THEDANCEREGISTER

The UK Register of Dance Teachers, Leaders and Artists

A Guide to Updating Your Profile

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Introduction

This guide provides useful instructions and tips for updating your Dance Register profile. The profile is there to help you publicise your work and to provide as much information as possible about you as a dance teacher or leader – use this guide to make sure you take advantage of all the features your profile has to offer.

If you have any questions about completing your profile please contact DTAP on 020 7557 4301 or email info@dtap.org.uk

1.Getting Started

Once your Dance Register application has been approved, you will receive an automatic email with your login details. Typically, these are your email address and a randomly generated password. To Login to your profile:

- Visit www.thedanceregister.org.uk
- Click on Member Login above CONTACT US (located in the main menu)

You will be taken to the login page to access your profile. In order to login:

- Enter your email address
- Enter the password you received from The Dance Register
- Click Login

NOTE: Your password will typically include upper case letters, lower case letters and numbers. Your password is <u>case sensitive</u> so make sure you type the password exactly as it appears in the email you receive.

Once you have logged in, you will be taken to the PROFILE START-UP SCREEN. You can then choose from 2 options:

> Update my profile
> Change my password

NOTE: If you are logging on to your profile for the first time it is a good idea to change your password to something more memorable. For security reasons, your password should include a combination of letters and numbers.

CHANGING YOUR PASSWORD: Click on Change my password and follow the instructions to change your password. You can change your password at any time.

2. Profile Homepage

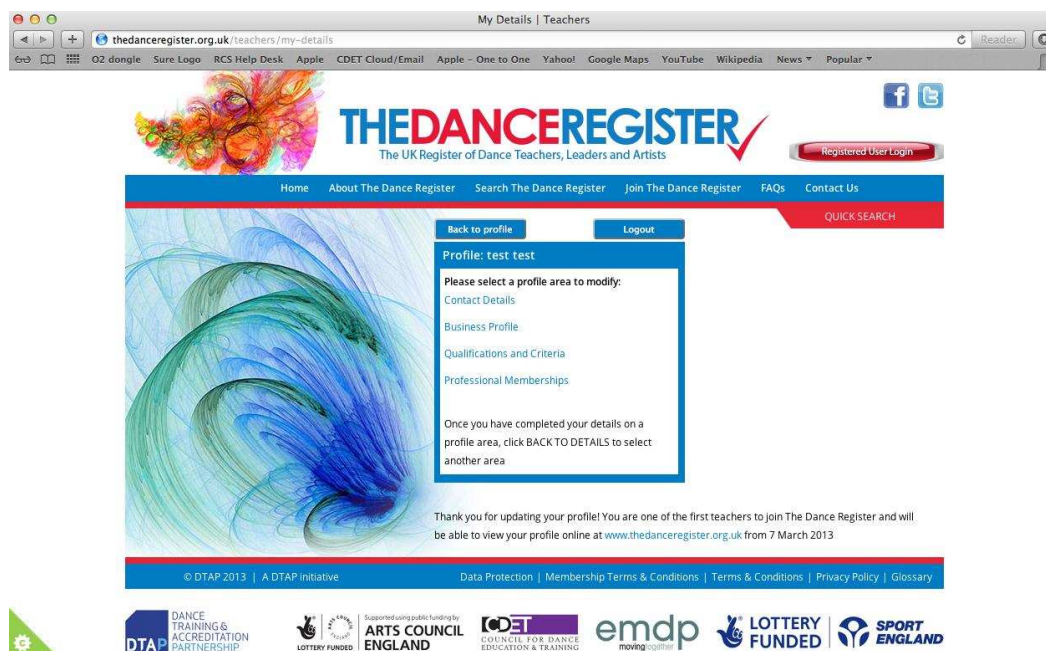To start work on your profile click on Update my profile. You will then be taken to your PROFILE HOMEPAGE:

Figure 1: Dance Register Profile Homepage

The central box on your PROFILE HOMEPAGE includes a series of blue text links:

> Contact Details: includes all the contact details we need, plus the option to include business contact details on your public profile
>
> Business Profile: includes text boxes for you to add information about your current business, past professional experience and recent training/CPD
>
> Qualifications and Criteria: includes a series of drop-down menus to provide information on the type of work you do, along with the opportunity to include details of any teaching qualifications you have
>
> Professional Memberships: includes a drop-down menu for you to select the professional organisations you belong to, options to link with social media sites, and an upload facility for images and documents

Above the central box there are 2 additional buttons:

> Back to profile – takes you back to your PROFILE START-UP SCREEN
>
> Log out – logs you out of your profile

3. Updating Your Profile

To update your profile click on one of the blue links on your PROFILE HOMEPAGE:

Contact Details
Business Profile
Qualifications and Criteria
Professional Memberships

You will be taken to the profile area you have chosen, so that you can update your details.

NOTE: You can update your profile as often as you like using the "Member Login" area.
You do not have to work through your profile in a specific order and can return to a section at any time to update your information.

3.1 Saving Your Changes

After you have updated the section you are working on, save your changes by clicking the Update button at the bottom of the page.
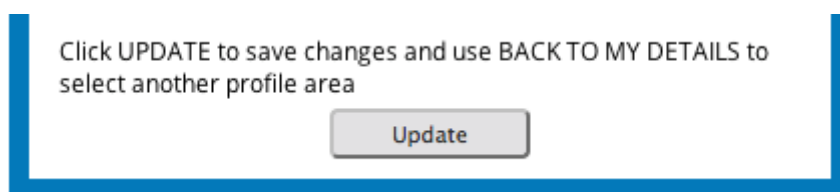

Figure 2: Update function to save changes

Once you have clicked Update the following message will appear:

Figure 3: Details updated successfully message

You then have 2 options:

Click here to edit the next section – will take you to the next section of your profile
Back to my details – a permanent button above the central box, which will take you back to your PROFILE HOMEPAGE.

NOTE: You can click Update at any time to save changes without moving away from the page you are working on. Make sure you click Update when you have finished working on a section to save your changes

4. Contact Details Area

When you select Contact Details on your PROFILE HOMEPAGE, you will be taken to the UPDATE BUSINESS DETAILS page. The page includes all of your key details, so make sure the information it contains is correct.

4.1 Main Contact Details

You are asked to update your **main** contact details first:

> Title*
> First Name*
> Last Name*
> Correspondence Address 1* – 3
> Postcode*
> Telephone
> Email*

These are the contact details we will use to contact you about The Dance Register, so they must be up-to-date at all times.

*You must include details for all fields marked with a ***

4.2 Business Contact Details

An important part of The Dance Register "search" function is the POSTCODE SEARCH. The Dance Register asks you to include separate **business contact details**, so that a postcode search can successfully locate where you work, which **might be different from the main contact address you provided**. If your main contact details are the same as your business contact details this is fine, but **make sure** you enter a postcode in the Business Postcode field.

 The business contact details you are asked for are:

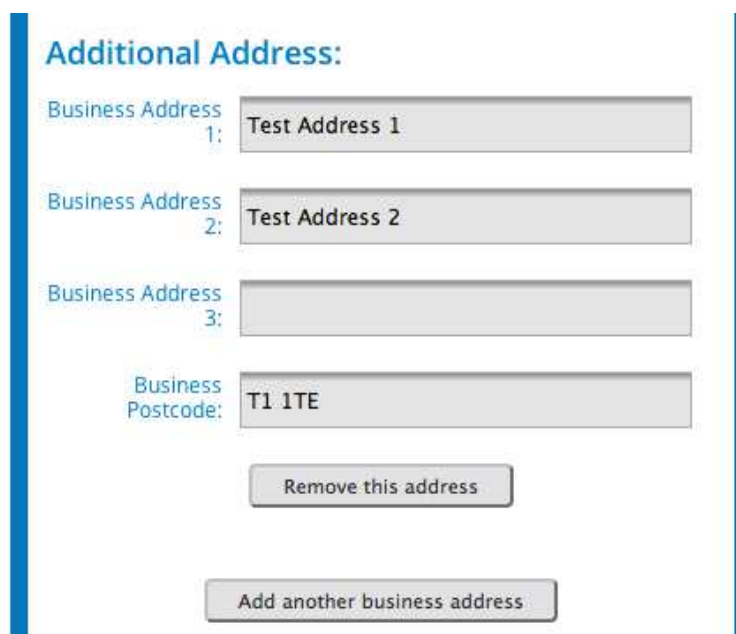> Business Name
> Business Address 1 – 3

Business Postcode – **YOU MUST ENTER A POSTCODE FOR THE POSTCODE SEARCH**

Business Email – **YOU MUST ENTER A BUSINESS EMAIL ADDRESS**

NOTE: Your business email address it the email address that will be used when a searcher contacts you using the online enquiry form included on your public profile

4.3 Add Another Business Address

The Dance Register allows you to include multiple business addresses in your profile, so if you work in several dance schools, simply click on the "Add Another Business Address" button and enter your details. You can add as many business addresses as apply to you. To remove an address from your profile, click on the "Remove This Address" button.
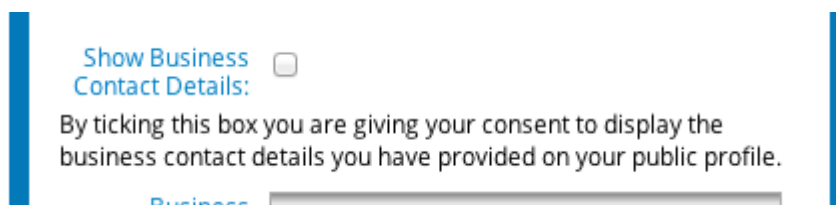

Figure 4: Add Another Business Address function

4.4 Including your Business Contact Details on Your Public Profile

After you have entered your business contact details, you will see:

Figure 5: Show Business Contact Details "Opt In"

This section gives you the opportunity to include your BUSINESS contact details on your PUBLIC profile, if you wish to do so.

You need to think carefully about whether you would like your business contact details displayed on your profile. The default position is that your contact details **will not** be displayed – if a searcher wants to get in touch they can complete an online enquiry form, which will automatically go to your business email address. If you decide that you would like your business contact details to be displayed on your profile, the following information will be revealed to the public:

> Business Name
> Business Address – this includes all business addresses you have added to your profile
> Business Telephone Number
> Business Email

If you want your contact details to show, simply tick the Show business contact details box.

NOTE: By ticking this box, you give consent for your business contact details to be revealed to the public on your profile, and are opting in to showing your contact details on your profile. You can change your mind at any time and "opt out" by un-ticking the box.

4.5 Business Website
If you have a website make sure you add the full address in the website field. Your website address will automatically show on your profile.

For information on how to save your changes and start work on another section, go to point 3.1 (page 5)

5. Business Profile Area
 When you select Business Profile on your PROFILE HOMEPAGE, you will be taken to the UPDATE BUSINESS PROFILE page. This is where you can provide details of your current business, previous relevant experience, and any recent training you have completed.

5.1 Business Profile
This is a 500 character limited text box for you to provide information about your and your current work.

NOTE: Remember searchers are likely to read your Business Profile first. It is your chance to briefly explain what you do, the key specialisms you have, and to provide any other information you think might attract a searcher to your work.

If you work with children, young people and/or vulnerable adults you must have a current

DBS/CRB Check in place to be listed on The Dance Register. If you include details about working with vulnerable groups in your business profile, but have not declared that you work with these groups during the application process, this information will be automatically removed from your profile by DTAP until proof of CRB/DBS Check is obtained.

5.2 Business Logo

Use this function to upload a headline logo to your profile – this could be your business logo, or the logo of an organisation you are affiliated with/a member of. The upload function looks like this:

Figure 6: Add business logo section

In order to upload a logo to your profile:

- click on Choose File
- Your standard file selection screen will appear
- Find the file you want to use and click on it

The name of the file you have chosen will now appear alongside Choose File (replacing "no file selected")

This is all you need to do to upload your logo – once you have saved the page (see 3.1) the logo will appear on your online profile.

NOTE: You can include 1 headline logo on your profile using the Business Logo upload function. If you want to include several logos, this is fine, but you must use the image upload function (see 7.3 below) to add further logos to your profile.

5.3 Location Map

The map locates your business postcode on a local map for the postcode search – you do not have to do anything to this part of your profile.

5.4 Professional Experience

This is a 500 character limited text box for you to include details of your previous relevant experience, to give searchers more information about your background and work. **A**longside professional dance teaching experience, this could include performing, choreographic or other related experience, voluntary roles and any other work experience which you feel enhances your

capacity and skill as a dance teacher. Your Professional Experience section will show up under your name (and "distance from" if a postcode search), along with any Teaching Qualifications and Professional Memberships you have included in your profile If you have any non-teaching qualifications that you think are relevant to your work as a dance teacher, you might therefore also want to make reference to these here, alongside the Recent Training/CPD/Other Qualifications section (see 5.5 below).

5.5 Recent Training/CPD/Other Qualifications

This is a 500 character limited text box for you to give details of any recent training or Continuing Professional Development (CPD) you have completed. Include relevant training completed within the last 2 – 3 years, providing as many details as possible. **You should also use this text box to provide details of any relevant qualifications you have, which are not specifically related to dance teaching (eg. dance degree or other). See 6.2 below for teaching qualifications.**

NOTE: Regular training demonstrates a commitment to good practice in a dance teacher, so make sure you include details of your recent training alongside any non-teaching qualifications here.

For information on how to save your changes and start work on another section, go to point 3.1 (page 5)

6. Qualifications and Criteria Area

When you select Qualifications and Criteria on your PROFILE HOMEPAGE, you will be taken to the UPDATE QUALIFICATIONS AND CRITERIA page. This is where you provide details on who you teach, what you teach and any teaching qualifications you have.

6.1 Drop-down Menus

Drop-down menus are used for:

> Age Group Taught
> Dance Style Taught
> People Taught and/or Setting
> Professional Memberships (see 7.1 below)

It is vital that you use the drop-down menus to tell searchers about who and what you teach. The drop-down menus correspond to the search function on the site - providing as much information as you can about your work through the menus will therefore increase your chances of being found.

You can select multiple options from a drop-down menu, meaning that you can include as many dance styles, age groups and settings as apply to your work. Once you have selected an option it will automatically be removed from the drop-down menu, so that you cannot select it twice.

The option(s) you choose will appear below the drop-down menu with the button Remove next to them – this means that you can click Remove to delete an option from your profile at any time.

Figure 7: Sample drop-down menu with options already selected by user

NOTE: You are required to have a Disclosure & Barring Scheme (previously CRB) Check in place to work with some age groups and in certain settings (eg. Pre-school, 5 – 10 year olds, 11 – 18 year olds). If you do not have a DBS Check in place, the drop-down menus will not display these options – if you want to work in these areas you will need to obtain a DBS Check first.

Please note that if you work with <u>older adults</u> who are defined as <u>vulnerable in any way</u>, you must have an enhanced DBS Check in place.

6.2 Teaching Qualifications

DTAP is keen to encourage teachers to include information about any teaching qualifications they have on their profiles. There is therefore no restriction on the number of qualifications you can include on your profile. The teaching qualification update section looks like this:

Figure 8: Qualifications section

To include a qualification on your profile, complete the section as follows:

- **Qualification Name:** Write the qualification name here
- **Qualification Level:** Select the appropriate qualification level from the drop-down menu. If you do not know the level of your qualification choose "Level Unknown", if a level does not apply to your qualification choose "Level N/A".
- **Awarding Organisation:** Select the appropriate Awarding Organisation from the drop-down menu. The list is in alphabetical order – if you do not see your Awarding Organisation on the list, choose "Other". **If you are not sure whether your Awarding Organisation is listed due to the use of acronyms, check the full list of Awarding Organisations in Appendix 1.**
- **Awarded Year:** Add the year you achieved your qualification

NOTE: Please add as much information for your teaching qualification(s) as you can. Do not worry if you cannot complete all the data fields for a qualification – just add the information you have and it will show on your public profile.

Any teaching qualifications you list on your profile will show up on the Search Results page, along with your Professional Experience section and any Professional Memberships you have included (see 7.1 below)

IF YOU HAVE OTHER QUALIFICATIONS THAT YOU WOULD LIKE TO SHARE ON YOUR PROFILE PLEASE USE THE RECENT TRAINING/CPD/OTHER QUALIFICATIONS TEXT BOX TO PROVIDE DETAILS (See 5.5 above)

TO ADD ANOTHER TEACHING QUALIFICATION: click Add Another and a second qualifications section will appear.

NOTE: If you make a mistake while completing the qualifications section, do not click Update. Instead, click Back to my Details above the central box. This will take you back to your PROFILE HOMEPAGE and you should then click Qualifications and Criteria to continue

For information on how to save your changes and start work on another section, go to point 3.1 (page 5)

7. Professional Memberships Area

When you select Professional Memberships on your PROFILE HOMEPAGE you will be taken to the UPDATE MEMBERSHIPS AND RESOURCES page. This is where you can include details of any professional memberships you have, along with adding links to social media, and uploading images and documents to your profile.

7.1 Professional Memberships

Use the drop-down menu to select any organisation with whom you hold current membership. As with other drop-down menus (see 5.1) you can select as many organisations as apply to you – each organisation selected will appear below the drop-down menu and be removed from the list, so that you cannot select it twice. To remove a membership, click the Remove button beside the organisation name. Make sure you include any current memberships you have on your profile – your Professional Memberships will show up alongside any Teaching Qualifications and your Professional Experience section on the Search Results page.

NOTE: You must only select organisations with whom you hold current membership. We regularly check The Dance Register and if you select an organisation but cannot prove current membership, this information will be removed from your profile immediately

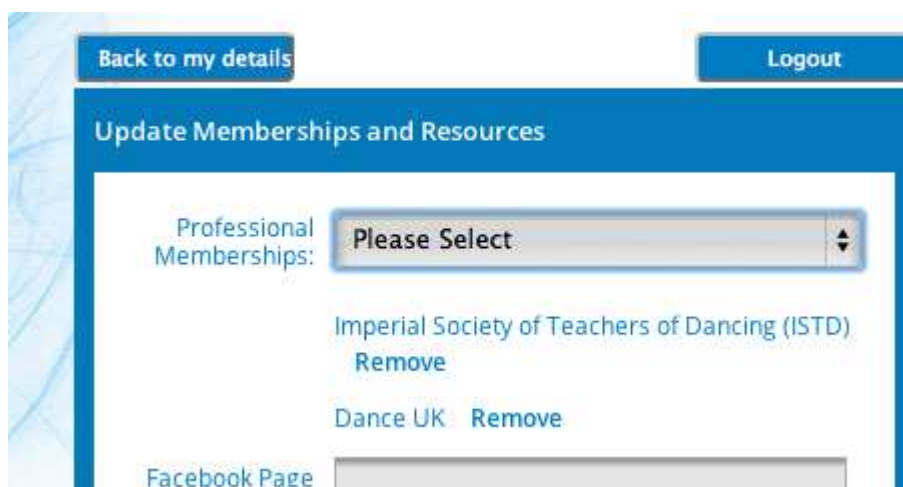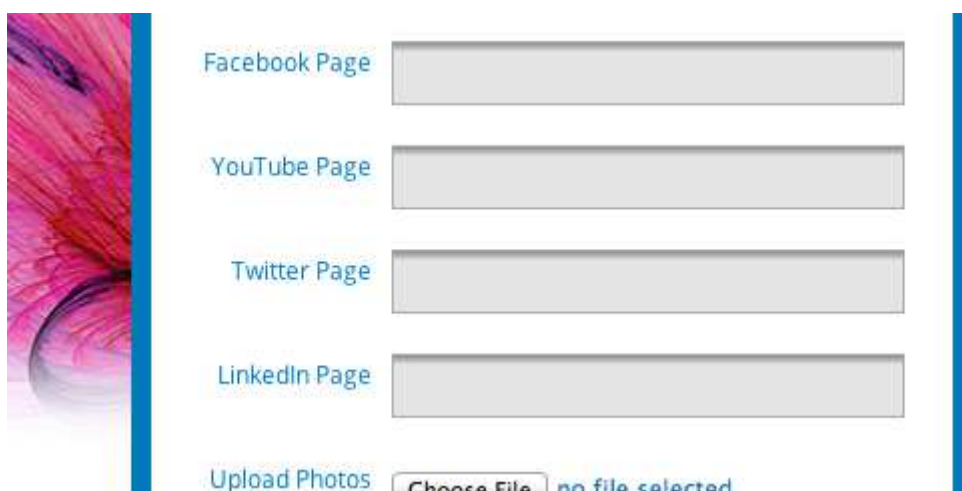A completed Professional Memberships area looks like this:

Figure 9: Sample completed Professional Memberships section

In this example, the teacher is a member of Imperial Society of Teachers of Dancing and Dance UK.

7.2 Social Media Links
You can add links to the following social media sites from your Dance Register profile:

Facebook
YouTube
Twitter
LinkedIn

Figure 10: Social Media section

Make sure you add the FULL link to your profile on Facebook/YouTube/Twitter/LinkedIn. For example:

https://www.facebook.com/thedanceregister?hc_location=stream

If you do not include the full website address, an error message will appear when a searcher tries to click on the link.

NOTE: To create a link to another website, open a separate internet window and use it to login to your Facebook/YouTube/Twitter/LinkedIn profile THEN copy and paste the URL (website address) for your Facebook/YouTube/Twitter/LinkedIn profile into the appropriate field on The Dance Register.

You can remove a link to Facebook/YouTube/Twitter/LinkedIn by deleting the address you have entered.

7.3 Upload Images

You can upload a maximum of 6 images to your profile. **All images uploaded must be relevant to your work as a dance teacher.** You can also use the image upload function to add further logos to your profile (see 5.2 above). The image upload function looks like this:

Figure 11: Image upload section including consent/permissions statement

To upload an image to your profile:

- click on Choose File
- Your standard file selection screen will appear
- Find the file you want to use and click on it

The name of the file you have chosen will now appear alongside Choose File (replacing "no file selected")

7.3.i Permissions and Consent

Once you have chosen an image, you must confirm that you have permission and consent from everyone involved to use it in the public domain. To confirm you have consent/permission to use an image, click in the box beside "yes". You have to complete this process individually for every image you want to upload. If you select an image, but do not confirm you have the appropriate consents/permissions to use it, the following message will appear when you click Update to save your changes:

Figure 12: Statement that appears if you have not confirmed you have consent/permissions to use an image

TO ADD ANOTHER IMAGE: click Add Another (see Figure 8) and the image upload section will be repeated for you to complete using a new image. **AFTER 6 IMAGES THE "ADD ANOTHER" BUTTON WILL STOP APPEARING BECAUSE YOU CAN ONLY UPLOAD 6 IMAGES.**

7.4 Upload Documents

You can use this section to upload documents you think it would be useful for searchers to see – this could include qualification and training certificates, insurance policies, class timetables, testimonials, flyers and publicity materials.

Figure 13: Upload documents section

Uploading a document is similar to uploading a business logo or image:

- click on Choose File
- Your standard file selection screen will appear
- Find the file you want to use and click on it

The name of the file you have chosen will now appear alongside Choose File (replacing "no file selected")

This is all you need to do to upload your document – when you save the page (see 3.1), your document will appear on your online profile.

TO ADD ANOTHER DOCUMENT: Click Add Another and a second document upload will appear

For information on how to save your changes go to point 3.1

8. Logging Out

You can log out of your profile at any time using the Logout button above the central blue box:

Figure 14: Logout button

Make sure you save any changes you want to make before you logout though.

NOTE: Why not check your public profile by opening the "Advanced Search" page in another internet window - http://thedanceregister.org.uk/search-the-dance-register/advanced-search. You can then use the "Search by Teacher Name" function to check your profile as you update it.

Appendix 1

The following Awarding Organisations are listed in the Qualifications section of The Dance Register profile:

Ist 4 Sport

AIM Awards

AQA City & Guilds

ASQ – Associated Sports Qualifications

BATD – British Association of Teachers of Dancing

BBO – British Ballet Organization

BTDA – British Theatre Dance Association (Qualifications awarded by GQAL)

BWYQ – British Wheel of Yoga Qualifications

City & Guilds

CYQ – Central YMCA Qualifications

EDI – SFEDI Awards

EMD – EMD Qualifications

EMDP – Exercise Movement & Dance Partnership (Qualifications Awarded by Central YMCA Qualifications)

ESB – English Speaking Board

GQAL – Graded Qualifications Alliance

IBO – International Baccalaureate Organisation

IDTA – International Dance Teachers Association

ISTD – Imperial Society of Teachers of Dancing

LAMDA – London Academy of Music and Dramatic Art

NATD – National Association of Teachers of Dancing

NCFE – Northern Council for Further Education

OCN ER – Open College Network Eastern Region

OCN NI – Open College Network Northern Ireland

OCN NER – Open College Network North Eastern Region

OCN LR – Open College Network London Region

OCN SWR – Open College Network South Western Region

OCN WMR – Open College Network West Midlands Region

OCN YHR – Open College Network Yorkshire & Humber Region

OCR – Oxford, Cambridge & RSA Exminations

PAA/VQSET

Pro Qual

PTD – Professional Teachers of Dancing

RAD – Royal Academy of Dance

RBS – Russian Ballet Society

RSL – Rockschool Ltd

SDS – Spanish Dance Society

SFEDI Awards

Sports Leaders UK

SQA – Scottish Qualifications Authority

TCL – Trinity College London

UKA – United Kingdom Alliance of Professional Teachers of Dancing and Kindred Arts