
 - e. Save and Close
3. Select a set of heats to enter marks
4. Use Ctrl+1 to mark uncontested heats at one time
5. Select the same set of heats again
6. Click on Show Results
7. Enter Marks; enter only the contested events
 - a. If you don't see a completed scrut sheet, hit compute marks
 - b. If everything looks complete, close
8. Every completed event will have a small red check mark on the left hand side of the schedule view

To Scratch an entry

1. Find the entry in question
2. Highlight the couple
3. Right click – scratch entry
4. You can also unscratch the entry the same way
- 5.

To Print Results

1. Select the set of heats that you want to print with results
2. Print Menu
3. MC/On Deck Schedule – for selected items

To Print a heat sheet during the event

1. Find the couple in the schedule (Ctrl+3 – search for name)
2. Right click on the heat and choose show couples in selected event
3. Right click on the couple and choose which heat sheet (man or woman) you want to see
4. Print

To Change an Event during the comp

1. Find the couple in the schedule as above
2. Right click on the event and choose show couples in selected events
3. Right click on the couple you want to fix
4. Choose Edit Selected Couple Entries
 - a. The entry you started from will be highlighted in green, but you can edit any entry from here
 - b. Choose the entry or entries you want to change (you can sort the list by any column heading)
 - c. Right click to see options
 - i. You can change the age category, the proficiency level, the type of event (skating v. proficiency v. judged separately)
 - ii. You can scratch or delete events
 - d. Make sure to click on Save Edit Couple

To Add a New Couple into the comp

1. Go to the Main Page; choose Add New Couple Dance Entries
2. Set the status (pro/am/am teacher) of each person
3. Type in the names (Premier will fill in names of existing people, but it's case-sensitive)
4. Move to Add Event Entries
5. Click on either Single Dances or Multi-Dances to see potential entry forms
6. Fill in the proficiency and age information with check marks – multiple levels and ages can be entered at once
7. Check all dances entered
8. If it's a proficiency entry, you must check proficiency; If it's a mixed amateur entry, you must check mixed proficiency. DO THIS BEFORE CHECKING OFF THE AGE/PROFICIENCY/DANCES information
9. If it's a solo, you must select all of the above; you can then edit the title of the solo if you so choose.
10. CLICK ON ADD EVENTS ON THE BOTTOM
11. You can check the entries on the next tab, Show Events Entered.
12. Repeat for all entries.
13. Move to Biographical Data

14. If the studio doesn't exist, you must add it first
 - a. Click on the New Studio button
 - b. Minimum information is a name for the studio
 - c. Save and close
15. If the comp is already scheduled, you must select a couple number before saving.
16. Save Current Entries
17. Add non-entry costs if necessary; if there are none, just hit save and close. Non-entry costs can be added later.
18. IF YOU ADD ENTRIES AND/OR NEW EVENTS INTO THE COMP, YOU WILL HAVE TO CLICK ON STEP 4 – CREATE ROUNDS/HEATS FOR ALL EVENTS BEFORE YOU CAN OPEN THE SCHEDULE VIEW AGAIN.

To Print invoices for studios

1. From the main page, select Show Lists – Dance Studios
2. Select the studio you want
 - a. To preview the invoice, you can right click and choose Show Invoice
 - b. To print the invoice, go to the print menu – print invoice

Other Uses of the Studio list:

1. Select a studio
 - a. Right click and choose show couples
 - b. Highlight a couple and right click to show options such as edit couple entries
2. Select a studio
 - a. Right click and choose show attendees
 - b. Highlight an attendee and right click to show options such as show heat list, show attendee costs (non-entry costs can be edited here)
 - c. You can also show an individual's invoice from here
3. Select a studio
 - a. Right click and choose show payment history
 - i. Add transaction to add payment information
 - ii. You can make payments from the studio or from a single attendee in that studio
 - iii. Fill out the required information and save and close
 - iv. New balance will show on the studio list

To find top Teachers:

1. Main page – Show Lists
2. Competitors/Spectators
3. Change category to Professionals
4. Sort by #P/A from most to least
5. Done

