



# **TUTORIAL**

*web control panel  
application procedures  
assigning adjudicators*

*for NMBs of Dance Sport Europe*

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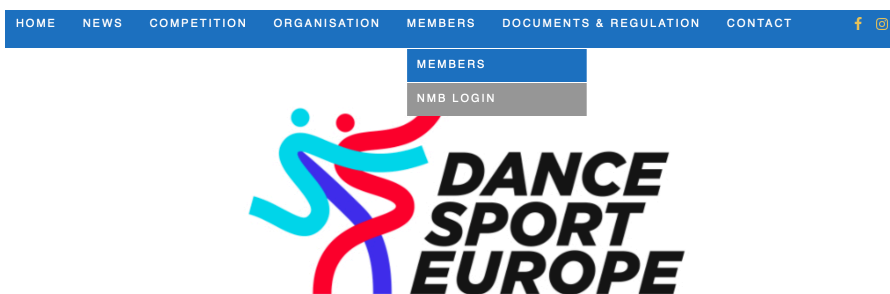
# 1. The panel

To use the system, you need to login and be verified as NMB official representative. All member bodies received from our office account credentials which we created using your official email address and *DSECOUNTRYNAME* as default representative of your federation.

Exact name and password will be sent to all of you in separate email. We strongly recommend changing your default password immediately.

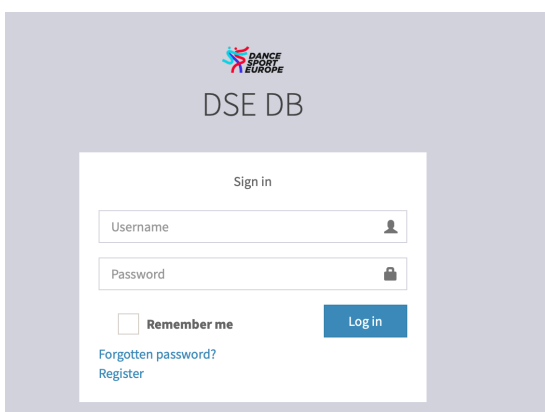
For those countries who want more than one representative to be approved to officially signature applications form we can create additional ones like „secretary” or „president” for different email address upon your request.

To login to the panel, you can use menu button “NMB LOGIN” on our website:

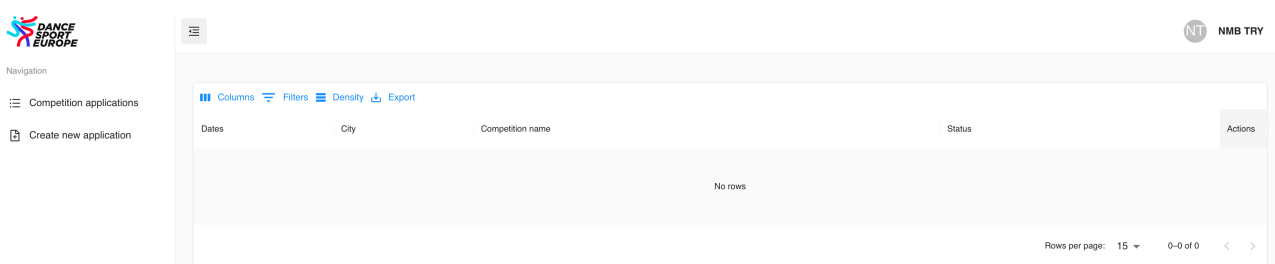


Or you can use this direct address: <https://db.dancesporteurope.org/nmb>

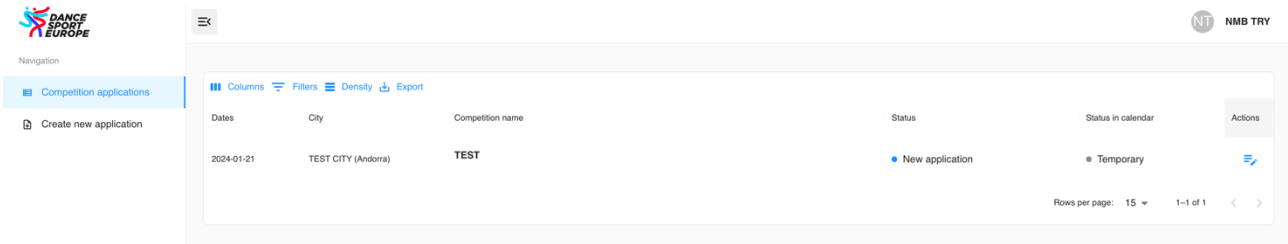
You should get login window like this:



After login you will be redirected to the panel:

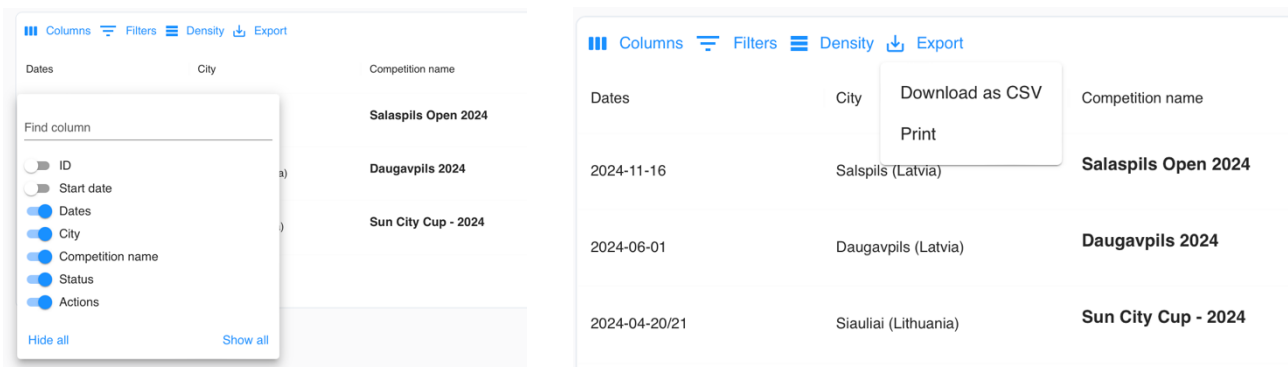


Always you can see there all your applications and their statuses. Like this:

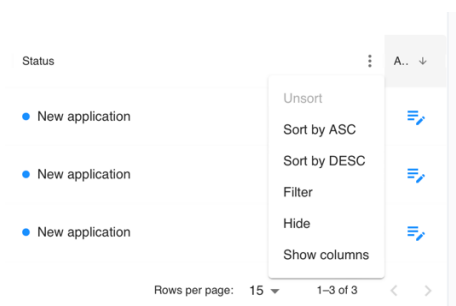


On the left column you can choose if you want to see all your applications, or you want to create a new one.

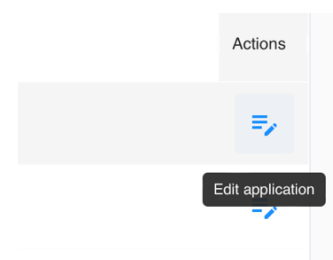
On the top you can choose which column you want to see, use the filters, changing density of the list or export your list or applications.



On the right you see “Actions”. Use three dots you can sort the application by column of your choice or hide some columns.

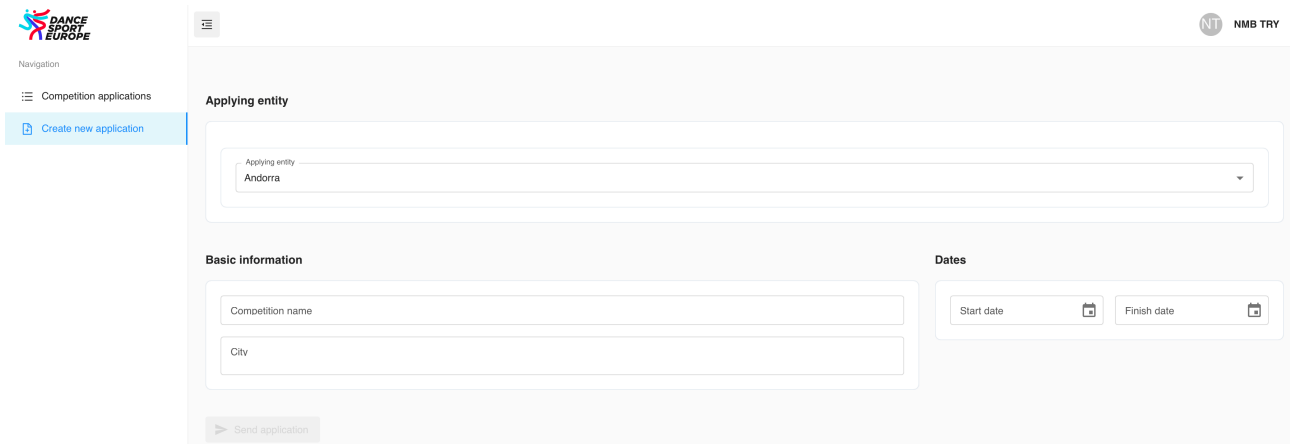


Under “Action” button you can see edit symbol which you can use every time you want to edit any of your existing applications

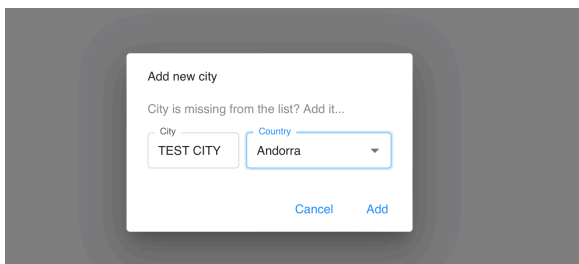


## 2. Creating new application

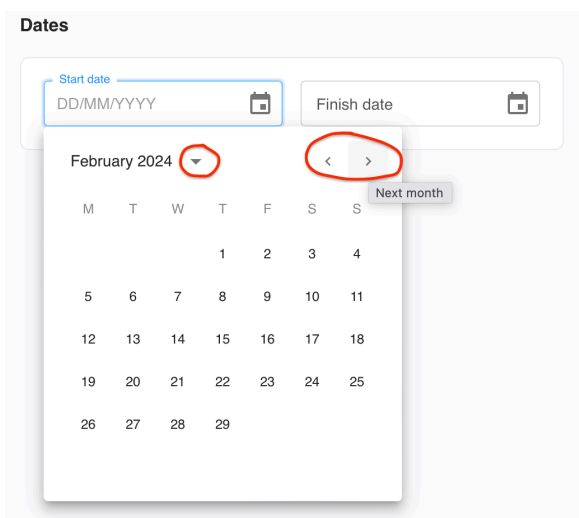
To create new application, use left column menu. After you will see new screen like this:



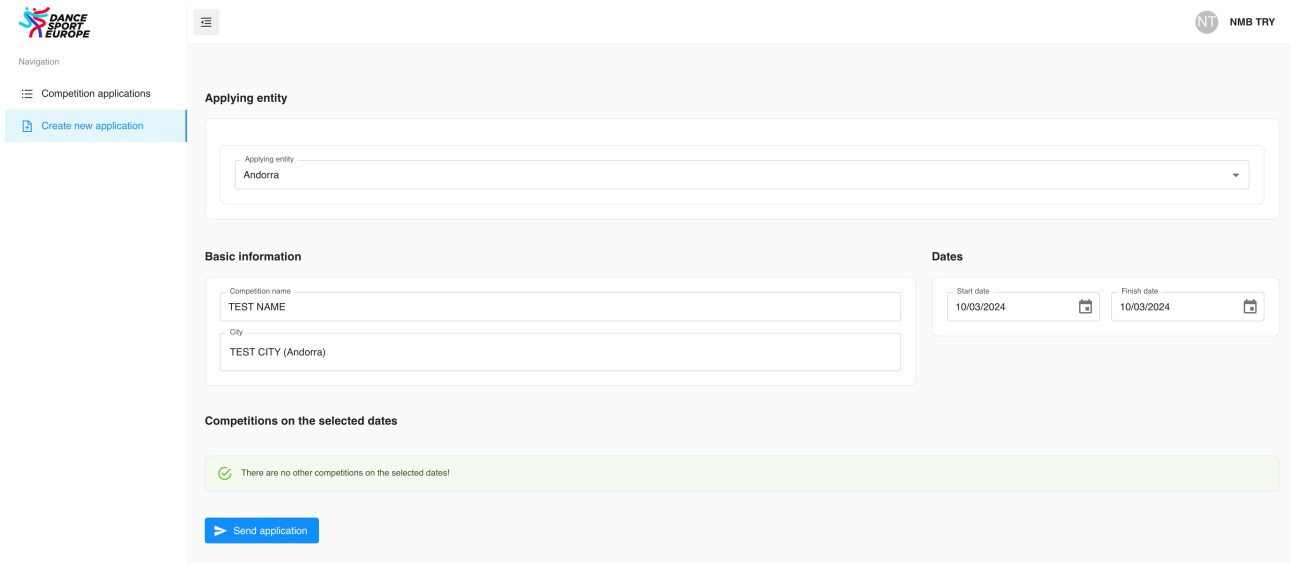
Country of the applicant will be automatically displayed according to login person. You need to fill up the Name of the Event and choose the City from the list or create new one if needed:



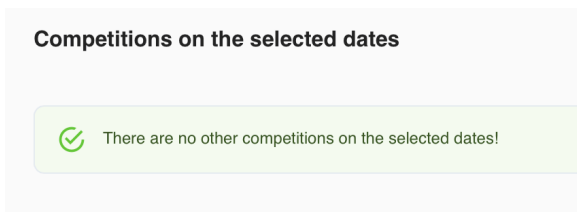
You also need to set the date the event. Changing years or months use the arrows.



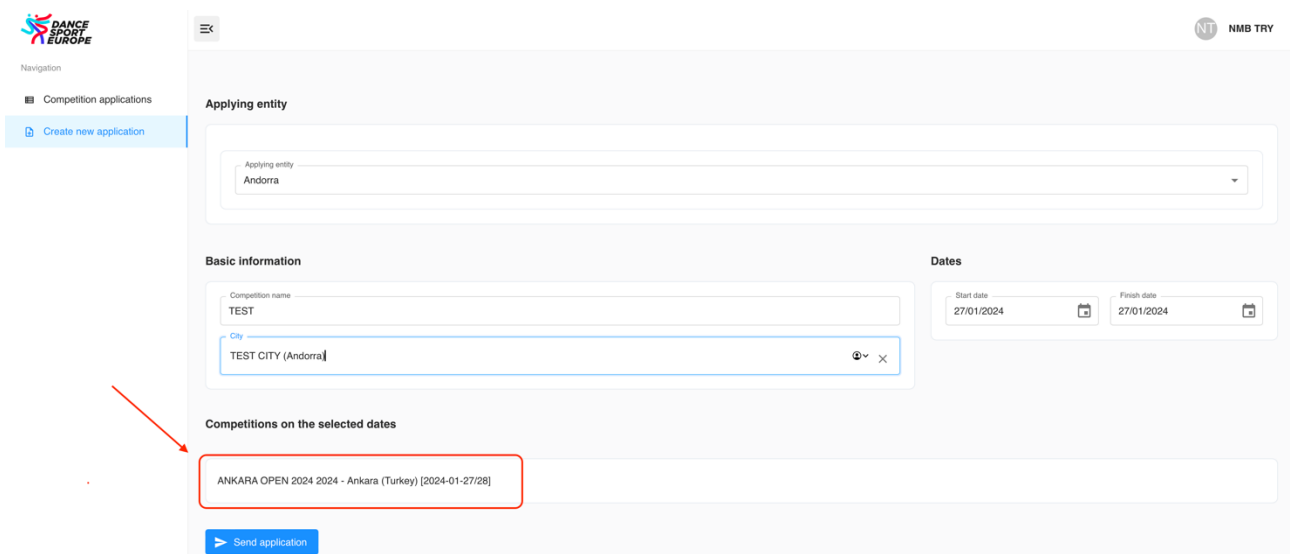
After that you should receive something like this:



Click "Send application" button. The application will be saved immediately with the status of "New application". The system will also check and inform you if any other event is already in our competition calendar. So, you can get "green" message:



Or notification which event is already planed:



Even if the date is occupied you can send the application. DanceSport Europe policy is to avoid event at the same time. The only possibility of two events at the same dates is big distance between the competitions. So, it will be verified by us later on.

### 3. Application status

The application can have five different statuses:

- New application

New application status is from the beginning of creation until all necessary details including adjudicators and chairpersons will be assign and application will be sent to approval. After that the status will be change:

- Application awaiting approval

This status needs the action of DanceSport Europe. You cannot edit it now. We can send it back to NMB with some comments to change or complete. Then the status will change for that one:

- Application returned to NMB

NMB must act according to the suggestion sent from DSE and resend it to approval again so the status will change for yellow as before.

DSE can also reject the application and then the status will change for red one:

- Application rejected

When we checked and everything will be ok we approve the application and the status will be green

- Application approved

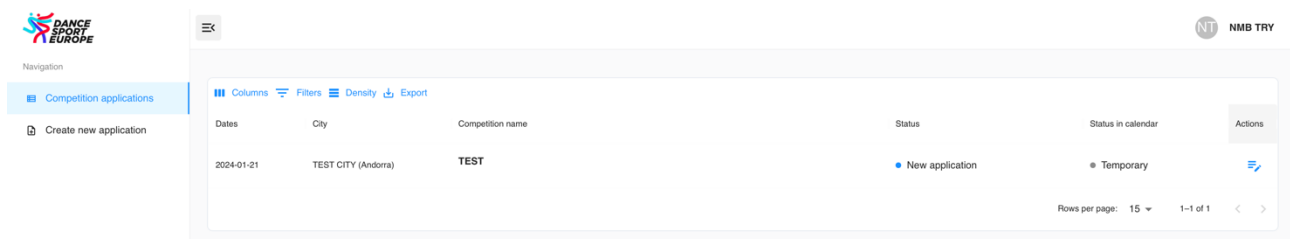
From that point NMB will be not allowed to edit it anymore. If you will need to change anything you need to ask DSE office to change the status to returned to NMB.


Every time the status will be change from our side you will automatically get email notification with the comments.

### 4. Calendar status and appearance

Every application has also their calendar status. This status is fully coordinated with the online look in our calendar.

You can see it on the right side of the status in your panel:



Dates	City	Competition name	Status	Status in calendar	Actions
2024-01-21	TEST CITY (Andorra)	TEST	● New application	● Temporary	



It can be temporary:

New application

Temporary

Then it looks on the calendar like this:

### DSE CALENDAR

21-01-2024 TEST CITY (Andorra)  Provisional

TEST

Dancesport European GP Juveniles ST   Dancesport European GP Juveniles LA   Dancesport European GP Junior I ST  
 Dancesport European GP Junior I LA   Dancesport European GP Junior II ST   Dancesport European GP Junior II LA

It can be changed for active:

New application

Active

It gives that look at the calendar:

### DSE CALENDAR

21-01-2024 TEST CITY (Andorra)

TEST

Dancesport European GP Juveniles ST   Dancesport European GP Juveniles LA   Dancesport European GP Junior I ST  
 Dancesport European GP Junior I LA   Dancesport European GP Junior II ST   Dancesport European GP Junior II LA

It can be changed for cancelled:

New application

Cancelled

It gives that look at the calendar:

### DSE CALENDAR

21-01-2024 TEST CITY (Andorra)  **EVENT CANCELLED!**

TEST

Dancesport European GP Juveniles ST   Dancesport European GP Juveniles LA   Dancesport European GP Junior I ST  
 Dancesport European GP Junior I LA   Dancesport European GP Junior II ST   Dancesport European GP Junior II LA



or can be changed for postponed: ● New application

● Postponed

It gives that look at the calendar:

## DSE CALENDAR

21-01-2024 TEST CITY (Andorra) EVENT POSTPONED

TEST

Dancesport European GP Juveniles ST Dancesport European GP Juveniles LA Dancesport European GP Junior I ST  
Dancesport European GP Junior I LA Dancesport European GP Junior II ST Dancesport European GP Junior II LA

Only DSE can change this status. Every time it will be changed you will get email notification.

Immediately after creating new application the event will appear on our webpage calendar as provisional with temporary calendar status in your panel

24-02-2024 / 25-02-2024 Vosendorf (Austria)

AUSTRIAN PYRAMID CUP 2024

24-02-2024: Dancesport European GP Juveniles LA Dancesport European GP Junior I ST Dancesport European GP Junior II LA  
25-02-2024: Dancesport European GP Juveniles ST Dancesport European GP Junior I LA Dancesport European GP Junior II ST

[Website](#)

10-03-2024 TEST CITY (Andorra) Provisional

TEST NAME

Dancesport European GP Juveniles ST Dancesport European GP Juveniles LA Dancesport European GP Junior I ST  
Dancesport European GP Junior I LA Dancesport European GP Junior II ST Dancesport European GP Junior II LA

DSE office has 14 days to approve the event in the calendar and then you will get updated look at the calendar and updated calendar status.

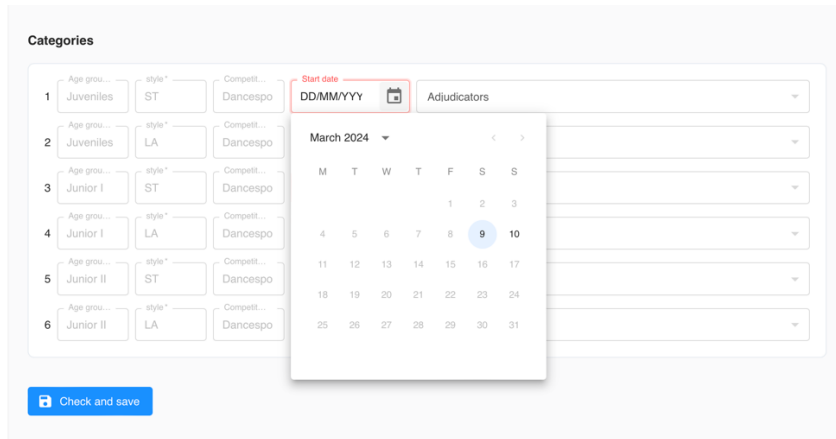
After approving the date, we change the calendar status to active. That is not change the status of your application!!!

That means that we approve the date of the event and it will be seen as active on our webpage calendar.

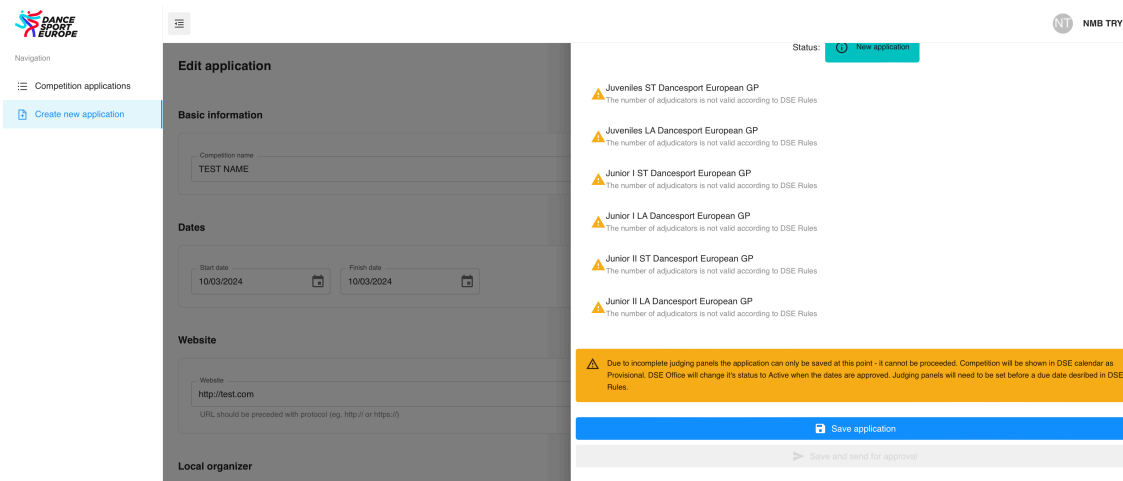
## 5. Adding/Editing additional information

After you create and send new application, you will get edit view of it:

You can start to fill additional information immediately or any time later.  
 About website window you must use correct URL format like <http://.....> or <https://.....>  
 not [www.someting.com](http://www.someting.com).  
 Local Organizer and his emails address are not mandatory to fill now, but we strongly recommend doing that.  
 All six categories for DanceSport European Grand Prix will be assign automatically.  
 If the event will be one day only also all dates will be assigning automatically.  
 When you create two-day event, you need also assign the date to all categories:



After dates will be assign it is necessary to use “Click and save” button!  
If judges will be not assigning yet you will get that kind of screen:



Yellow notice will inform you:

*Due to incomplete judging panels the application can only be saved at this point - it cannot be proceeded. Competition will be shown in DSE calendar. DSE Office will change its status to Active when the dates are approved. Judging panels will need to be set before a due date desired in DSE Rules.*

It's very important to click „Save application” button to keep all data you add or edit. The reason is that you can edit few times and add more and more details and save them every time so it will be not necessary refill them again.

After „Save application” you should see this message: „Saved successfully” in green.

**Categories**

1	Age grou... Juveniles	style* ST	Compett... Dancespo	Start date 09/03/2024	Adjudicators
2	Age grou... Juveniles	style* LA	Compett... Dancespo	Start date 10/03/2024	Adjudicators
3	Age grou... Junior I	style* ST	Compett... Dancespo	Start date 10/03/2024	Adjudicators
4	Age grou... Junior I	style* LA	Compett... Dancespo	Start date 10/03/2024	Adjudicators
5	Age grou... Junior II	style* ST	Compett... Dancespo	Start date 10/03/2024	Adjudicators
6	Age grou... Junior II	style* LA	Compett... Dancespo	Start date 09/03/2024	Adjudicators

Check and save

Saved successfully

## 6. Assigning the judges

According to our rules you should assign the judges at least one month before the event. If it will be not done, you will receive reminder by email.

You need assign the Chairperson or two, if necessary, in separate box.

Assign correctly all judges is necessary to run the event. This process is very easy. First you choose all the judges who judge all DSE categories (except Chairpersons). You need to choose them from the list. All active adjudicators are available there upon the connection to WDSF database system.

You can directly choose the name:

**Adjudicators**

You can also search using a part of the name or surname:

**Adjudicators**

Wota Robert [Poland] x Bodini Luigi [Georgia] x Gavrilă Mircea [Romania] x Wieshofer Ludwig [Austria] x Skutans Valdis [Latvia] x bra

Bohak Branko [Slovenia]

**Ca** Bradbury Christian [Hong Kong]

Braga Pietro [Italy]

Brangbour Franck [France]

Brayer Inna [United States]

Demich-Jovanovic Dubravka [Serbia]

Radovanovic Branislava [Serbia]

Tanudibrata Robbin [Indonesia]

4 Junior I LA Dancespo 10/03/2024 Adjudicators

Or you can use search by country as well:

**Adjudicators**

Wota Robert [Poland] x Bodini Luigi [Georgia] x Gavrilă Mircea [Romania] x Wieshofer Ludwig [Austria] x latv

**Ca** Arajis Juris [Latvia]

Bacis Ojars [Latvia]

Baumanis Juris [Latvia]

Berzups Kaspars [Latvia]

Bessonovs Aleksandrs [Latvia]

Briedis Gundars [Latvia]

Daniilenko Jelena [Latvia]

Feldmanis Vito [Latvia]

4 Junior I LA Dancespo 10/03/2024 Adjudicators

After you choose all of them you need to assign correct one to each category using tick box:

**Adjudicators**

Wota Robert [Poland] x Bodini Luigi [Georgia] x Gavrilă Mircea [Romania] x Wieshofer Ludwig [Austria] x Skutans Valdis [Latvia] x

Braga Pietro [Italy] x

**Categories**

	Age grou...	style*	Competit...	Start date	Adjudicators
1	Juveniles	ST	Dancespo	09/03/2024	Wota Robert [Poland] Bodini Luigi [Georgia] Wieshofer Ludwig [Austria]
2	Juveniles	LA	Dancespo	10/03/2024	<input checked="" type="checkbox"/> Wota Robert [Poland]
3	Junior I	ST	Dancespo	10/03/2024	<input checked="" type="checkbox"/> Bodini Luigi [Georgia]
4	Junior I	LA	Dancespo	10/03/2024	<input type="checkbox"/> Gavrilă Mircea [Romania]
5	Junior II	ST	Dancespo	10/03/2024	<input checked="" type="checkbox"/> Wieshofer Ludwig [Austria]
6	Junior II	LA	Dancespo	09/03/2024	Adjudicators

The system will check if the number of judges is correct to the rules as well as all of them are from different country for one category when you try to save it. After assign all of them you will get something like that:

**Chairpeople**

Czyzyk Piotr [Poland] x Chojnacki Marek [Poland] x

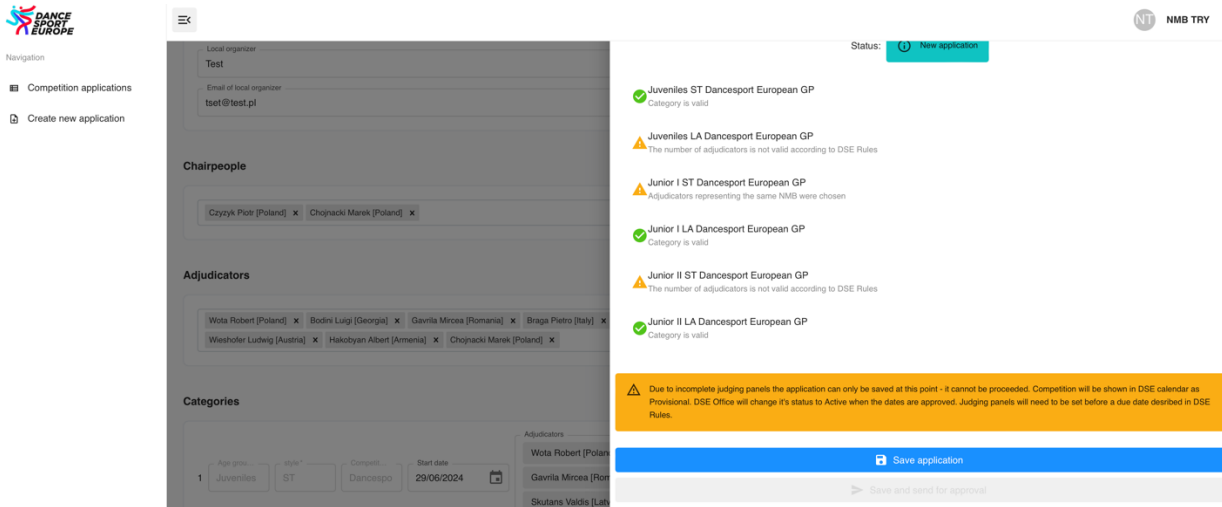
**Adjudicators**

Wota Robert [Poland] x Bodini Luigi [Georgia] x Gavril Mircea [Romania] x Braga Pietro [Italy] x Skutans Valdis [Latvia] x  
Wieshofer Ludwig [Austria] x Hakobyan Albert [Armenia] x Chojnacki Marek [Poland] x

**Categories**

Category	Age group	Style	Competition	Start date	Adjudicators
1	Juveniles	ST	Dancespo	29/06/2024	Wota Robert [Poland], Bodini Luigi [Georgia], Gavril Mircea [Romania], Braga Pietro [Italy], Skutans Valdis [Latvia]
2	Juveniles	LA	Dancespo	30/06/2024	Wota Robert [Poland], Wieshofer Ludwig [Austria], Hakobyan Albert [Armenia], Skutans Valdis [Latvia], Braga Pietro [Italy], Bodini Luigi [Georgia]
3	Junior I	ST	Dancespo	30/06/2024	Wota Robert [Poland], Bodini Luigi [Georgia], Gavril Mircea [Romania], Skutans Valdis [Latvia], Chojnacki Marek [Poland], Hakobyan Albert [Armenia], Wieshofer Ludwig [Austria]
4	Junior I	LA	Dancespo	30/06/2024	Wota Robert [Poland], Bodini Luigi [Georgia], Gavril Mircea [Romania], Braga Pietro [Italy], Skutans Valdis [Latvia], Wieshofer Ludwig [Austria], Hakobyan Albert [Armenia]
5	Junior II	ST	Dancespo	29/06/2024	Bodini Luigi [Georgia], Wota Robert [Poland], Gavril Mircea [Romania], Braga Pietro [Italy], Skutans Valdis [Latvia], Wieshofer Ludwig [Austria]
6	Junior II	LA	Dancespo	29/06/2024	Chojnacki Marek [Poland], Wieshofer Ludwig [Austria], Hakobyan Albert [Armenia], Skutans Valdis [Latvia], Braga Pietro [Italy]

Use "Click and save" button. You will get the information about all the panels:



The screenshot shows the 'Create new application' form on the left and a status panel on the right. The status panel displays the following messages:

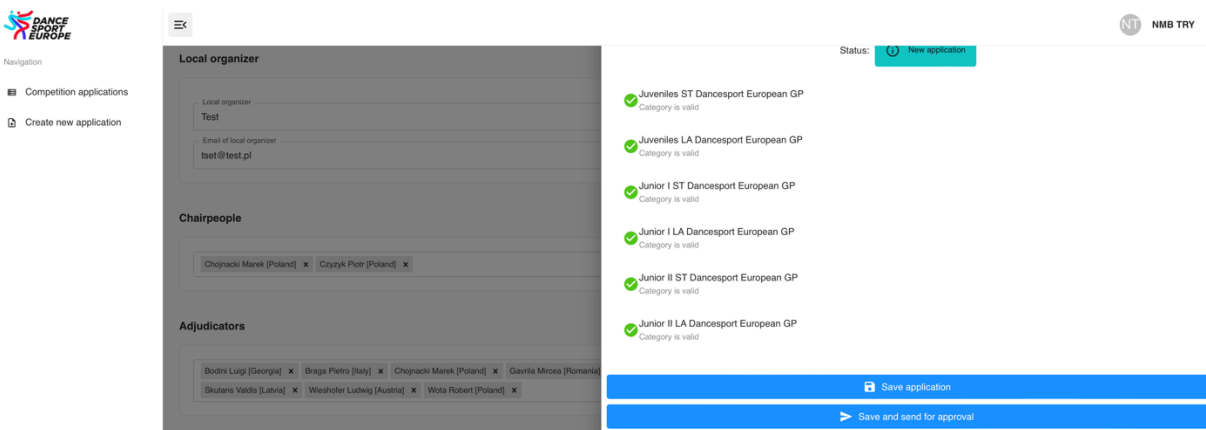
- ✓ Juveniles ST Dancesport European GP  
Category is valid
- ⚠ Juveniles LA Dancesport European GP  
The number of adjudicators is not valid according to DSE Rules
- ⚠ Junior I ST Dancesport European GP  
Adjudicators representing the same NMB were chosen
- ✓ Junior I LA Dancesport European GP  
Category is valid
- ⚠ Junior II ST Dancesport European GP  
The number of adjudicators is not valid according to DSE Rules
- ✓ Junior II LA Dancesport European GP  
Category is valid

A yellow warning banner at the bottom of the status panel reads: "Due to incomplete judging panels the application can only be saved at this point - it cannot be proceeded. Competition will be shown in DSE calendar as Provisional. DSE Office will change it's status to Active when the dates are approved. Judging panels will need to be set before a due date described in DSE Rules." Below the status panel are buttons for "Save application" and "Save and send for approval".

You can see that three categories are not correct. Two because of wrong number of judges and other one because of two judges are chosen from the same country. Remember always click „Save application” so even if something is wrong your choices will stay there so you just correct it next time instead of choosing all again from beginning.

## 7. Sending to approval

When everything will be ok you should see all green messages:

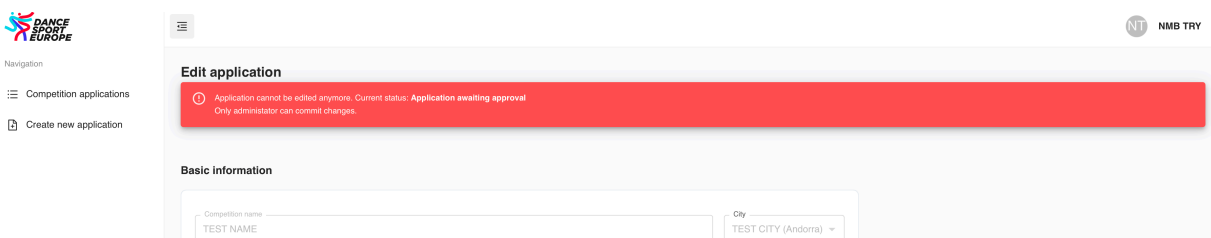


The screenshot shows the application form with all categories marked as valid in the status panel:

- ✓ Juveniles ST Dancesport European GP  
Category is valid
- ✓ Juveniles LA Dancesport European GP  
Category is valid
- ✓ Junior I ST Dancesport European GP  
Category is valid
- ✓ Junior I LA Dancesport European GP  
Category is valid
- ✓ Junior II ST Dancesport European GP  
Category is valid
- ✓ Junior II LA Dancesport European GP  
Category is valid

The status panel now shows a green "New application" button and a blue "Save application" button. The "Save and send for approval" button is also visible.

Then you need to click „Save and send to approval” After that point you cannot edit it anymore.

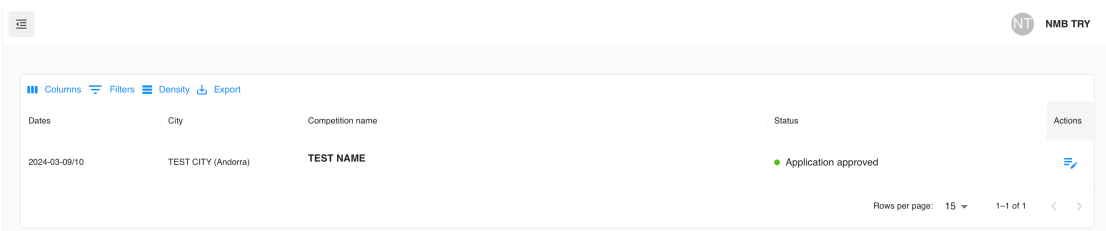


The screenshot shows the 'Edit application' screen. A red banner at the top states: "Application cannot be edited anymore. Current status: Application awaiting approval. Only administrator can commit changes." Below this, the 'Basic information' section is visible, with fields for 'Competition name' (TEST NAME) and 'City' (TEST CITY (Andorra)).

## 8. Application approved

As you know from the application status part the application can be returned to you with some comments to make necessary changes or even rejected, always with the comments of the reasons.

When everything will be verified as correct ones you will get the notification email that your application is approved, and their status will change as well.



The screenshot shows a web application interface for 'DANCE SPORT EUROPE'. On the left, there is a navigation menu with 'Competition applications' and 'Create new application'. The main area displays a table with the following data:

Dates	City	Competition name	Status	Actions
2024-03-09/10	TEST CITY (Andorra)	TEST NAME	Application approved	

At the bottom right of the table, it indicates 'Rows per page: 15' and '1-1 of 1'.

From that point NMB will be not allowed to edit it anymore. If you will need to change anything you need to ask DSE office to change the status to returned to NMB. Then you can edit and send it back to approval again.

In anytime you will get the problem you can contact to our office. We are sure that this automatization process will be faster and more transparent to everybody.