



# 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". Note: If the photo file size is too large you will receive an error message and will need to reduce the size of the file (instructions below) and try again.
8. Once saved, appropriate charges will be added to the studio invoice.

## How to reduce the file size of a digital photo (if necessary)

### Windows PC

- 1) Open photo, right click image, locate "Open With" and select "Photos".
- 2) Click on the 3 dots at the middle top of the window, select "Resize Image" from dropdown menu.
- 3) Select "Pixels" in the Resize Menu. Under "Width" input 1080. Height will be automatically adjusted. Then, set "Quality" to 100%. Then, set "File Type" to JPG.
- 4) Click save and a new window will open. Rename the new file as <dancer name> RESIZED (ex. Sally Jones RESIZED). Click save again.
- 5) Remember to now upload the new RESIZED file you just created, not the original file.

### Mac

- 1) Double click image to open in "Preview".
- 2) Click on "Tools" in the top menu bar.
- 3) Scroll down and click on "Adjust Size..."
- 4) The 1<sup>st</sup> option bar "Fit Into" should be set to "Custom" pixels in the drop down menu.
- 5) Adjust the width option to 1080 and make sure the drop down to the right is set to "Pixels".
- 6) Set "Resolution" to 100 and make sure "Pixels/Inch" is selected within the drop down box to the right.
- 7) Make sure both the "Scale Proportionally" and "Resample Image" boxes are both selected. Click "Okay".
- 8) Your original file should now be saved in the same location, but in the new smaller size.

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