



HOW TO ENTER PHOTOGENIC

1. Log in to your DanceComp Genie account as you would normally to enter any other act.
2. In the "Routine Name" field, enter the dancer's name (where the song title would normally go).
3. Multiple photogenic entries for the same dancer should be entered as separate "acts". In this case, for each entry, enter the dancer's name followed a number. For example: If 2 photogenic entries were to be entered for Jane Doe, Routine Name would be "Jane Doe1" for the first entry, and then "Jane Doe2" for the second entry.
4. Once Routine Name has been entered, click on "Add New Routine".
5. Then, select the dancer's name from the studio roster, click "Add", then click "Done".
6. Next, select "Photogenic" from the drop-down "Entry Type" menu.
7. Next, upload photo file and "Save". Once saved, appropriate charges will be added to the studio invoice.

Contact the TOP office with any questions, or for entry assistance.

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